

Foursquare Annual Church Report

The Foursquare Annual Church report is being re-introduced as a feature of The Foursquare Hub Database. The purpose of this report is to effectively assess and celebrate our collective progress and investment toward the three stated missional objectives of the Foursquare movement: 1) disciple and leader development, 2) church transformation, and 3) national and global church multiplication and movement making.

While some of the data used to generate the annual church report will be collected directly from information provided on a monthly basis from the Foursquare Monthly Church Report (FMCR), the annual report questionnaire requests information specifically about the objectives either not available or impractical to gather from FMCR data. Churches with multiple sites or congregations should only fill out one annual report form with consolidated data using the parent church Foursquare ID number.

Please include information for the calendar year (January 1st – December 31st) selected. Each EIN registered Foursquare Church is requested to complete this annual questionnaire no later than February 15th of the subsequent year.

Discipleship and Leadership Development

This section is designed to assess progress and financial investment toward the intentional development of disciples and leaders in your local church:

- **How many people did your church intentionally engage in discipleship during the year of this report? <Integer>**
- **How many people does your church intend to intentionally engage in discipleship this year? <Integer>**
- **How many people does your church intend to intentionally engage in discipleship next year? <Integer>**

**The purpose of these questions is to illustrate a projected trend of disciple-making activity over a three-year period.*

- Include the number of individuals that have been/will be directly and intentionally disciplined by the leaders and activities of your church.
 - **Discipleship:** is defined as an intentional process whereby people learn what it means to know and follow Christ and His teachings and become disciplers of others.
 - Examples of discipleship activities may include: Classes, bible studies, small groups, internship or mentorship programs etc.
- **Describe your discipleship process/activities: <Text>**
 - Include narrative to describe your discipleship process or program(s) related to the numbers reported above, which may involve multiple approaches or activities.
 - **How many male/female leaders did your church train this year (based on age range)? <Integer>**



- This data is intended to assess our effectiveness in growing our leadership base with well-developed leaders and includes the demographic breakdown (by age and gender).
 - **Leaders:** are defined as individuals who have been trained to take on specific responsibilities in local church ministry including the recruitment and oversight of other team members. It also includes those preparing to be sent as church planters, missionaries, pastors, etcetera.
- **Describe your leadership development process/activities: <Text>**
 - Include narrative to describe your leadership development process or program(s) related to the numbers reported above, which may involve multiple approaches or activities. Leadership development activities may include: seminars, internship or mentorship programs, classes, workshops or any other approaches used to intentionally equip and place leaders in active ministry roles.
 - **What were the total funds invested in discipleship and leadership development this year? <Dollar Amount>**
 - Include total spending on both leadership development and discipleship activities from all fund sources (restricted or unrestricted).

Church Transformation

This section is designed to assess progress and financial investment towards community engagement in missional activity as well as intentional efforts toward church and pastoral health. Examples of community engagement may include: outreach, evangelism, community service or other activities focused toward unreached people groups in your community. Examples of church and pastoral health may include: church consultants, coaching or assessments, pastor and/or staff sabbaticals.

- **How many people did your church engage in local missional activity/outreach during the year of this report? <Integer>**
 - **Engage:** refers to participation by leaders and people of your church in the specific activities used to serve and impact the respective community or communities served by the local church.
- **How many people did your church serve through local missional activity/outreach during the year of this report? <Integer>**
 - **Serve:** refers to the number of people who received or otherwise benefitted from the ministry outreach or evangelism activities conducted by your local church. Examples may include: decisions for Christ, individuals who received home, hospital or prison visitation, people served with meals, medical or benevolent assistance, community events, and etcetera.
- **Missional outcomes: Decisions for Christ, water baptisms, Holy Spirit baptisms, people who received prayer for healing and miracles <no entry required>**
 - This data will be extracted from the cumulative information provided in the Foursquare Monthly Church Report, therefore these questions are omitted from the annual report form but will be visible on the annual report output.
- **Summarize the community missional activities/outreach and investments into church and pastoral health that your church was involved in this year: <255 characters>**



- Include narrative to describe the missional, evangelism and outreach activities reported above, which may involve multiple approaches or activities.
- **What were the total funds invested in church transformation this year? <Dollar Amount>**
 - Include total spending on church transformation activities from all fund sources (restricted and unrestricted).

National & Global Church Multiplication and Movement Making

This section is designed to assess progress and financial investment towards establishing and supporting new churches and/or missional congregations (ethnic, satellite, multi-site, and etcetera) both within the United States and abroad. This definition includes:

- Establishing **new Foursquare churches (i.e. church plants, adoptions and restarts)** that become or are intended to become fully viable legal church entities not directly managed or lead by a parent/sponsoring church or ministry.
- Establishing **missional congregations** of an existing church legal entity in the form of ethnic congregations, secondary campuses, satellites etc. that maintain direct apostolic oversight from and legal connection to the parent church.

Ministry Activities within the US

- **How many new churches (plants, adoptions and/or restarts) has your church sponsored and/or supported this year? <Integer>**
 - **Sponsored:** refers to direct involvement and oversight with the planning, resourcing and staffing of the new church including efforts like: sending pastor(s), sending a core leadership team or support base and/or providing administrative covering (processing donations and checks, and etcetera) as part of an intentional vision to multiply.
 - **Supported:** refers to more indirect involvement such as providing financial and/or prayer support, counsel or periodic assistance with volunteer labor or physical resources (lending space, equipment, services, and etcetera).
- **How many new churches (plants, adoptions and/or restarts) has your church sponsored or supported to date? <Integer>**
 - Include the total number of new churches (plants, adoptions and/or restarts) that your church has sponsored or supported since it's inception.
 - **Sponsored:** refers to direct involvement and oversight with the planning, resourcing and staffing of the new church including efforts like: sending pastor(s), sending a core leadership team or support base and/or providing administrative covering (processing donations and checks, and etcetera) as part of an intentional vision to multiply.
 - **Supported:** refers to more indirect involvement such as providing financial and/or prayer support, counsel or periodic assistance with volunteer labor or physical resources (lending space, equipment, services, and etcetera).
- **How many missional congregations/campuses did your church sponsor/support this year? <Integer>**
 - Include the number of missional congregations/campuses that your church has sponsored and supported (per definition above) in the year associated with this annual report
 - **Sponsored:** refers to direct involvement and oversight with the planning, resourcing and staffing of the new church including efforts like: sending pastor(s), sending a core leadership team or support



base and/or providing administrative covering (processing donations and checks, and etcetera) as part of an intentional vision to multiply.

- **Supported:** refers to more indirect involvement such as providing financial and/or prayer support, counsel or periodic assistance with volunteer labor or physical resources (lending space, equipment, services, and etcetera).
- **How many missional congregations/campuses has your church sponsored/supported to date? <Integer>**
 - Include the number of missional congregations/campuses that your church has sponsored and supported (per definition above) since your church's inception.
 - **Sponsored:** refers to direct involvement and oversight with the planning, resourcing and staffing of the new church including efforts like: sending pastor(s), sending a core leadership team or support base and/or providing administrative covering (processing donations and checks, and etcetera) as part of an intentional vision to multiply.
 - **Supported:** refers to more indirect involvement such as providing financial and/or prayer support, counsel or periodic assistance with volunteer labor or physical resources (lending space, equipment, services, and etcetera).
 - **How many US-based missions projects has your church sponsored and/or supported this year? <Integer>**
 - Include the number of missions projects within the United States that your church has sponsored or supported. Examples may include: Projects for Native American communities, disaster relief, outreach to LGBTQ communities or missionary work targeting other unreached people groups in the US.
 - **Sponsored:** refers to direct involvement and oversight with the planning, resourcing and staffing of the new church including efforts like: sending pastor(s), sending a core leadership team or support base and/or providing administrative covering (processing donations and checks, and etcetera) as part of an intentional vision to multiply.
 - **Supported:** refers to more indirect involvement such as providing financial and/or prayer support, counsel or periodic assistance with volunteer labor or physical resources (lending space, equipment, services, and etcetera).
 - **Describe how your church has sponsored and/or supported church multiplication and movement making in the U.S. this year: <255 characters>**
 - Include narrative to describe the church multiplication and movement making activities reported above.
 - **Sponsored:** refers to direct involvement and oversight with the planning, resourcing and staffing of the new church including efforts like: sending pastor(s), sending a core leadership team or support base and/or providing administrative covering (processing donations and checks, and etcetera) as part of an intentional vision to multiply.
 - **Supported:** refers to more indirect involvement such as providing financial and/or prayer support, counsel or periodic assistance with volunteer labor or physical resources (lending space, equipment, services, and etcetera).
 - **What were the total funds spent on church multiplication and movement making within the US this year? <Dollar Amount>**
 - Include total spending on church multiplication and movement making activities within the United States from all fund sources (restricted or unrestricted).



Ministry Activities outside the US

- **How many missionaries/projects has your church sponsored and/or supported this year?**

<Integer>

- **Sponsored:** refers to direct involvement and oversight with the planning, resourcing and staffing of the ministry including efforts like: sending missionaries, teams, soliciting a financial support base and/or providing administrative covering (processing donations and checks, etc.) as part of an intentional vision to multiply globally.
 - **Supported:** refers to more indirect involvement such as providing financial and/or prayer support, counsel or periodic assistance (speaking opportunities, care packages, and etcetera).
- **Describe your church's involvement in global missions activities (outside the US) this year: <255 characters>**
 - Include narrative to describe the global missions activities reported above.
 - **What were the total funds spent on global missions (outside the US) this year? <Dollar Amount>**
 - Include total spending on global missions (direct support, FMI General Fund, missions teams, etc.) from all fund sources (restricted or unrestricted), other missions activities including church plants.

Financial Stewardship

This section is designed to assess significant events that may have impacted the growth and financial trends of the local church as financial and attendance numbers cannot tell the story of your local context.

Significant Events

- **Please indicate Significant Events that occurred this year:**

- | | | |
|-------------------------------|---------|---|
| ○ Leadership Transition | <Month> | Notes: <255 characters> |
| ○ Building Project > \$30,000 | <Month> | Notes: <255 characters> |
| ○ Natural Disaster | <Month> | Notes: <255 characters> |
| ○ Church Plant Started | <Month> | Notes: <255 characters> |
| ○ Multi-site Campus Started | <Month> | Notes: <255 characters> |
| ○ Other Significant Marker | <Month> | Notes: <255 characters> (Describe here) |

***This is a multi-instance question:** Select as many as apply. These events and the dates will be integrated with data financial and attendance trends in order to identify events that may have impacted church growth trends (positively or negatively) and illustrate the degree of that impact. Please use the notes section to give context to each event and how it may have impacted attendance trends.*

Legal and Tax Regulations

This section is intended to inform us as to how to best serve and support you in matters of legal and tax compliance.

- **Is your church using a professional payroll service at this time? <Y/N>**



- Professional payroll service is referring to service provided by licensed professionals who are well versed in the nuances of clergy compensation rules, tax regulations and who stay updated on the ongoing changes to laws and regulations affecting church employers. *Note: QuickBooks payroll service or other user-driven payroll software subscriptions do not qualify as a professional payroll service. (If you would like some referrals, please contact your district office)*

- **Did your church complete the following this year: <Y/N, n/a>**
 - Document council-designated clergy housing allowances in council meeting minutes?
 - Tax regulations require that any designation of a licensed minister’s compensation as “housing allowance” be documented in church council minutes. Since housing allowance designations cannot be retroactive, we strongly recommend that ministers housing allowances be reviewed and documented in council minutes each December for the coming calendar year.
 - File federal/quarterly (941) and annual payroll returns along with any state returns for all employees?
 - Employers are required to file IRS form 941 payroll returns on a quarterly and annual basis along with any state returns. State filing requirements vary, so employers should check with their state tax agencies or enlist the help of certified professionals to ensure compliance with their state’s regulations. **If your church only paid clergy housing allowances**, then 941 returns are not required for the housing allowances paid. A letter may be issued to the minister for the housing allowance (see available samples on the online administrative toolkit at www.foursquare.org) If you are unfamiliar with these forms or uncertain about whether your church has filed, answer “no” to this question and please follow up immediately with your district office for assistance.
 - Remit withheld payroll taxes to the IRS?
 - Employers are required by law to remit all monies withheld from employees paychecks along with any employer portion that is owed.(Note: There are unique rules regarding clergy compensation, please see the compensation videos available on the administrative toolkit for more information). Failure to remit funds withheld from employee’s paychecks can result in serious legal and financial ramifications for church leaders. If you answer “no” to this question, please follow up immediately with your district office for assistance.
 - Issue W-2/W-3’s to the Social Security Administration (SSA) and employees?
 - Employers are required to file Forms W2 along with a summary transmittal Form W3 for all church employees. Note that ministers appointed to a church are considered employees and not independent contractors and should therefore not receive IRS form 1099-MISC. If your church has paid employees but you are unfamiliar with these forms or uncertain about whether your church has filed, answer “no” to this question and please follow up immediately with your district office for assistance.

- **Did your church issue IRS form 1099 for all individuals who were paid for contract labor, honorariums or love offering totaling \$600 or more this year? <Y/N>**
 - “Contract Labor, honorariums and love offerings” (for visiting guests) are considered non-employee compensation paid directly to persons who are self-employed (not W-2 employees or ministers on staff at the church). IRS regulations require that cumulative payments for services of \$600 or more per annum to non-employees (eligible to work within the US) must be reported to the IRS and individual on IRS form 1099-Misc. For resources on this topic, contact your district office.

- **Does the church have any pending issues or notices from the IRS or other regulatory agency? <Y/N>**



- Examples may include: notification of wage or tax withholding discrepancies, civil penalties, tax liens, property tax lien or auction notices etc. If yes, please contact your district office immediately for assistance.
- **Did the church send out contribution statements with the required disclaimer to donors this year? <Y/N>**
 - Note “contemporaneous written acknowledgement” (i.e. contribution statements) are required by the IRS substantiate any gifts of \$250 or more per year. In order for contributions to meet tax-deductibility requirements the statements are required to include a **disclaimer** that “contributions listed were freewill offerings and not made in exchange for any goods or services rendered by the church.”
- **Is your church current with property tax payments? <Y/N>**
 - In many counties, property that is owned by the church and used exclusively for religious worship purposes is exempt from property tax. However, these ordinances vary by jurisdiction and property use. If you are unsure whether your church is liable for property tax, answer “no” to this question and please follow up immediately with your district office for assistance.
- **What software does your church utilize for bookkeeping? <pull-down list>**
 - None (default)
 - QuickBooks
 - Shelby Financial
 - Personal finance software (Quicken, MS Money etc)
 - Other: Integrated Church Management Software
 - Other (short description)
- **Did your church have any unrelated business income requiring the completion of IRS form 990-T this year? <Y/N>**
 - This question is intended to verify that the operations of your local Foursquare church are within the scope of our tax-exempt purpose not subject to additional restrictions or requirements.
 - **Unrelated business income (UBI):** is income from a trade or business, regularly carried on that is not substantially related the church’s exempt purpose. An exempt organization that has \$1,000 or more of gross income from an unrelated business must file Form 990-T. If you are unsure whether you need to file, please contact your district office.

Church Property

The following list of questions is intended to verify that Foursquare central office departments have record of all significant additions, disposals and alternations to church property in order to ensure that we meet the legal obligations for these assets to be properly reported, depreciated and insured. These questions pertain to charter and district churches only. Foursquare Covenant Churches may skip the property section and move on to the bylaw compliance section.

- **Did your church make any renovations to the church-owned or leased property this year? <Y/N>**
- **Did your church purchase or sell/dispose of land or buildings this year? <Y/N>**



- **Did your church purchase equipment of more than \$10,000 this year? <Y/N>**
- **Regarding “Yes” answer to any of the previous 3 questions, provide details, including dates and dollar amounts: <255 characters>**
 - This information will simply be compared with the data on file to ensure that Foursquare Accounting and Insurance have properly accounted for changes to the church property schedule.
- **Do any areas of your church facility have deferred maintenance or pending major repairs? <Y/N>**
- **If you answered “Yes” to the previous question, provide details, including description, estimated cost and any current plans to address the issue: <255 characters>**
 - Please include any information about deferred maintenance or damage that can affect the longevity, marketability or current use of the church facilities.

Bylaw Compliance

- **Have all facility use agreements, leases and land/property contracts been reviewed and approved by the ICFG Board? <Y/N>**
 - In order to ensure that the insurance policies for all church property, liability and workers comp are valid and enforceable, all facility use agreements, leases and land/property contracts require signature by an ICFG board-authorized signor. If your church is a covenant church and does not hold legacy property, please answer N/A.
- **Do you have current background checks (within 3 years) on all kids and youth workers? <Y/N>**
 - Bylaws Section 14.4 states that pastors shall “Implement policies and procedures to properly select and supervise volunteers and paid staff members in order to prevent abuse of children at church activities or on church premises. The pastor and other Foursquare ministers shall report suspected child abuse, as required by law.”
- **What was the date of your annual membership meeting this year? <Date>**
 - Bylaws Section 13.6 states “The pastor shall call an annual meeting of the church’s members upon not less than two weeks’ prior written notice to church members. It is sufficient to post the written notice in a prominent place at the church.”
- **How many church council meetings did you have this year? <Integer>**
 - Bylaws Section 13.6 states “The council shall meet as often as necessary, but not less often than once each month, to care for the business of the church. Special meetings may be held upon the call of the pastor, or upon written request to the pastor by a majority of the council members, or by the district supervisor or the supervisor’s appointed representative.”
- **What is your number of active church members? <Integer>**
 - Bylaws Section 13.6. states “In order to be considered active and entitled to a vote, a member shall have signed the membership roll and shall have
 - Regularly contributed to the support of the church



- Regularly attended church services if physically able to do so”