

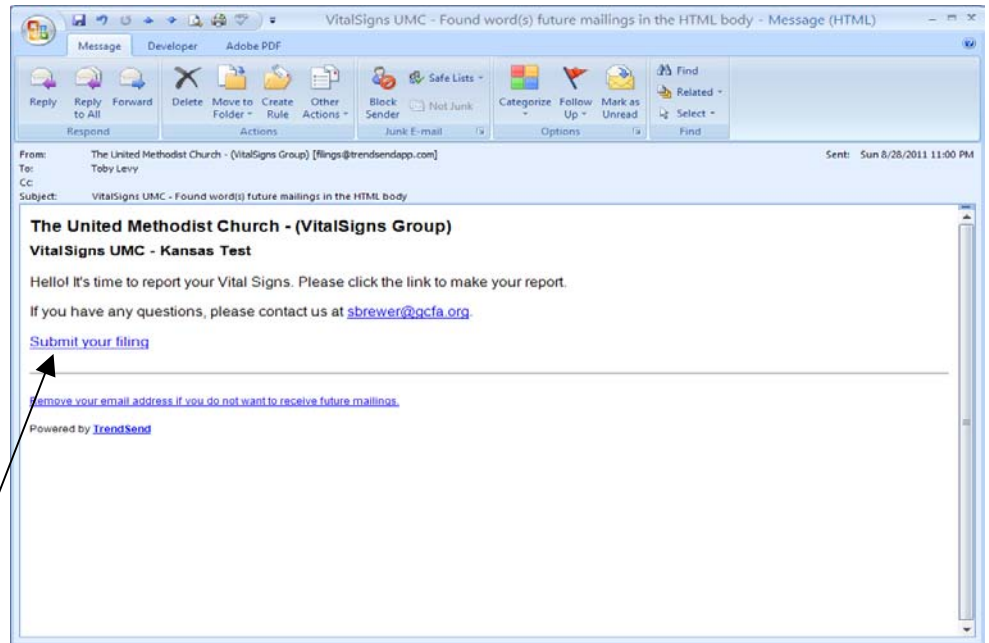
# How to Enter Your Church Statistics in the VitalSigns Dashboard

## 1. First Things First

- Sign up for the VitalSigns dashboard by emailing to Toby Levy ([tlevy@kswestumc.org](mailto:tlevy@kswestumc.org)) the name of your church and the email address of the person who will do the weekly reporting.

## 2. VitalSigns filing emails are sent out every Sunday.

- Filing period is from Monday to Sunday; if you receive the filing email on Sunday 11/27, it covers the period from Monday, 11/21 to Sunday 11/27.
- Every week you will receive a submission filing email (Ex. 1). Click on the “Submit your filing” link from within the email message.

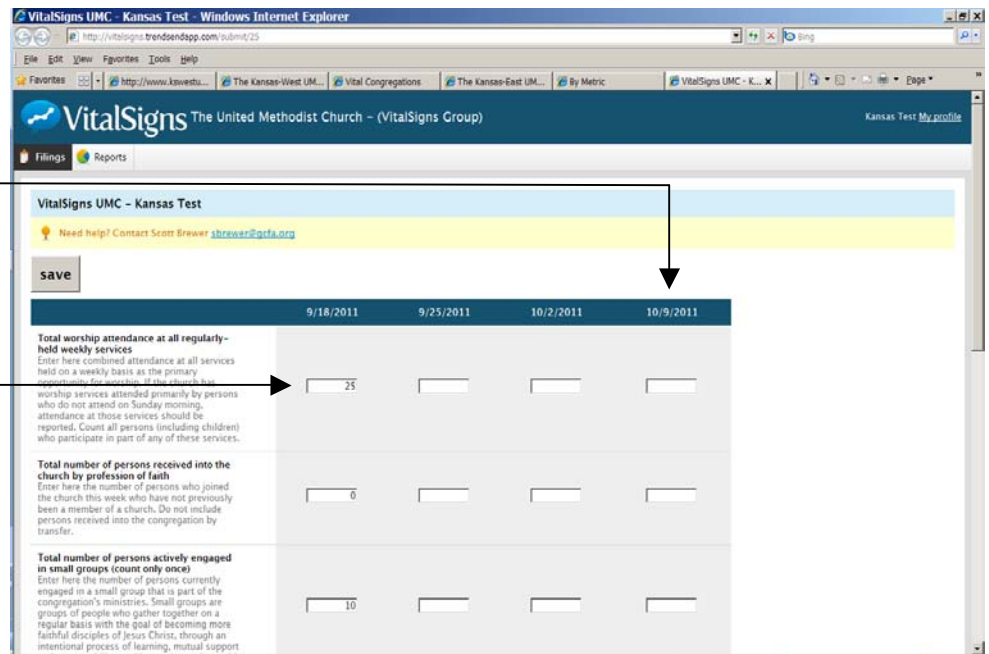


Ex. 1

- There is no log-in, user name or password required to enter the VitalSigns website.

## 3. About the VitalSigns website

- When you enter the website you will see the current week plus three prior weeks.
- You must enter a number in the “Attendance” field for the previous weeks; enter a zero if necessary. You don’t need to fill in any other data for the previous 3 weeks, but you must enter a number in the Attendance field in order for your submission to be saved.



Ex. 2

- You will always see 4 weeks of data. If you want to make changes to previous weeks, you can do that here as long as the week is displayed. However, once the week has “rolled off” – you can’t make any changes to that week.

#### 4. Entering stats in

##### VitalSigns

- Enter the statistical number in the field for each question (keep in mind that number may be a zero). Fields may be left blank if the answer is unknown (except for the Attendance field – there must always be a number there).
- Enter your ministry testimony for the week in the “Filing Comments” free form text box. This is your “statistory” – your story behind the statistics.
- When you are satisfied with your entries, click “Save”
- **NOTE:** See the last page of this document for a complete listing of the statistical questions with their description.

Ex. 3

#### 5. Your stats have been submitted

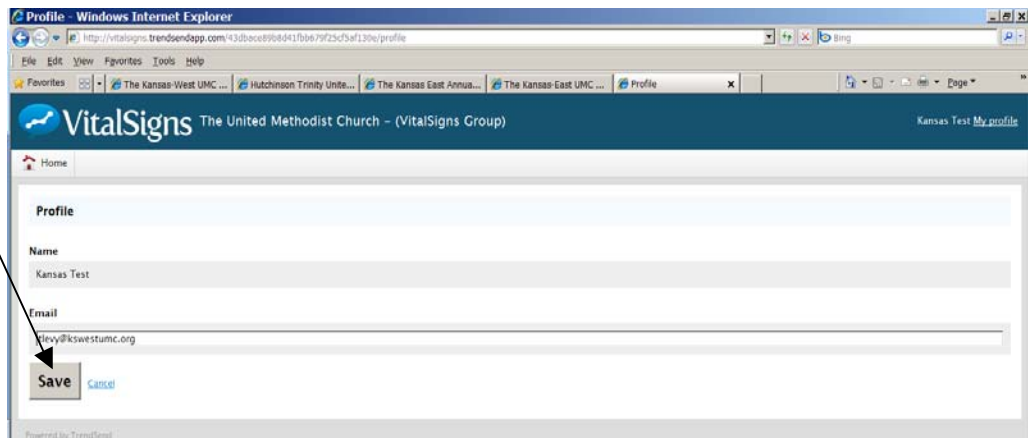
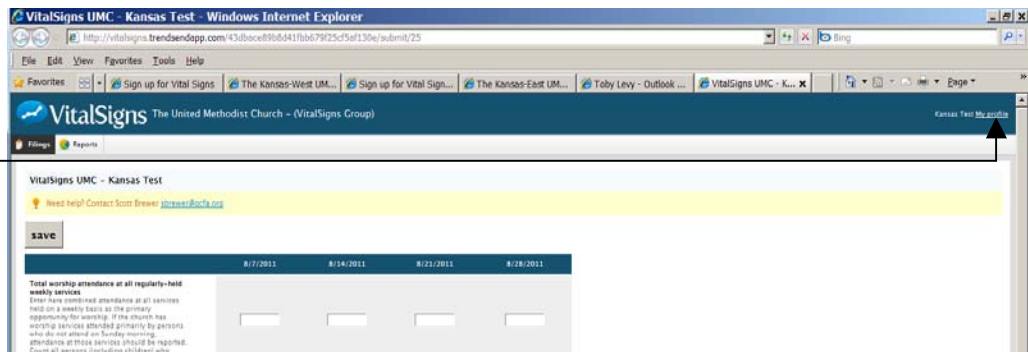
- When you see this screen (Ex. 4), you know your numbers have been saved in the dashboard.
- If you need to change your numbers, click on the “Review your filing” link. Otherwise just close the window to exit – there is no “logout” required.
- If you go back to change numbers, remember to click “Save” again to commit your changes.

Ex. 4

# How to Enter Your Church Statistics in the VitalSigns Dashboard

## 6. How to change the email address for your church

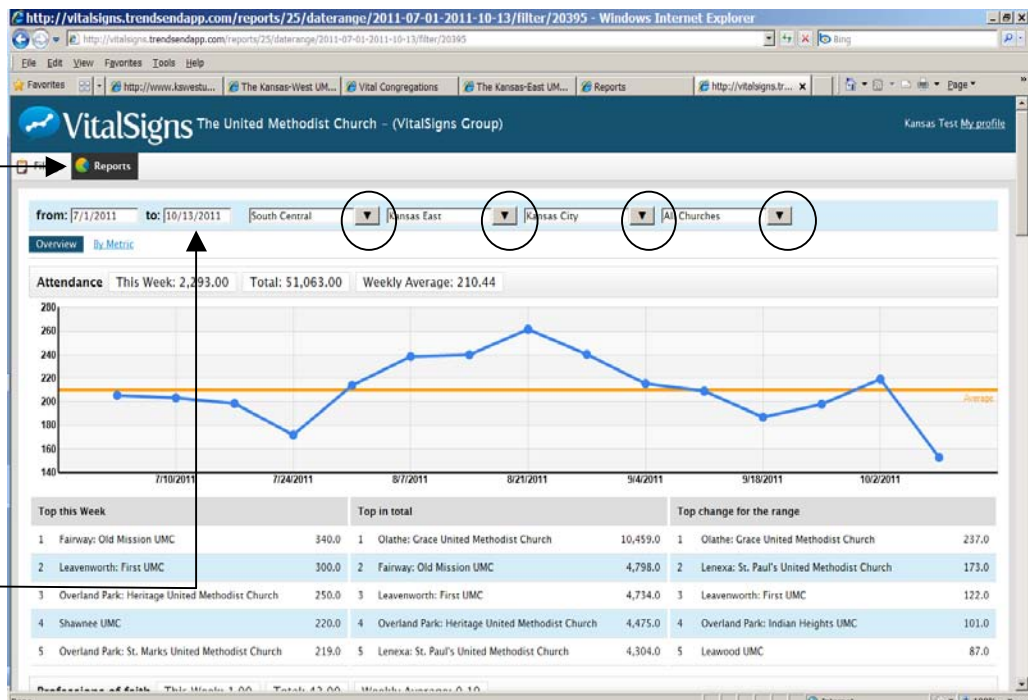
- Click on “My Profile” to enter the screen where you can change the email address.
- Click “Save” after you’ve changed the email address.



“My Profile” screen

## 7. View the Reports

- Click on “Reports” to view stats either by “Overview” or “By Metric”.
- Click on the down arrows to choose the jurisdiction, conference, district and church.
- If you want to change the date range, click anywhere in the date field box and the calendar chooser will appear.
- Reports “By Metric” displays the actual numbers for each question from highest to lowest.



Reports screen by “Overview”

## 8. To view the “Public Page”, go [www.kansaseast.org](http://www.kansaseast.org), Resources, Vital Signs Dashboard, Vital Signs Dashboard Reports.

## VitalSigns Dashboard Questions

### **1. Total worship attendance at all regularly-held weekly services**

Enter here combined attendance at all services held on a weekly basis as the primary opportunity for worship. If the church has worship services attended primarily by persons who do not attend on Sunday morning, attendance at those services should be reported. Count all persons (including children) who participate in part of any of these services.

### **2. Total number of persons received into the church by profession of faith**

Enter here the number of persons who joined the church this week who have not previously been a member of a church. Do not include persons received into the congregation by transfer.

### **3. Total number of persons actively engaged in small groups (count only once)**

Enter here the number of persons currently engaged in a small group that is part of the congregation's ministries. Small groups are groups of people who gather together on a regular basis with the goal of becoming more faithful disciples of Jesus Christ, through an intentional process of learning, mutual support and accountability, and/or service to the world.

### **4. Total number of persons from the congregation engaged in local, national and international mission/outreach**

Enter here the number of persons sent out on behalf of the congregation for ministries intended to transform people in your community, your region, and the world.

### **5. The total amount given by local church to other organizations for support of benevolent and charitable ministries**

Enter here the amount of funds given by the church to support missions and ministries outside of the church. This includes giving to apportionments, Special Sundays, the Advance, and other United Methodist and non-United Methodist ministries engaged in work to transform the world.

### **6. Total offering received this week through pledges and offerings**

Enter here the total offerings and pledges received this week to support the ministries of the church. This includes offerings for the regular operating budget of the church, special offerings for particular ministries, capital campaigns, and other forms of designated giving. Do not include receipts from investments, fees for programs such as daycares or after school programs, or fundraisers.

- **Testimony of your ministry in the last week. (Optional Narrative)**