

Greetings Annual Conference,

Happy Advent to all of you!

Please be advised that **Ezra** is available for you to configure and open the 2020 statistical year.—Below are added instructions for the lines dealing with **Online Services** and **Paycheck Protection Program**. Collecting some COVID related information will be critical to our analyzing of 2020 data.

This is what was put in at the end of each line's directions:

7: For 2020 only use the weeks that you had full in-person service. If you used ZOOM and have tracked the attendance as you do in-person worship, you can add them here as they have been identified. Please make a note in the notes section that this average is a combination of Full in-person and ZOOM.

7a: In 2020, many churches initiated online services using various platforms. See instructions from the platform to figure out views that were hits or watches based upon viewing time (the length of time considered a watch may vary by conference).

27: If the church received a loan from the Paycheck Protection Program (PPP) as part of the CARES Act that has not been forgiven, include the loan balance here.

54c: Enter the amount received from the Paycheck Protection Program (PPP) as part of the CARES Act here (whether it's been forgiven or not).

Although the PPP may get recorded in two places, **line 27** just tells us that they have a loan amount, it doesn't get put in as part of the spending plan. **Line 54c** tells us it was used as part of the spending plan (but it's still from an outside source, even if it becomes a grant). Neither field is used to calculate apportionments, they are just informational. The challenge is that we don't have a way to add questions, so we had to put them somewhere. When the loan is forgiven, it will fall off next year's stats, and it won't be put in 54c next year (unless there's a second wave of stimulus in 2021).

Please also see the [online attendance guidance from Discipleship Ministries](#).

We know it's going to be a year of wild data for some of these categories. Thank you for all you do for the denomination and hard work to collect this critical data! Peace and Blessings.