

## Transitioning VitalSigns and Vital Congregations

### Vital Congregations Transition Notes

	FYI: Annual Goal updates will be due at Charge Conference
	Ensure that transition notes are compiled and complete

**Reminder:** Vital Congregations Annual Goals are input and reviewed at [www.umvitalcongregations.org](http://www.umvitalcongregations.org). Click on the “Setting Goals” tab. Click: “Congregations” Locate your church by Conference, General Church Number or City/State.

### VitalSigns Transition Checklist

	Make sure all VitalSigns records are up-to-date online; At the very least, input worship attendance for the last few weeks
	Ensure that transition notes are compiled and complete
	DO NOT change email addresses in the system; we will do that for you. If it appears that the email goes to a church staff person, we will not change the email address.

If you cannot login to the VitalSigns system or if you not receiving your weekly email, contact: [vitalsigns@ngumc.org](mailto:vitalsigns@ngumc.org) or 678.533.1446 or your District Office.

For help with your ngumc.net email account, call: 678.533.1363.

### **VitalSigns Transition Document:**

- Use the attached document to provide the new pastor with a history of how you’ve been capturing the data for VitalSigns
- Be as detailed as possible
- Be sure to include the who, what, when, where and how of each category
- If you have not been participating in VitalSigns, please provide some helpful thoughts on who could be helpful in getting this ministry started
- This document can be filled out online and printed or emailed to all interested parties
- Visit [www.ngumc.org/vitalsigns](http://www.ngumc.org/vitalsigns) for VitalSigns and Vital Congregations resources



[www.ngumc.org/vitalsigns](http://www.ngumc.org/vitalsigns)



VitalSigns Transition Document

## What Data Gets Collected - The metrics our conferences values are:

### Total worship attendance at all regularly-held weekly services

- Combined attendance at all worship services held on a weekly basis; include special worship service attendance when held; Count all persons (including children) who participate in part of any of these services.
- If the church has worship services attended primarily by persons who do not attend on Sunday morning, attendance at those services should be reported

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

- The number of persons who joined the church this week who have not previously been a member of a church or professed faith in Christ - including Confirmation Classes
- Do not include persons received into the congregation by transfer; Do not include baptisms

### Baptisms – infants, children, youth and adults

- The number of people baptized this week; Include infants, youth and adults

### Total number of small groups

- Small groups: 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; Include short and long term groups

### Total number of persons actively engaged in small groups

- Count persons only once
- The number of persons currently engaged in a small group that is part of the congregation's ministries

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

- People engaged in mission this week on behalf of the church

### Persons outside of your congregation to whom congregation was in outreach

- People not currently a part of your church served by your congregation
- Examples: Food Pantries, Utility/Housing Assistance, Homeless Ministries, Scouting Ministries, Mission Trips, Disaster Response, Community Childcare, AA, Recreation Leagues, etc.

### Total amount given by local church to other organizations for support of benevolent and charitable ministries

- Any money spent by the church to support missions and ministries outside of the church
- Include: giving to **apportionments**, District Work Fund, Special Sundays, the Advance, and other United Methodist and non-United Methodist ministries engaged in work to transform the world

### Total offering received this week through pledges and offerings

- Total offerings and pledges received this week to support the ministries of the church
- Include: 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

**Please note, some of these items differ slightly from the annual goals congregations have been invited to set.**

As VitalSigns is a weekly reporting system,  
the metrics are designed to collect actionable data for churches on a week-to-week basis.

**FOR MORE INFORMATION CONTACT YOUR DISTRICT OFFICE OR CONNECTIONAL MINISTRIES:**

*Rev. Jasmine Smothers: [jasmine.smothers@ngumc.net](mailto:jasmine.smothers@ngumc.net)*

*VitalSigns Home Page: [vitalsigns.trendsendapp.com](http://vitalsigns.trendsendapp.com)*

*NGUMC VitalSigns Home Page: [www.ngumc.org/vitalsigns](http://www.ngumc.org/vitalsigns)*

<b>VitalSigns Transition Doc:</b>	<b>Church</b>		<b>Date</b>	
	<p>In each box, provide the appropriate details of how you arrive at your VitalSigns numbers. Include who/what is counted in each category, who is responsible for counting, and who reports the numbers each week. When you are finished, please print/save this and give/email it to your new pastor and/or staff.</p>			

**Total Worship Attendance** at all weekly worship services

Total number of persons received into the church by **Profession of Faith**

**Baptisms** – infants, children, youth and adults

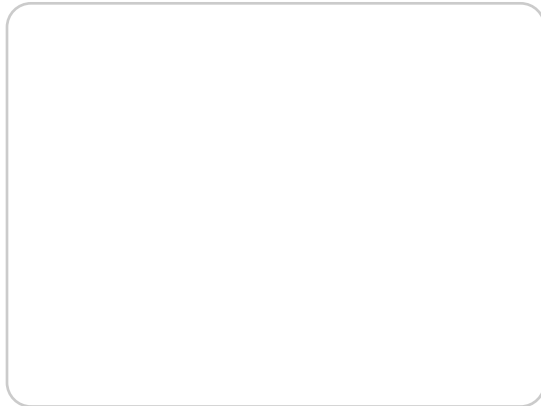
**Total number of small groups**

**Total number of persons** actively engaged in **small groups**

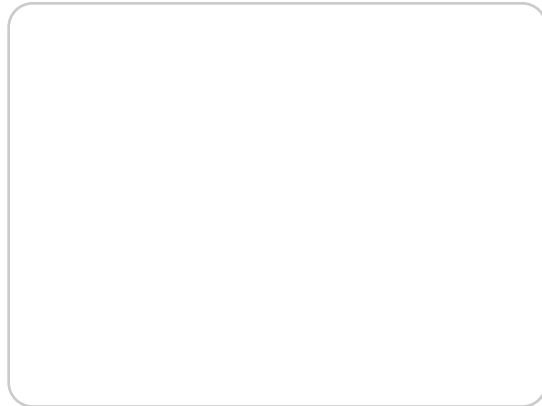
Total number of **persons from the congregation** engaged in local, national and international **mission/outreach**

# VitalSigns Transition Doc p2

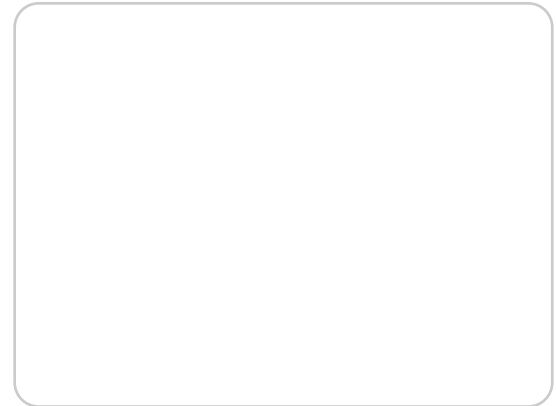
Add any helpful notes here:



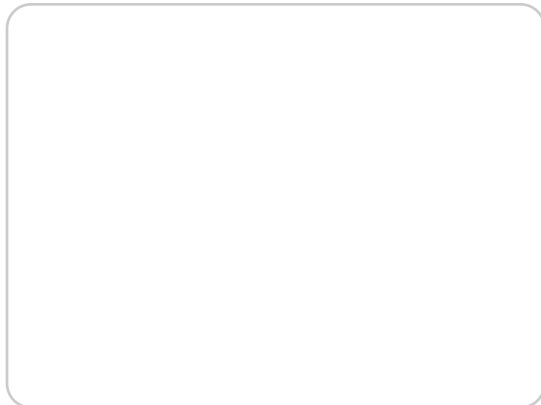
Persons outside of your congregation to whom the congregation was in **outreach**



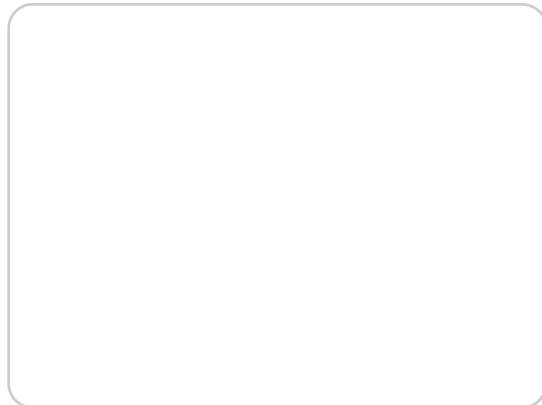
Total amount given by local church to other organizations for **support of benevolent and charitable ministries**



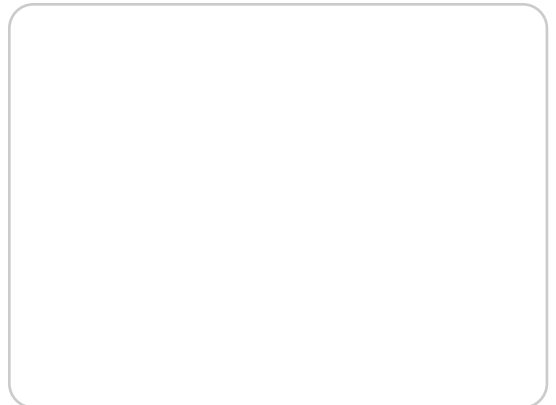
**Total offering received** this week through pledges and offerings



**Worship Notes:**



**Small Group Notes:**



**Outreach/Missions Notes:**