How to Enter Your Goals

1) Go to umc.org/how-we-serve/vital-congregations. Click “How to set goals. Read More”

2) Click “Congregations: Click here to Set Your Goals”
3) That brings up a new page that looks like this.

![VitalSigns Dashboard](image1.png)

At the top of the page you'll find an explanation and instruction on setting goals.

![VitalSigns Dashboard](image2.png)
5) Below the instructions are three boxes that allow you to search for your church by location, conference, or general church number.

6) If you select a church by location or conference, you’ll be asked to select your church from a list.

7) That brings up several tables of information. The first shows historical data for your church on the five measures of vitality and includes boxes for entering your goals. For more information on the historical data and what to enter for your goals, head back to the starting goals page and click the link for the how-to-guide in Setting Vital Congregation Goals box.
8) You can also see your data graphed for each metric and the projections.

The historical data is based upon your congregation’s year-end statistical reports as follows:

**Average Weekly Attendance:** Average attendance for all services held weekly worship services.

**Professions of Faith:** Number of persons received into professing membership by profession of faith (does not include transfers or persons received by faith restored).

**Small Groups:** Number of classes and groups. There may be other small groups not reported on this line that you want to include in this goal.

**Members in Mission:** Number of persons sent out on UMVIM and other mission teams. There are other forms of local, national, and international mission work not reported on this line that you want to include in this goal.

**Dollars Given to Mission:** Total giving to apportionments and all other reported benevolences to both United Methodist and non-United Methodist causes.

This data is intended to provide you with some very basic context to help in forming your goals. In some cases, however, the statistical reports may only capture some of the ways in which your church will be reaching your goals. For instance, "Members in Mission" only includes the number of persons participating in mission teams. You may have persons engaged in other types of mission you want to include in this goal. In the coming years, the statistical reports will be changing to allow you to fully and accurately report your progress on your goals.
9) To enter your data, simply click on each box and start typing. You can easily switch from one blank to the next by hitting the tab key, or clicking each box with your mouse.

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</thead>
<tbody>
<tr>
<td><strong>Avg. Weekly Attendance</strong></td>
<td>115</td>
<td>108</td>
<td>112</td>
<td>133</td>
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<tr>
<td><strong>Professions of Faith</strong></td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>8</td>
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<td><strong>Small Groups</strong></td>
<td>22</td>
<td>18</td>
<td>21</td>
<td>18</td>
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<tr>
<td><strong>Members in Mission</strong></td>
<td>5</td>
<td>12</td>
<td>15</td>
<td>5</td>
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<tr>
<td><strong>Dollars Given to Mission</strong></td>
<td>36143</td>
<td>29990</td>
<td>35811</td>
<td>30406</td>
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*Please only enter whole numbers. (No decimals)*

10) Once you’ve entered your goals, put in your first and last name and an email address to contact you. If you know your Interpreter password, you can also enter that to validate your goals.

Submitted By: 
Comments: 

Your First and Last Name Your Email Address Submit

Printable Report

(Please submit your goals prior to running this report)

11) Once your information is entered, your DS or conference staff will go in to review your goals and validate the entries. Once goals are validated, they are locked in and cannot be changed.