

Congregation Instructions Booklet

2021 Annual Church Profile Instructions (Sample Statistical page included)



SPECIAL NOTICE FOR 2021

Two new questions have been added pertaining to your church's online presence. Both deal with the average "attendance" or views of the two areas (Worship, Bible Study). If your church did not offer one or more of these options, just put zero for those questions.

If you have any questions, please email ACP@LBC.org.



A cooperative ministry of Louisiana Baptists

What's New for 2021...

We listened!!!!

Last year saw a huge change in our forms. Instead of having three forms (statistical, leadership, supplemental) there were only two (statistical, leadership) with statistical changing structurally. BUT, with the elimination of the supplement form it removed a key piece of data collection for our associations...so we are giving you the option to add that back. As you work to complete your profile if you have questions or comments concerning this year's form or program please email them to ACP@LBC.org.

ACP Statistical form:

The statistical form had two additions this year. Due to so much activity on-line we felt it was important to gauge congregation outreach and viewer participation in the online presence arena. There are many approaches to how that presence occurred so give your best estimate of participation. As with the on-line question, there are different methods of Sunday School/Bible Study outreach, as well as, different styles/settings for different congregations. We ask that you give best estimates for however your program works...whether it be in-home cell groups, weekly study nights, classroom style settings, etc. for in-person meeting and online through whatever program used.

The Historical Events question is still part of the ACP Statistical form and appears on the first page along with your congregation login credentials, the association due date and contact person name and address. Historical information for your church is important for YOU and will be kept digitally online for you to access at a future time and need.

Leadership form:

The leadership form is unchanged. However, we are asking you to take special care with updating. Remember not to just change the names of people who no longer serve a position to a different name – that loses the history of the prior leader – but put a stop date on their position and add the new person serving in their place. That way all history is retained for archive purposes for you.

1. **USE STOP DATES** in making leadership changes. If someone new is holding a position, put a stop date on the previous leader and add the new leader. (Example: if Bob White was the Chairman of Deacons last year but Jim Smith is the Chairman of Deacons this year, then do the following. Open Bob's position record and put a stop date there and save. Then click the Add button to add Jim in as the new COD.)
2. **USE "Mixed Case"** Always use mixed case for all names, addresses, position listings.
3. **INCLUDE Email and Mobile numbers** – it's how we communicate now.

Supplement form:

There is an optional Association Supplement form. If your association uses this form, please be sure to complete the information for them as it is important to your association operations.

2021 ACP PROFILE

On-Line Instructions

- 1) Open Internet browser and type *www.LaOne.org*. A login screen will appear.
- 2) Using the 'User Name' and 'Password' given you (on the printed form it is located top right corner), log into the electronic ACP form and enter your name as the contact person and hit 'Save'.
- 3) From the main screen (dashboard) you will see a box with all the ACP forms listed. Select from the box the profile form you wish to update first.
 - a) The appropriate screen will display the congregation name, address, and organization information. Review the congregation information in the upper portion of the form.
 - b) To make changes to any organization detail (address, phone, email, website, etc.) click on the 'Update Organization' button (in blue) and you will see the General church information page. Make the necessary changes on this screen, click *Save*, then click 'Return to Survey' to get back to the profile form. Note: *Once you have confirmed the contact information is correct you may hide that portion of the screen by clicking the 'Hide Detail' button.*
- 4) Enter your data and/or changes to the appropriate fields.
 - a) For the Statistical form - If a section is a calculated total (such as baptisms) you will not need to enter a total, just enter the breakdown detail. The program makes the calculation for you. (If you are unable to supply a breakdown, just click in the Total box to enter the total only.)
- 5) Once all data has been entered click the 'SAVE' button.
 - a) For the Statistical and Supplemental forms you have two options:
 - i) Select either '**No, save answers and leave open**' to leave open for further updates or '**Yes, save answers and mark survey complete**' to close the form which will programmatically notify the association and state offices that you are finished.
 - b) For the Leadership form there is only one option to click 'Save & Submit'. *Leadership stays open year-round for your convenience to add/edit/remove leadership as it occurs.

NOTE: answering 'no' allows the form to stay open and you may return as often as you like to update. To notify your association of final completion you must choose 'Yes, save answers and mark the survey complete' before the association can receive your data.

****Although there are no actual signatures involved with on-line input we do encourage you to have your pastor or leadership team review the data for agreement prior to closing your form.**

Things to remember:

- Always use MIXED CASE when typing congregation information.
- NO punctuation in any of the fields
- SAVE each time an update is made to the survey.
- Mission Project Participation is a count of PEOPLE not dollars given.
- All financial information is ROUNDED to whole dollars.
- For people, always use a title
- Any position can contain multiple position holders. Ex.-church may have multiple secretaries
- Always search for person before adding (they may already be in the database)
- Use STOP DATES to remove a person from a position.

This statistical survey is open for entry and editing until October 31st. Data entry or changes needing to be made to the survey after this date must then be submitted through the Assn Clerk or directly to the Louisiana Baptists state office.

2021 ACP PROFILE
Paper Form Instructions

*****Remember to ask your pastor to review and sign before mailing*****

1. Complete entire top portion of form containing contact information for the congregation. (This information helps maintain current address and contact information for your congregation. Remember to update website and email information also.)
2. Print clearly and distinctly if using paper forms. If typing, use mixed case.
DO NOT TYPE IN ALL UPPER CASE
3. Verify all data for accuracy and logic. (Total membership cannot be less than Resident membership, email addresses change as do cell phone numbers, verify-verify-verify.)
4. Check addition for all statistical areas (Specifically check items 3, 6, 11, 12, 13, 14, 15, and 16. Make sure that the breakdowns add up to the total)
5. Round all dollar figures!!!!!! (No 'cents' should be included)
6. DON'T use "white-out" or any correcting fluid when correcting typed information. (Draw a line through incorrect information & write correct information on the line above.)
7. Use person's home address/phone information on their general information page and verify EACH YEAR for correctness or updates. (Particularly cell phone and email.)
8. When assigning or editing a position remember to include status codes for all positions. (i.e. Full-time, Bi-vocational, Part-time, Volunteer) and designate where the person wishes to receive their mail (to the church or to their home)
9. Don't forget your deadline-My deadline is _____ (Be sure to ask your association clerk for deadline date.)
10. If church does not vote on profile, have pastor or other church leader verify statistical page for agreement of data being submitted. If submitting by paper form, have them sign the form as well.

*****Remember to ask your pastor to review and sign before mailing*****

2021 ACP Statistical Profile	
Congregation: _____	SBC ID: _____
Full Name: _____	
Mailing Address: _____	Street Address: _____
Phone: _____	Fax: _____
Email: _____	Website: _____
Ethnicity: _____	Organized: _____ Church/Mission: _____
Facebook: _____	Twitter: _____

2021 ANNUAL CHURCH PROFILE

Welcome to the 2021 Annual Church Profile! Two options are available for completing the 2021 ACP. SBC Workspace (through LaOne) is available for online entry or this ACP packet may be completed and returned to the address found in the box below. To expedite online entry, it is recommended that the paper form be completed first.

- a. Go to the website: www.laone.org
- b. Enter your user name and password
 User name: _____
 Password: _____
- c. Click the "Login" button.
- d. Enter your name and click the "Save Changes" button.
- e. Click "ACP Statistical Profile" to complete the 2021 Annual Church Profile Survey.
- f. Click "Leadership Profile" to update the leaders' names and addresses. This information may be kept current throughout the year.

Year Organized: Year congregation organized for the first time.

Reporting year: The 2020-2021 reporting year is the 12-month period included in this report. In many cases this will correspond to the associational year. Membership and enrollment should be given as of the last day of the reporting year.

Questions about the ACP should be emailed to ACP@LBC.org or call 800.622.6549, Shana Johnson (ext. 210) or Nadine Wiley (ext. 244).

DUE DATE: _____

RETURN TO:

Name	Information Services
Address	PO Box 311
City, State, Zip	Alexandria LA 71309

Historical Events for your church. This could be any memorable event that has occurred during the church year. *Ex. Physical plant change (built/remodeled), dedications, ordinations, mission related events, etc.*

(SBCID: _____) Church Name/Addr: _____

Please complete all 15 questions. Do not leave any space blank. Use a zero ("0") to indicate none. A church with multiple campuses should be combined and reported in a single ACP Statistical Profile. Church-type Missions should complete their own ACP.

1. TOTAL MEMBERS: Total of both Resident and Nonresident Members.
 2. RESIDENT MEMBERS: Total of Resident Members, those members near and able to attend.
-
- a. Baptisms 11 and under
 - b. Baptisms 12-17
 - c. Baptisms 18-29
 - d. Baptisms 30 and up
3. TOTAL BAPTISMS: Total number of baptisms during the 2020-2021 reporting year. (Add 3a-3d).
-
4. OTHER ADDITIONS: Number who became members of your congregation during the 2020-2021 reporting year by ways other than baptism (letter of transfer, statement, etc.).
 5. WEEKLY WORSHIP AVERAGE ATTENDANCE: Average number in the weekly (primary) worship service(s) during the 2020-2021 reporting year. If not kept use your best estimate.
 6. ON-LINE WEEKLY WORSHIP AVERAGE PARTICIPATION: Average number participating in the weekly (primary) worship service(s) on-line due to the pandemic during the 2020-2021 reporting year.
-
- a. Bible Study 11 and under
 - b. Bible Study 12-17
 - c. Bible Study 18-29
 - d. Bible Study 30 and up
7. TOTAL BIBLE STUDY: Total number of members during the 2020-2021 reporting year. (Add 6a-6d).
-
8. SUNDAY SCHOOL / BIBLE STUDY / SMALL GROUP AVERAGE ATTENDANCE: Average number attending Bible Study each week during the 2020-2021 reporting year. This may be a Sunday School class, Bible Study, SmallGroup, or similar group. Include all ages from babies to adults but not counting anyone twice. If not kept use your best estimate.
 9. ONLINE SUNDAY SCHOOL / BIBLE STUDY / SMALL GROUP AVERAGE PARTICIPATION: Average number participating in the weekly Bible Study online during the 2020-2021 reporting year. This may be a Sunday School class, Bible Study, Small Group, or similar group.
 10. VBS ENROLLMENT: Number enrolled in Vacation Bible School for your congregation.
- Items 11-15 are Financial Items. Please ROUND to the nearest whole dollar.**
11. UNDESIGNATED RECEIPTS: Total amount of all undesignated gifts given by individuals. Undesignated receipts are gifts which the congregation decides how the money will be spent (by its budget or other means). This includes regular budget offerings and loose monies from the offering.
 12. TOTAL RECEIPTS: Total amount of all money received by the congregation. This amount should be the total of undesignated gifts (Item 11), designated gifts, and other receipts (may include income from rentals, day school or kindergarten fees, savings, pastoral aid, parking fees, etc.). **(Item 12 should be equal to or larger than Item 11).**
 13. ASSOCIATION GIVING: Total amount of all money given to the Association during the 2020-2021 reporting year.
 14. TOTAL SBC RELATED MISSION GIVING: Total amount of all money given to all Southern Baptist mission causes by the congregation. This includes monies given to: Cooperative Program, Annie Armstrong, Lottie Moon, Georgia Barnette Offering, and Associations (Item 13) PLUS any other Southern Baptist mission cause.
 15. TOTAL MISSION EXPENDITURES: Total amount of all money given to Southern Baptist and non-Southern Baptist mission causes by the congregation. This includes SBC Related Mission Giving (Item 14) PLUS any additional monies expended for non-Southern Baptist mission causes. **(Item 15 should be equal to or larger than Item 14).**

Assn: _____

2021 Leadership Profile

Congregation: _____

Address: _____

SBC Id: _____

Position: _____

Status: Full-time Interim Ordained: Yes Licensed: Yes
(check one) Bi-vocational Volunteer (check one) No (check one) No
 Part-time

Title: _____ Name: _____

First Middle Last

Salutation: _____ Spouse: _____

Cell Phone: () - Day Phone: () - Email: _____

Home Address: _____

Preferred Mailing Address: _____
(if different from Home)

City, State Zip: _____

City, State Zip: _____

Position: _____

Status: Full-time Interim Ordained: Yes Licensed: Yes
(check one) Bi-vocational Volunteer (check one) No (check one) No
 Part-time

Title: _____ Name: _____

First Middle Last

Salutation: _____ Spouse: _____

Cell Phone: () - Day Phone: () - Email: _____

Home Address: _____

Preferred Mailing Address: _____
(if different from Home)

City, State Zip: _____

City, State Zip: _____

Position: _____

Status: Full-time Interim Ordained: Yes Licensed: Yes
(check one) Bi-vocational Volunteer (check one) No (check one) No
 Part-time

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Position: _____

Status: Full-time Interim Ordained: Yes Licensed: Yes
(check one) Bi-vocational Volunteer (check one) No (check one) No
 Part-time

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(check one) Bi-vocational Volunteer (check one) No (check one) No
 Part-time

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(if different from Home)

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Position: _____

Status: Full-time Interim Ordained: Yes Licensed: Yes
(check one) Bi-vocational Volunteer (check one) No (check one) No
 Part-time

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Position: _____

Status: Full-time Interim Ordained: Yes Licensed: Yes
(check one) Bi-vocational Volunteer (check one) No (check one) No
 Part-time

Title: _____ Name: _____

First Middle Last

Salutation: _____ Spouse: _____

Cell Phone: () - Day Phone: () - Email: _____

Home Address: _____

Preferred Mailing Address: _____
(if different from Home)

City, State Zip: _____

City, State Zip: _____

Available Congregation Positions

Please assign any congregation staff not currently listed in your leadership to the position that most closely is associated with their area of responsibility within your congregation. The title description may differ but the responsibilities would be the same or of a similar nature. (Ex. Worship Leader or Praise Leader would equate to Minister of Music/Director; Student Minister would be Minister of Youth; Compassion Pastor or Outreach Pastor would both equate to Assoc/Asst Pastor [“Pastor” position is reserved for the Senior Pastor only for reporting purposes]; etc.) Be sure to include their status (Full-Time, Part-Time, Volunteer, etc.) and also whether they are Ordained/Licensed.

Pastor	GA Director/Pres
Associate Pastor	Media Library Director
Campus Pastor	Media/Technical Director
Minister of Education	Mission Friends Director
Minister of Music/Director	Mission Pastor
Minister to Children	Mission Dir/Leader
Minister to Preschool	Mission Team Ldr-Msn Dir/Chm
Minister of Youth	Moral & Social Committee Dir
Minister to Singles	myMissions
Minister of Recreation	Prayer Ministry Dir/Coord.
Church Secretary	Prison/Jail Ministry Contact
Acteen’s Director/Pres	RA Director
Baptist Men Director	Receipt Mailer
Business Administrator	S. S. Director
Chairman of Deacons	Senior Adult Ministry Leader
Challengers Director/Leader	Stewardship Chairperson
Children in Action	VBS Director
Church Clerk	W. M. U. Director
ACP Contact-Cong	Women on Missions
Church Historian	Women’s Enrichment Ministries
Church Musician	Youth on Missions
Church Treasurer	Other Ordained Ministers
Coed Organization Director/Ldr	Historical-Representatives on Assoc. Exec Bd
College Ministry Coordinator	Historical-Messengers to Assoc.
Communication/P R Director	Historical-Pastor(s) who left this year
D. T. Director	Historical-Ministers Licensed this year
Evangelism Council Director	Historical-Ministers Ordained this year
Family Ministry Director	