

Congregation Instructions Booklet

Annual Church Profile Instructions

(Blank forms & screenshot instructions included)



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



A cooperative ministry of Louisiana Baptists

ACP PROFILE

Instructions

- 1) Review/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.)
- 2) 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.)
- 3) Check addition for all statistical areas (Specifically check items 3, 7, 14, and 15. Make sure that the breakdowns add up to the total or that the instructions on calculations are followed)
- 4) Round all dollar figures!!!!!! (No 'cents' should be included)
- 5) 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.)
- 6) 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)
- 7) If not entering online, print clearly and distinctly on paper forms. If typing, use mixed case.
 - a) ***DO NOT TYPE IN ALL UPPER CASE***
- 8) 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.)

If not entering online, print clearly and distinctly on paper forms. If typing, use mixed case.
- 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.

2023 ACP Statistical Profile

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

2023 ANNUAL CHURCH PROFILE

Welcome to the 2023 Annual Church Profile! Two options are available for completing the 2023 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 2023 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 2022-2023 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 Jeff Richard (ext. 242).

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.*

Assn: _____

(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. | <input type="text"/> | TOTAL MEMBERS: Total of both Resident and Nonresident Members. |
| 2. | <input type="text"/> | RESIDENT MEMBERS: Total of Resident Members, those members near and able to attend. |
| <hr/> | | |
| | <input type="text"/> | a. Baptisms 11 and under |
| | <input type="text"/> | b. Baptisms 12-17 |
| | <input type="text"/> | c. Baptisms 18-29 |
| | <input type="text"/> | d. Baptisms 30 and up |
| 3. | <input type="text"/> | TOTAL BAPTISMS: Total number of baptisms during the current reporting year. (Add 3a-3d). |
| <hr/> | | |
| 4. | <input type="text"/> | OTHER ADDITIONS: Number who became members of your congregation during the current reporting year by ways other than baptism (letter of transfer, statement, etc.). |
| 5. | <input type="text"/> | WEEKLY WORSHIP AVERAGE ATTENDANCE: Average number in the weekly (primary) worship service(s) during the current reporting year. If not kept use your best estimate. |
| 6. | <input type="text"/> | ON-LINE WEEKLY WORSHIP AVERAGE PARTICIPATION: Average number participating in the weekly (primary) worship service(s) on-line due to the pandemic during the current reporting year. |
| <hr/> | | |
| | <input type="text"/> | a. Bible Study 11 and under |
| | <input type="text"/> | b. Bible Study 12-17 |
| | <input type="text"/> | c. Bible Study 18-29 |
| | <input type="text"/> | d. Bible Study 30 and up |
| 7. | <input type="text"/> | TOTAL BIBLE STUDY: Total number of members during the current reporting year. (Add 6a-6d). |
| <hr/> | | |
| 8. | <input type="text"/> | SUNDAY SCHOOL / BIBLE STUDY / SMALL GROUP <u>AVERAGE ATTENDANCE</u> : Average number attending Bible Study each week during the current 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. | <input type="text"/> | ONLINE SUNDAY SCHOOL / BIBLE STUDY / SMALL GROUP AVERAGE PARTICIPATION: Average number participating in the weekly Bible Study online during the current reporting year. This may be a Sunday School class, Bible Study, Small Group, or similar group. |
| 10. | <input type="text"/> | VBS ENROLLMENT: Number enrolled in Vacation Bible School for your congregation. |
| <hr/> | | |
| Items 11-15 are Financial Items. Please ROUND to the nearest whole dollar. | | |
| 11. | <input type="text"/> | 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. | <input type="text"/> | 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. | <input type="text"/> | ASSOCIATION GIVING: Total amount of all money given to the Association during the current reporting year. |
| 14. | <input type="text"/> | 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 above) PLUS any other Southern Baptist mission cause. |
| 15. | <input type="text"/> | 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 above) PLUS any additional monies expended for non-Southern Baptist mission causes. (Item 15 should be equal to or larger than Item 14). |

Assn:_____

2023 Leadership Profile

Congregation:_____

Address:_____

SBC Id:_____

Position:_____

Title:_____Name:_____

_____FirstMiddleLast

Salutation:_____Spouse:_____

Home Address:_____

City, State Zip:_____

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

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

Preferred Mailing Address: _____
(if different from Home)

City, State Zip:_____

Position:_____

Title:_____Name:_____

_____FirstMiddleLast

Salutation:_____Spouse:_____

Home Address:_____

City, State Zip:_____

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

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

Preferred Mailing Address: _____
(if different from Home)

City, State Zip:_____

Position:_____

Title:_____Name:_____

_____FirstMiddleLast

Salutation:_____Spouse:_____

Home Address:_____

City, State Zip:_____

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

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

Preferred Mailing Address: _____
(if different from Home)

City, State Zip:_____

Position:_____

Title:_____Name:_____

_____FirstMiddleLast

Salutation:_____Spouse:_____

Home Address:_____

City, State Zip:_____

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

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

Preferred Mailing Address: _____
(if different from Home)

City, State Zip:_____

Position:_____

Title:_____Name:_____

_____FirstMiddleLast

Salutation:_____Spouse:_____

Home Address:_____

City, State Zip:_____

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

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

Preferred Mailing Address: _____
(if different from Home)

City, State Zip:_____

Position:_____

Title:_____Name:_____

_____FirstMiddleLast

Salutation:_____Spouse:_____

Home Address:_____

City, State Zip:_____

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

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

Preferred Mailing Address: _____
(if different from Home)

City, State Zip:_____

Position:_____

Title:_____Name:_____

_____FirstMiddleLast

Salutation:_____Spouse:_____

Home Address:_____

City, State Zip:_____

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

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

Preferred Mailing Address: _____
(if different from Home)

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 Associate 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/Ministry Assistant	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	

LaOne Screenshots for entering Annual Church Profile

Web address for entering ACP: www.LaOne.org

Note: if you should have difficulty logging in, please contact information services.

Data Protection Agreement:

When you log on to LaOne for the FIRST TIME ONLY you will be asked to agree to the terms of a Data Protection Agreement. Please take the time to read this carefully before clicking on the 'Agree' button to acknowledge your acceptance. Once you have agreed to the DPA you will not see the form again.

The DPA is a formal agreement between you and the Louisiana Baptist Convention for the purpose of ensuring the proper use of the data in LaOne for Louisiana Baptists ministry purposes. You may want to print out the agreement before you click the 'Agree' button, so you can keep a copy of the document on file. This form is to assure you that the information you give us is protected against outside marketing and spam. The data will only be used for Louisiana Baptist related events and processes and not shared outside the organization for solicitation purposes.

The LaOne Welcome Page

WS People Organizations Survey CRPS

ACP Survey time begins NOW!
Remember to report your information for the September 1, 2019 to August 31, 2020 church year.
Be sure to read notices related to Covid-19 calculations on the statistical survey page.

VBS Survey NOTICE
Please submit the 2020 VBS report for your congregation at vbs.lifeway.com/churchreport

Welcome to Louisiana Baptists Online Network Entrance
Looking for information on Louisiana Baptists? Need resources for an activity or special emphasis going on? Need to know when an event is taking place? Find out what's going on in your area and state by going to www.louisianabaptists.org, your resource into what's happening for Louisiana Baptists!
THANK YOU FOR USING LaONE - Please notify Information Services if you have questions!

LAONE
LOUISIANA ONLINE NETWORK ENTRANCE

Organization	
Name	Phone
XYZ Testing, Alexandria	(318) 449-4210

Surveys	
Survey	Year
ACP Statistical Profile	2020
Leadership Profile	

Your congregation name will be displayed in a frame for quick access to update your general (address, phone, email, website, etc) information for your congregation. In a frame beside it are access links to the 2 surveys that make up the Annual Church Profile for the current year. If your association choose to create a supplement form, it will be located here as well. Click on each survey to access a specific part of the profile.

Surveys	
Survey	Year
ACP Statistical Profile	2023
Leadership Profile	

ACP Statistical Survey

Update Organization button to edit general information.

Hide button to close detail for greater statistical view.

Save button to retain information.

Reports button to print copy of statistical form for proofing or for record keeping.

One Test Baptist Mission

-- Other Surveys --

Other
825 Stracner St
Alexandria, LA, 71301

Mailing
PO Box 311
Alexandria, LA, 71306-1747

Physical
1250 MacArthur Dr
Alexandria, LA, 71303

SBCID: Temp998
State Org ID: 99998
Year Organized: 2014
Pastor Name:
Date Pastor Came:
Phone: (318) 555-1212
Fax: (318) 555-1213
Website: www.LouisianaBaptists.org
Email: acp@lbc.org

Ethnicity:
Primary: Other

Full Survey Member BibleStudy Program MissionProject Financial **Save** Reports

Member

	Current Year		Prior Year
1 Total Membership	0	1	0
2 Resident Membership	0	2	0
3 Total Baptisms (Sum A-G)			
a Under age 6	0	3	0
b Ages 6-8	0	3	0
c Ages 9-11	0	3	0
d Ages 12-17	0	3	0

ACP Statistical Profile:

The *ACP Statistical Profile* screen is similar in layout to the paper form. Review the general information for your congregation and make the appropriate changes by clicking on the *Update Organization* in blue. After checking/correcting the general information you can *Hide Details* to have greater viewing of the statistical portion of the screen.

Once complete begin filling in the statistical items. The current view of the form is *Full View*. You can select Individual section tabs (Member, Bible Study, Program, Mission Project, Financial) and unlike e-LBC, the LAONE program will simply move you to that location of the *Full Survey* screen. The number to the far right of each statistical item is the prior year reported figure. (*This is given as a point of reference only.*) NEW: audit checking of data for correctness. It does not prevent entering of data, just warns if the range is out of % norm in case there is a typo.

The definition of each item can be seen by clicking the circle ❶ or it will appear on its own as you click through each statistic. When entering data in a breakdown area, it is not

Resident Membership

2. Resident members are those members who live close enough to your congregation to attend. Do NOT include members from any church-type missions which your congregation may be sponsoring. (These members should appear on the ACP completed by the church-type mission.)

Current Year: 175
Prior Year: 75

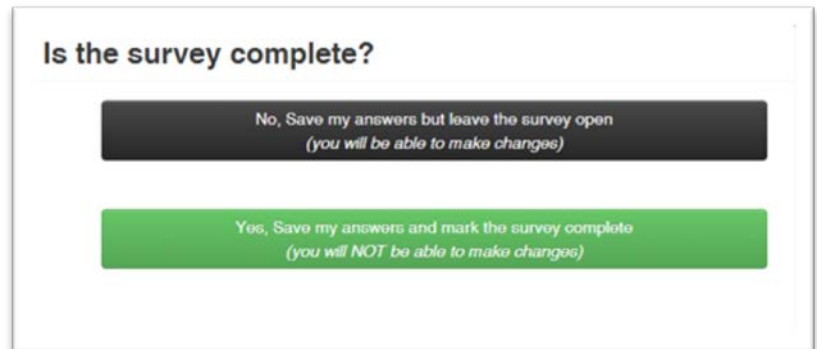
The current year value is greater than 50%.

Ok

necessary to enter the total. It will be automatically totaled for you as you enter the individual detail information. Data may be entered in the total field if you do not have the breakdown information. Just skip the detail area and click the *Total* box. (*This is not recommended unless you are unable to obtain individual breakdown figures.*)

Saving in LAONE: Now you have options.

- Save and return to the form later by clicking *No, Save my answers but leave the survey open*. The association will know that you have not completed your form and intend to return at a future date
- Or choose to finalize by clicking *Yes. Save my answers and mark the survey complete*. This will notify the association clerk & office you consider the survey of complete and do not intend to enter additional data.

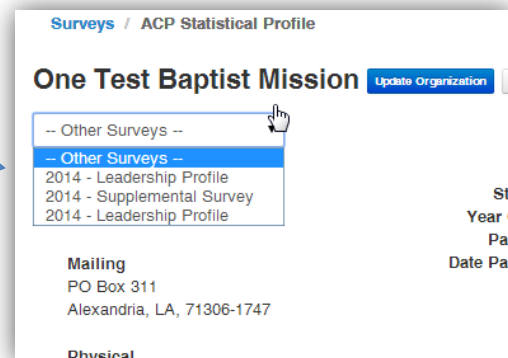


NOTE: When a survey is marked complete it will no longer be visible to select. You can make it visible again by checking the Show Completed Surveys Box. The closed surveys will appear in grey and be view only but still allow printing of reports. To access the form for input you will need to contact the state office at (800) 622-6549, extensions 210 (Shana) or 242 (Jeff).

To move to other surveys choose from the dropdown at the upper left portion of the survey screen.

Leadership Survey

The Leadership portion of the electronic form has undergone the greatest change. The form still follows the position order of the paper form but the screen is totally different. (See image on next page.) You will still have access to the organization general information for your organization but as with the statistical form you may hide that detail to better see more position listing information.



First, preview the positions on our paper form and make note of any changes needin to be made. Then select the Leadership Survey to begin making the necessary edits. There are two ways to view the leadership positions. One is to scroll through the positions that are listed in order of the paper form (this option is good if you have few positions or few changes to the leadership) OR you may elect to choose *Walk Through Positions* which allows you to step through each position one at a time. (If you have many positions this is a good way to stay on focus, reviewing each position record one at a time.)

As you view the position listing it is easily distinguishable which positions have leaders and which do not by the color banding of the position name. If a position is filled the banner

will be blue. If there is no leadership in a position the banner is shaded red. For each position there are three possible changes that can be made.

Add
–
Remove
–
Update

One Test Baptist Mission Hide Details Edit Organization

-- Other Surveys --

Other
825 Stracner St
Alexandria, LA 71301

Mailing ☒ Mailing
Attn To: Shana Johnson
PO Box 311
Alexandria, LA 71306-1747

Physical
1250 MacArthur Dr
Alexandria, LA 71303

Walk Through Positions **Leadership Report**

Pastor

Add a new Pastor + Add

Remove John Q Public ✕ Remove

Pastor (Bivocational)
Rev John (John Q) Public

Ordnained: No
Licensed: No
Day Phone: (318) 555-1212
Evening Phone:
Spouse:
Emails:

Update Contact Information for

Minister of Music/Director

Add a new Minister of Music/Director + Add

Add: Click the *Add* button to add a person to a leadership position. The first step to adding a person is to search the database to see if they already exist in the system. (Use the search examples to assist in how to search.) Type all or part of the name and click *Search*. A list will appear for any persons matching your search criteria. Look at the additional detail (address info) to see if there is a match. If there is a match click the name and an update window will appear and updates can be made and then saved to complete the Add function. If the person you

Stewardship Chairperson

People: Search

Please begin by searching for the person you would like to add.

Search Examples:

smith	finds everyone with "smith" in their name, street address or city
smith nashville	adding a city name can help narrow results
john smith	using both first and last name can also help narrow results
john.smith@gmail.com	search by email address

Close

are looking for is not in the list click the option to continue the Add. Enter the personal information for the new person and click *Save*. (As before positions can have multiple persons serving in that capacity. Just click add again to create a new entry for the same position.)

Remove: Click *Remove* to remove a person that no longer holds a particular leadership position. Once you click remove you will see the screen to enter the date the person stopped serving in that position. The second option will totally remove the record from the church history as if they had never served .

NOTE: this option is to be used only if the person is listed (or was selected) in error and never actually held this position at all.

Update: Click *Update Contact Information* for to update information for the person listed. If their address or other contact information has changed choose this button. If they no longer serve in this position and someone else is now serving DO NOT use this option. *Remove* the former position holder and *Add* the new position holder. Once you have selected the update button this update window opens and allows for editing of the information.

A new feature in the system is the ability to have multiple addresses. This allows for multiple choices to choose from for various position or publication connections. Because of this there is a change in the Update (formerly Edit) screen. The address information is located on a separate tab. The Position Details are also on a separate tab. Each of these tabs contains required data. You will be unable to save the record until all requirements are met. You are assisted in knowing where the missing data is located when the tab shades red. Most required data fields are indicated by a red border. All required information must be completed before a successful save can occur. (See next two pages for screen views additional tabs and the required fields.)

Remove John Q Public from Pastor

Are you removing John Q Public because:

They left the position as of:

☐ 09/12/2014

☐ This assignment was a data entry error (i.e. this person was never a Pastor for)

Pastor - Rev John (John Q) Public

General | Addresses | **Position Details**

Preferred Title: Rev
First Name: John
Middle Name: Q
Last Name: Public
Suffix:
Salutation: John Q
Spouse:
GenderSelectList: Male
Ordnained:
Retired:
DayPhone: (318) 555-1212
Cell Phone:
Licensed:
Deceased:
Evening Phone:
Fax:
Do Not Mail:
Do Not Email:
Emails: Add an Email
Save Cancel

(Edit screen for person - continued)

Pastor - Rev John (John Q) Public

[General](#) [Addresses](#) [Position Details](#)

Validation Errors Occurred. Follow the red tabs to view the different areas the validation errors occurred in.

Add an Address

Home

☐ Preferred Mailing Address

Attn To:

City is required

LA

Error messages indicating

Missing required information

Pastor - Rev John (John Q) Public

[General](#) [Addresses](#) [Position Details](#)

Validation Errors Occurred. Follow the red tabs to view the different areas the validation errors occurred in.

Organization **One Test Baptist Mission**

Position **Pastor**

Start

This field is required.

Stop

☐ Interim Only

Preferred Position Title

Position Status

Mailing Location