
NOTICE

Review for CONGREGATION CLERKS

Take a moment to familiarize yourself with the contents of the package. If you have any questions about the material or need anything further, contact your association clerk, _____ . If your association clerk is unavailable, please feel free to call 1-800-622-6549 for Shana Johnson - ext. 210 or Jeff Richard – ext. 242 and we will assist you.

Below are a few reminders when filling out ACP forms.

ANNUAL CHURCH PROFILE Guidelines:

On Statistical form:

- Complete the entire top portion of the statistical form making sure address, email, website, phone, etc. is updated and correct.
- All statistical fields are now required. If a field not applicable to your congregation enter '0'.
- Bible Study area is to cover all types of training groups – class room, cell groups, etc.
- Make sure all financial statistics are reported as whole dollars. The program does not recognize a decimal. (\$123.45 becomes \$12,345)

On Leadership form:

- Use STOP DATES...never Delete a person or change their name to a different person—place a stop date if the person no longer serves in a position and add the new person to the position.
- Use home address information always for people records. (Show preferred mailing on the position location.)
- Include all person information - name & title, complete address with zip code, day, evening, and cell phone numbers with area codes, email address, ordained/licensed and status (Full-time, Bi-vocational, Part-time, Volunteer).

General Information:

- Always, always, always used mixed case. (Mr John Doe ~~MR JOHN DOE~~)
- Make sure any additional attachments, letters, memos, or notes containing information about a congregation includes the congregation's name and city.
- If using blank ACP forms, include congregation name and city on every page
- Review Profile with Pastor or other church leader BEFORE sending in.

Profiles need to be entered on-line or sent to the Association Office as soon as possible, BUT NO LATER THAN _____ for processing.