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) <u>Review/Complete</u> 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 <u>addition</u> for all statistical areas (Specifically check items Total Baptisms, Total Sunday School/Bible Study/Small Group, and Total SBC Giving. 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) When changing Leadership for a position DO NOT EDIT THE NAME OF THE PREVIOUS POSITION HOLDER. To properly change leaders you should REMOVE the exiting person by adding a Stop Date and ADD the new position holder. By editing, you change all the history of the leaders for the church and effectively removed the former position holder from showing as having served.

6) 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.)

7) 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)

8) If not entering online, print clearly and distinctly on paper forms. If typing, use mixed case.
   a) ***DO NOT TYPE IN ALL UPPER CASE***

9) DON'T use "white-out" or any correcting fluid/tape when correcting typed information. (<u>Draw a line</u> <u>through</u> <u>incorrect information</u> & write correct information on the line <u>*above*</u>.)

10) Don't forget your deadline-My deadline is _____
    (Be sure to ask your association clerk for deadline date.)

11) If church does not vote on the profile, have your pastor or other church leader verify statistical page for agreement of data being submitted. If submitting by paper form, have them sign the top of the form as well.

Association:_____

<table>
<tr><td colspan="2" align="center">2025 ACP Statistical Profile</td></tr>
<tr><td><i>Congregation:</i> _____</td><td><i>SBC ID:</i> _____</td></tr>
<tr><td><i>Full Name:</i> _____</td><td></td></tr>
<tr><td><i>Mailing Address:</i> _____</td><td><i>Street Address:</i> _____</td></tr>
<tr><td><i>Phone:</i> _____</td><td><i>Organized:</i> _____ <i>Church/Mission:</i> _____</td></tr>
<tr><td><i>Email:</i> _____</td><td><i>Website:</i> _____</td></tr>
<tr><td><i>Ethnicity:</i> _____</td><td><i>Facebook:</i> _____</td></tr>
<tr><td><i>Worship Language:</i> _____</td><td><i>Twitter:</i> _____</td></tr>
</table>

2025 ANNUAL CHURCH PROFILE

Welcome to the 2025 Annual Church Profile! Two options are available for completing the 2025 ACP. SBC Workspace (through LaOne) is available for online entry or this printed 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 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 official reporting year is September 1, 2024- August 31, 2025 and 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 ASSOCIATION:

<table>
<tr><td>Name</td></tr>
<tr><td>Address</td></tr>
<tr><td>City, State, Zip</td></tr>
</table>

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

Assn:_____

(SBCID: _____) Church Name/Addr: _____

Please complete all 13 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 recent reporting year. (Add 3a-3d).

4. [_____] 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. [_____] 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. [_____] ON-LINE WEEKLY WORSHIP AVERAGE PARTICIPATION: Average number participating in the weekly (primary) worship service(s) on-line for the current 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 enrollment of members during the recent reporting year. (Add 7a-7d).

8. [_____] SUNDAY SCHOOL / BIBLE STUDY / SMALL GROUP AVERAGE ATTENDANCE: 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. [_____] VBS ENROLLMENT: Number enrolled in Vacation Bible School for your congregation.

Items 10-13 are Financial Items. Please ROUND to the nearest whole dollar.

10. [_____] 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.

11. [_____] TOTAL RECEIPTS: Total amount of all money received by the congregation. This amount should be the total of undesignated gifts (Item 10), designated gifts, and other receipts (may include income from rentals, day school or kindergarten fees, savings pastoral aid, parking fees, etc.) **Note: Item 11 should be equal to or larger than Item 10**.

Boxes a, b, c, & d below will be auto-populated from LBC Accounting records after the end of the church year 8/31/2025 and are not editable. Manual entries may be made to boxes e. (Assn gifts) & f. (Other SBC Gifts). The sum of all breakdowns (a - f) will auto-populate question 12 (Total SBC Related Mission Giving). The gray area below are read only boxes.

| [_____] a. Cooperative Program | [_____] c. Annie Armstrong Gift | [_____] e. Association Gifts |
| [_____] b. Lottie Moon Gift | [_____] d. Georgia Barnette Gift | [_____] f. Other SBC Gifts |

12. [_____] TOTAL SBC RELATED MISSION GIVING: Total amount of all money given to all Southern Baptist mission causes by the congregation. Use the work boxes below to help calculate all gifts to any Southern Baptist entity.

13. [_____] TOTAL MISSION EXPENDITURES: Total amount of all money given to Southern Baptist and non-Southern Baptist mission causes by the congregation. ADD total from Line 12 above PLUS any additional money given for mission causes that are not SBC affiliated, such a Samaritan's Purse, etc. (Line 13 should be equal to or larger than Line 12).

Assn:_____

2025 Leadership Profile
Congregation:_____
Address: _____   **SBC Id:** _____

Position:_____

Title:_____ Name:_____
                First   *Middle*   *Last*

Salutation:_____ Spouse:_____

Home Address:_____

City, State Zip:_____

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

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

Preferred Mailing Address: (if different from Home)_____

City, State Zip:_____

Position:_____

Title:_____ Name:_____
                First   *Middle*   *Last*

Salutation:_____ Spouse:_____

Home Address:_____

City, State Zip:_____

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

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

Preferred Mailing Address: (if different from Home)_____

City, State Zip:_____

Position:_____

Title:_____ Name:_____
                First   *Middle*   *Last*

Salutation:_____ Spouse:_____

Home Address:_____

City, State Zip:_____

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

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

Preferred Mailing Address: (if different from Home)_____

City, State Zip:_____

Position:_____

Title:_____ Name:_____
                First   *Middle*   *Last*

Salutation:_____ Spouse:_____

Home Address:_____

City, State Zip:_____

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

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

Preferred Mailing Address: (if different from Home)_____

City, State Zip:_____

Position:_____

Title:_____ Name:_____
                First   *Middle*   *Last*

Salutation:_____ Spouse:_____

Home Address:_____

City, State Zip:_____

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

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

Preferred Mailing Address: (if different from Home)_____

City, State Zip:_____

Position:_____

Title:_____ Name:_____
                First   *Middle*   *Last*

Salutation:_____ Spouse:_____

Home Address:_____

City, State Zip:_____

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

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

Preferred Mailing Address: (if different from Home)_____

City, State Zip:_____

Position:_____

Title:_____ Name:_____
                First   *Middle*   *Last*

Salutation:_____ Spouse:_____

Home Address:_____

City, State Zip:_____

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

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 ﬁ@ℭbY]g@ci]g]bUgbUa YℤﬀG67 ℲK cf_g]ℳℒ

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

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.

ACP Statistical Survey

Surveys / ACP Statistical Profile

One Test Baptist Mission [Update Organization] [Hide Details]

-- Other Surveys --

Other	**SBCID:** Temp998	**Ethnicity:**
825 Stracner St	**State Org ID:** 99998	Primary: Other
Alexandria, LA, 71301	**Year Organized:** 2014	
	Pastor Name:	
Mailing	**Date Pastor Came:**	
PO Box 311	**Phone:** (318) 555-1212	
Alexandria, LA, 71306-1747	**Fax:** (318) 555-1213	
	Website: www.LouisianaBaptists.org	
Physical	**Email:** acp@lbc.org	
1250 MacArthur Dr		
Alexandria, LA, 71303		

Full Survey   Member   BibleStudy   Program   MissionProject   Financial   [Save] [Reports]

Member

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

MissionProject   Financial   [Save] [Reports]

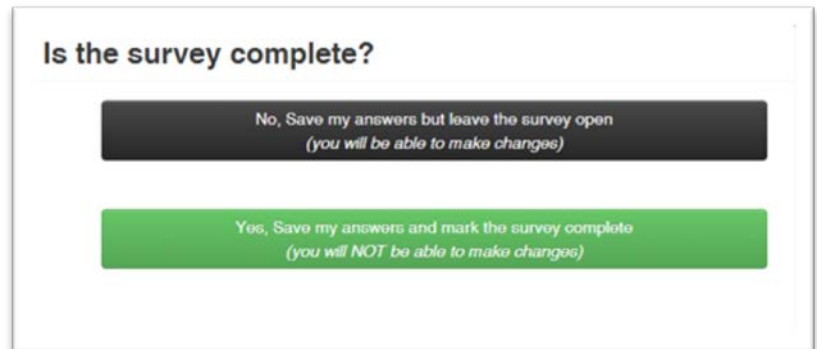| Current Year		Prior Year
175		
The current year value ... than 50%. [Ok]	Resident Membership 2. Resident members are those members who live close enough to your congregation to attend. Do NOT include members from any church-type missions which your congregation may be sponsoring. (These members should appear on the ACP completed by the church-type mission.)	75
0	ⓘ	62

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

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 LA0NE: 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.
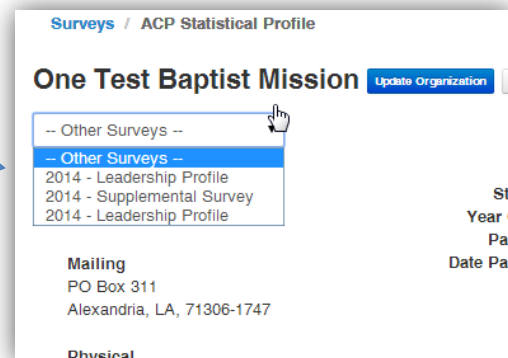
NOTE: When a survey is marked complete it will no longer be visible to select. You can make it visible again by checking the Show Completed Surveys Box.   The closed surveys will appear in grey and be view only but still allow printing of reports. To access the form for input you will need to contact 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 needing 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

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 it 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

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 .

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)

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.)

(Edit screen for person - continued)

Pastor - Rev John (John Q) Public

☑ General ▤ **Addresses** ☑ Position Details

Validation Errors Occured. Follow the red tabs to view the different areas the validation errors occured in.

Add an Address

| Home ▼ | Remove Address |

☐ Preferred Mailing Address

Attn To: [   ]

PO Box 12344

Address Line 2

City
City is required

LA ▼ 71303

Save Cancel

Error messages   indicating

Missing required information

Pastor - Rev John (John Q) Public

☑ General ▤ Addresses ☑ **Position Details**

Validation Errors Occured. Follow the red tabs to view the different areas the validation errors occured in.

Organization	One Test Baptist Mission
Position	Pastor
Start	[ ] 📅
	This field is required.
Stop	09/12/2014 📅
	☐ Interim Only
Preferred Position Title	[ ]
Position Status	Bivocational ▼
Mailing Location	Preferred - Org: Mailing (PO Box 311) ▼

Save Cancel