

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 that have totals and breakdowns. Make sure that the breakdowns add up to the total amount listed 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.

Association: _____

2026 ACP Statistical Profile

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

2026 ANNUAL CHURCH PROFILE

Welcome to the 2026 Annual Church Profile! Two options are available for completing the 2026 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.

- Go to the website: www.laone.org
- Enter your user name and password
User name: _____
Password: _____
- Click the "Login" button.
- Enter your name and click the "Save Changes" button.
- Click "ACP Statistical Profile" to complete the Annual Church Profile Survey.
- 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, 2025- August 31, 2026 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:

Name
Address
City, State, Zip

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 11 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.

a. Baptisms 11 and under

b. Baptisms 12-17

c. Baptisms 18-29

d. Baptisms 30 and up

2. TOTAL BAPTISMS: Total number of baptisms during the recent reporting year. (Add 2a-2d)

3. OTHER ADDITIONS: Number who became members of your congregation during the current reporting year by ways other than baptism (letter of transfer, statement, etc.).

4. 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.

a. Bible Study 11 and under

b. Bible Study 12-17

c. Bible Study 18-29

d. Bible Study 30 and up

5. TOTAL BIBLE STUDY: Total number of members during the recent reporting year. (Add 5a-5d).

6. 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.

7. VBS ENROLLMENT: Number enrolled in Vacation Bible School for your congregation.

Items 8-11 are Financial Items. Please ROUND to the nearest whole dollar.

8. 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.

9. TOTAL RECEIPTS: Total amount of all money received by the congregation. This amount should be the total of undesignated gifts (Item 8), designated gifts, and other receipts (may include income from rentals, day school or kindergarten fees, savings pastoral aid, parking fees, etc.) **Note: Item 9 should be equal to or larger than Item 8.**

Boxes a, b, c, & d below will be auto-populated from LBC Accounting records after the end of the church year 8/31/2026 12:00:00AM 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 10 (Total SBC Related Mission Giving). The gray area below are read only boxes.

<input type="text"/>	a. Cooperative Program	<input type="text"/>	c. Annie Armstrong Gift	<input type="text"/>	e. Association Gifts
<input type="text"/>	b. Lottie Moon Gift	<input type="text"/>	d. Georgia Barnette Gift	<input type="text"/>	f. Other SBC Gifts

10. 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.

11. 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 10 above PLUS any additional money given for mission causes that are not SBC affiliated, such as Samaritan's Purse, etc. (Line 11 should be equal to or larger than Line 10).

Assn: _____

2026 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

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

Title: _____ Name: _____

First Middle Last

Salutation: _____ Spouse: _____

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

Home Address: _____

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(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: _____

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(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: _____

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

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

Surveys	
Survey	Year
ACP Statistical Profile	2020
Leadership Profile	

Your congregation's 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 chose 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	Status
ACP Statistical Profile	Open
Leadership Profile	Open

ACP Statistical Survey

XYZ Testing Baptist Church Update Organization Hide Details Last Modified On: 6/22/2026

-- Other Surveys --

Mailing
DO NOT MAIL
Alexandria LA 71309

Physical
123 Main St
Alexandria LA 71303

State ID: 99999
SBCID: LA99999
Year Organized: 2015
Pastor:
Date Pastor Came:
Phone: (318) 449-4210
Fax: (318) 449-4250
Website: www.123.com
Email:

NOTE: Answers for question 10a. through 10d. reflect giving as received by LBC Accounting Office. **These totals are based on the date received, not the date given.** Due to this, there may be a difference between the end of the month, the LBC Accounting Office would likely not receive that gift until the beginning of the next month. (Example: a check mailed on the last 3-4 day of August would likely not be received until September and would be reflected as a September gift in the accounting system - totals to be adjusted a month to reflect the same totals. Please feel free to email ACP@LBC.org if you have questions.)

Full Survey Membership Program Financial Historical Save Cancel

Membership

	Current Year Value		Prior Year Value
1 Total Membership	<input type="text"/>	ⓘ	
2 Total Baptisms			
a Bapt Child (birth to 11)	<input type="text"/>	ⓘ	
b Bapt Youth	<input type="text"/>	ⓘ	
c Bapt 18-29	<input type="text"/>	ⓘ	

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.*) NOTE: 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 ⓘ or it will appear on its own as you click through each statistic. When entering data in a breakdowns area, it is not

MissionProject Financial Save Reports

Current Year		Prior Year
<input type="text" value="175"/>	Resident Membership	75
<input type="text"/>		62

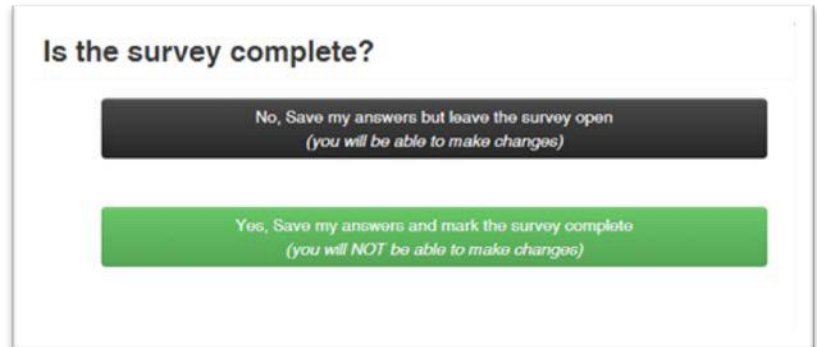
The current year value is greater than 50%.

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.)

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.



Is the survey complete?

No, Save my answers but leave the survey open
(you will be able to make changes)

Yes, Save my answers and mark the survey complete
(you will NOT be able to make changes)

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).

Leadership Survey

The Leadership Survey portion of the ACP is very important as it helps in identifying who is responsible for what tasks within your church. The pre-printed forms you should receive from your association will show a list of all the current leadership that exists in our database. First, preview the positions on our paper form and make note of any changes or additions that need to be made. Be sure to not only review the name of the person but also their contact information as well. Phone numbers, especially cell phone numbers, and email addresses are very important information for contact purposes. **Make sure this information is listed and that it is correct each year.** Then select the electronic Leadership Survey to begin making the necessary edits online.

There are three 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 a lot of additions or changes to be made). Second view option is by a *Walk-Through Positions* option where you only see one position at a time. Third view option is the *Sort Positions Filled* option where all the 'filled' positions are listed first followed by the vacant positions. These vacant positions can have someone added to them if you now have a leader in that position and when added this position will then be listed in the filled position group.

There are four options for each leadership change. Add – Replace – Remove – Edit. Please select the appropriate function to make your changes.

IMPORTANT NOTE- The ability to change the name of someone has been disabled due to users removing names of persons no longer in a position and replacing with the new leader's name. The record belongs to the first person and retains their service history. By changing the name, users effectively removed the first person's history from the archives and assigned it to the new person. As a precaution against this, the program no longer allows for name changes. Any name changes -for misspellings, corrections, marriage, etc.- must be submitted to ACP@LBC.org or LaOneHelp@lbc.org and corrections will be made for you.

Add: Click the *Add* button to add a person to a leadership position. Search to see if their name already exists in the system. Type all or part of the name and click *Search*. A list will appear for any person matching your search

criteria. Look at the additional details (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 people serving in that capacity. Just click Add button 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.



Remove John Q Public from Pastor

Are you removing John Q Public because:

They left the position as of:

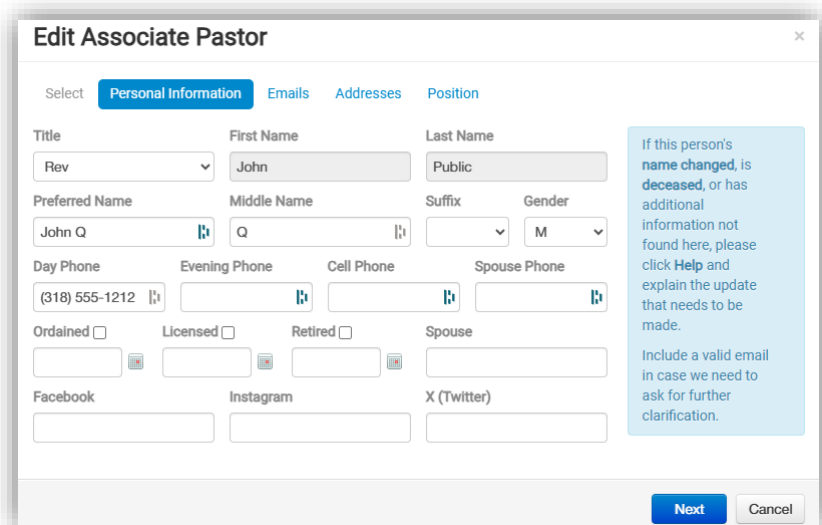
09/12/2014

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

Replace: Click Replace to do both the Remove and Add functions at one time. When you click report it will automatically put a stock date for the first person and then pull up the search window to search to add the new leader.

Edit: Click '*Edit Leader Personal Information*' to update information for the person listed. If their address or other contact information has changed choose this button. **DO NOT use this option if they no longer serve in this position and someone else is now serving. Chose Replace OR Remove & Add options for that.** Once you have selected the update button an update window opens and allows for editing of all information except name.

This system allows for multiple mail and email address per person. Because of this there is a tab for each of those areas. The Position detail is on the last tab. Each of these tabs may contain required data. If you try to save the record before completing all required data an error message will appear. Most required fields are indicated by a red border. All required information must be completed before a successful Save can occur.



Edit Associate Pastor

Select **Personal Information** Emails Addresses Position

Title: Rev First Name: John Last Name: Public

Preferred Name: John Q Middle Name: Q Suffix: Gender: M

Day Phone: (318) 555-1212 Evening Phone: Cell Phone: Spouse Phone:

Ordained Licensed Retired Spouse:

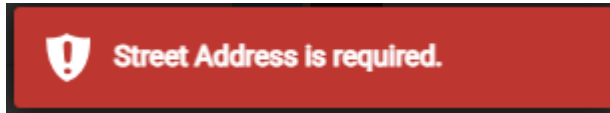
Facebook: Instagram: X (Twitter):

If this person's name changed, is deceased, or has additional information not found here, please click Help and explain the update that needs to be made. Include a valid email in case we need to ask for further clarification.

Next Cancel

(Edit screen for person - continued)

Error messages indicating



Missing required data fields

Edit Associate Pastor

Select **Personal Information** Emails **Addresses** Position

Addresses + Add Address

<p><input type="checkbox"/> Home <input type="checkbox"/> Preferred Mailing <input type="checkbox"/> International</p> <p>Attn: <input type="text"/></p> <p>NO MAIL <input type="checkbox"/></p> <p><i>Apt, Suite, etc.</i> <input type="text"/></p> <p>Alexandria <input type="checkbox"/> LA <input type="checkbox"/> 71309 <input type="checkbox"/></p>	<p><input type="checkbox"/> Other <input type="checkbox"/> Preferred Mailing <input type="checkbox"/> International</p> <p>Attn: <input type="text"/></p> <p>Street Address <input type="text"/></p> <p><i>Apt, Suite, etc.</i> <input type="text"/></p> <p>City <input type="text"/> <input type="text"/> <input type="text"/> Zip/Postal <input type="text"/></p>
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Next