

ACP Report Instructions for

Please choose one of the following two options for reporting your 2011 Annual Church Profile:

Option 1: Take advantage of the Internet application, Southern Baptist Directory Services (SBDS), for entering your 2011 Annual Church Profile (ACP) information. It is suggested that the paper response sheet be completed prior to online entry in order to expedite the process.

SBDS **requires** either Microsoft Internet Explorer version 5.0 or greater or Netscape Navigator version 4.0 or greater. Cookies must be enabled and pop-up windows allowed. Adobe Acrobat Reader is required for some reports and can be downloaded for FREE at www.Adobe.com

a. Go to the Web Site:

<http://sbds.lifeway.com>

Do not use www with this address.

b. Enter your ACP User Name and password

User Name:
Password:

c. Click "Log On"

Welcome to the Southern Baptist Directory Services System

SBDS is a secure web site developed to assist SBC congregations, associations, and state conventions in the collection of various types of statistical and leadership information. To use the Directory Services system you must have a valid User Name and Password.

All users are required to agree to the [SBDS Data Protection Agreement](#) to access this site. Congregational users are not presented with the data protection agreement unless they choose to "Browse SBDS".

User Name:

Password:

d. Click "Enter ACP Data"

You may Browse SBDS at any time. This option allows you to view statistical and leadership information for all SBC congregations, associations, and state conventions.

Southern Baptist Directory Services

Best Baptist Church
123 Best St, Best, TN 37111
0123456

SBDS Main Menu

Welcome to Southern Baptist Directory Services. Click on the appropriate button below to proceed.

e. Click "Enter Congregational Information" to update name and address information or change your congregation's choice of ACP materials.

f. Click "Enter Annual Church Profile Survey" to complete this year's survey.

g. Click "Enter Leadership Information" and update your leaders' names and addresses. This information may be kept current throughout the year.

h. Click "Print Survey Packet Information PDF" to access a .pdf report of current statistical and leadership information.

Southern Baptist Directory Services

Best Baptist Church
123 Best St, Best, TN 37111
0123456

Annual Church Profile Menu

Click on each button below to complete the Annual Church Profile for your congregation.

If you have questions or problems, reference the Help option on the Main Menu or email SBDS.admin@lifeway.com.

Option 2:

If you choose not to use the Internet application, simply complete and return the ACP forms to the address found in the "Return To" box on the ACP Survey by the "Submit By" date.

2011 ACP Survey Worksheet

Congregation:

SBC ID:

Legal Name:

Mailing Address:

Street Address:

Phone:

Fax:

Email:

Web Addr:

Largest Ethnic Group:

Year Organized:

Church/Mission:

Please complete all 14 questions. Do not leave any space blank. Use a zero ("0") to indicate no data.

Please note: Church-type mission statistics should be reported separately.

1. TOTAL MEMBERS: Total of both Resident and Nonresident Members.

2. TOTAL BAPTISMS: Total number of baptisms during the 2010-2011 reporting year. (Add Items 2a-2d).

<input type="text"/>	a. 11 years and under	<input type="text"/>	c. 18 to 29 years of age
<input type="text"/>	b. 12 to 17 years of age	<input type="text"/>	d. 30 and up

3. OTHER ADDITIONS: Number who became members of your congregation during the 2010-2011 reporting year by ways other than baptism (letter of transfer, statement, etc.).

4. WEEKLY WORSHIP ATTENDANCE: Average number in the weekly (primary) worship service(s). If not kept, use attendance for the last Sunday of the 2010-2011 reporting year.

5. SUNDAY SCHOOL / BIBLE STUDY / SMALL GROUP ATTENDANCE: Average number attending Sunday School / Bible Study / Small Groups each week during the 2010-2011 reporting year.

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

7. TOTAL MISSION PROJECT PARTICIPATION: Total number of persons (male and female) in your congregation who participated in mission projects (such as World Changers, Disaster Relief, Baptist Builders, Acteen Activators, Volunteer Connection, construction, church planting, evangelism, Bible clubs, surveys, etc.). Persons may be counted for each mission project in which they participated. (Add Items 7a-7d).

<input type="text"/>	a. Local Community	<input type="text"/>	c. U.S. & Canada
<input type="text"/>	b. State	<input type="text"/>	d. Outside U.S. & Canada

Return To:

Northwest Indiana Baptist Association
 Zelma Donelson
 6819 E Lincoln Hwy
 Crown Point IN 46307-8579

Submit By: Thursday, September 01, 2011

2011 ACP Survey Worksheet

Congregation:

SBC ID:

Legal Name:

Please complete all 14 questions. Do not leave any space blank. Use a zero ("0") to indicate no data.

Please note: Church-type mission statistics should be reported separately.

Items 8-14 are Financial Items. Please ROUND to the nearest whole dollar.

8. UNDESIGNATED GIVING / GIFTS: 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 GIVING / RECEIPTS: Total amount of all money received by the congregation. This amount should be the total of undesignated gifts, designated gifts, and other receipts (may include income from rentals, day school or kindergarten fees, savings, pastoral aid, parking fees, etc.).
10. COOPERATIVE PROGRAM GIVING: Total amount of all money given through the Cooperative Program during the 2010-2011 reporting year.
11. ANNIE ARMSTRONG EASTER OFFERING: Total amount of money given during the 2010-2011 reporting year to the Annie Armstrong offering for North American missions.
12. LOTTIE MOON CHRISTMAS OFFERING: Total amount of money given during the 2010-2011 reporting year to the Lottie Moon Christmas offering for international missions.
13. GREAT COMMISSION GIVING: Total amount of all money given to all Southern Baptist mission causes by the congregation. This includes monies given to: Cooperative Program (Item 10), Annie Armstrong (Item 11), and Lottie Moon (Item 12) PLUS monies given to associations, state conventions (such as a state mission offering), and any other Southern Baptist mission cause.
14. TOTAL MISSION EXPENDITURES: Total amount of all money given to Southern Baptist and non-Southern Baptist mission causes by the congregation. This includes Great Commission Giving (Item 13) PLUS any additional monies expended for non-Southern Baptist mission causes. (Item 14 should be equal to or larger than Item 13).

Largest Ethnic Group: White (Non-Hispanic), Black (African-American), Hispanic, Native American, Korean, Chinese or Other.

Year Organized: Year congregation constituted for the first time as a church. If a church-type mission, year the congregation organized as a mission.

Church: a body of baptized believers that has formally constituted into an autonomous church. (It is self-determining, self-sustaining, and self-propagating.)

Church-type Mission: a body of baptized believers having a distinct identity that meets regularly for worship, engages in Bible study and evangelism, and provides opportunity for stewardship and fellowship, but has not yet constituted as an autonomous church. (It can not be described as self-determining, self-sustaining, and self-propagating.)

Reporting year: The 2010-2011 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.

2011 St Conv of Baptists in Indiana Supplemental ACP Survey

- _____ 1. Total number of salvations during the 2010-2011 reporting year.
- _____ 2. Total enrolled in Sunday School/Bible Study/Small Groups during the 2010-2011 reporting year. (Add items 2a-2g.)
- _____ a. Ages birth to 5 enrolled in Sunday School/Bible Study/Small Groups during 2010-2011 reporting year.
- _____ b. Ages 6-11 enrolled in Sunday School/Bible Study/Small Groups during the 2010-2011 reporting year.
- _____ c. Ages 12 -17 enrolled in Sunday School/Bible Study/Small Groups during the 2010-2011 reporting year.
- _____ d. Ages 18 - 29 enrolled in Sunday School/Bible School/Small Groups during the 2010-2011 reporting year.
- _____ e. Ages 30 - 54 enrolled in Sunday School/Bible Study/Small Groups during the 2010-2011 reporting year.
- _____ f. Ages 55 and up enrolled in Sunday School/Bible Study/Small Groups during the 2010-2011 reporting year.
- _____ g. Number enrolled in Small or Cell Groups during the 2010-2011 reporting year but is not included in Items 2a-2f above.
- _____ 3. Total enrolled in WMU/Brotherhood during the 2010-2011 reporting year. (Add items 3a-3j.)
- _____ a. Number enrolled in Mission Friends during the 2010-2011 reporting year.
- _____ b. Number enrolled in GA's during the 2010-2011 reporting year.
- _____ c. Number enrolled in RA's during the 2010-2011 reporting year.
- _____ d. Number enrolled in CIA's during the 2010-2011 reporting year.
- _____ e. Number enrolled in Women on Mission during the 2010-2011 reporting year.
- _____ f. Number enrolled in Baptist Men during the 2010-2011 reporting year.
- _____ g. Number enrolled in Other ongoing mission activities during the 2010-2011 reporting year.
- _____ h. Number enrolled in Acteens during the 2010-2011 reporting year.
- _____ i. Number enrolled in Challengers during the 2010-2011 reporting year.
- _____ j. Number enrolled in Youth on Missions during the 2010-2011 reporting year.
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INSTRUCTIONS for COMPLETING the LEADERS WORKSHEET

The leaders worksheet identifies all leadership positions for the 2011-2012 ACP cycle. The most recent leader information collected has been included in the worksheet. Follow the steps below to review your leaders and update accordingly. **Please use the address where the leader desires to receive mail pertaining to church business.** Select only the **one** status attribute (Full-time Vocational, Bi-vocational, Interim, Part-time or Volunteer) that best applies to each leadership position. Use the blank form at the end of the worksheet to identify leadership positions filled by more than one person.

USE of LEADER INFORMATION

The names and contact information collected through the ACP process are used to compile the official denominational lists of staff and other positions. Associations, state conventions, the Executive Committee, SBC agencies, boards seminaries, commissions, and auxillary organizations use these names and contact information to communicate with these persons about meetings, services, and products in which they may have an interest. Most persons find these communications to be helpful. Persons receiving such communications may contact the sender and request to be removed from future mailings. At the national level, lists are not made available to individuals or groups outside of the denomination, except as published in the SBC Convention Annual. Congregations are asked to communicate to the leaders whose information they submit the fact that their names/addresses have been (or will be) submitted for use by denominational entities (association, state, and national).

DEFINITIONS of LEADERSHIP STATUS ATTRIBUTES

Full-time Vocational: Person is employed in the position full-time and considers it their vocation. All (or the majority) of his/her income is from this position. Some may refer to this status as a fully-funded vocational position.

Bivocational: Person is employed at another job in addition to the congregational position and a significant part of his/her income is from the other job. Some may refer to this status as a partially-funded position.

Interim: Person is employed in a position for a short time while the congregation/association seeks someone to fill the position on a regular basis. The interim does not anticipate staying in the position on an on-going (long-term) basis.

Part-time: Person fills a part-time position and receives part-time pay.

Volunteer: Person is filling the position as a volunteer. The person is not given any compensation for his/her work.

STEP 1: Consider the questions below when completing the leaders worksheet.

Is the person still in the leadership position with **incorrect or incomplete** information?

If YES, then mark out the incorrect information and make appropriate changes/additions on the form.

Is **another person** in the leadership position?

If YES, then mark through the previous leader's information and write the current leader's information on the form.

Is the position now **vacant**?

If YES, then mark through the previous leader's information and write vacant beside the position on the form. Leave blank when entering data in SBDS.

Has a vacant leadership position been **filled**?

If YES, then please provide the current leader's information on the form.

Does **more than one person** occupy the leadership position?

If YES, then add the leader(s) to the worksheet using the blank form. Duplicate the blank form as often as needed. Use the names of leadership positions found on the worksheet to identify the leadership positions (such as Senior Pastor, WMU Director, etc.)

Northwest Indiana Baptist Association
Zelma Donelson
6819 E Lincoln Hwy
Crown Point IN 46307-8579

STEP 2: Return ALL pages of the Leaders Worksheet, along with the statistical information to:

Return by Thursday, September 01, 2011

LEADERS WORKSHEET for

Role:
Name:
Mailing Address:
Street Address:
Phone: **Fax:**
Email Addr:
Leader is: (check one): Full-Time Vocational Bi-vocational Interim Part-time Volunteer

Role: ACP Contact Person
Name:
Mailing Address:
Street Address:
Phone: **Fax:**
Email Addr:
Leader is: (check one): Full-Time Vocational Bi-vocational Interim Part-time Volunteer

Role: Minister of Music
Name:
Mailing Address:
Street Address:
Phone: **Fax:**
Email Addr:
Leader is: (check one): Full-Time Vocational Bi-vocational Interim Part-time Volunteer

Role: Associate Pastor
Name:
Mailing Address:
Street Address:
Phone: **Fax:**
Email Addr:
Leader is: (check one): Full-Time Vocational Bi-vocational Interim Part-time Volunteer

Role: Mission Pastor
Name:
Mailing Address:
Street Address:
Phone: **Fax:**
Email Addr:
Leader is: (check one): Full-Time Vocational Bi-vocational Interim Part-time Volunteer

Role: Minister of Education
Name:
Mailing Address:
Street Address:
Phone: **Fax:**
Email Addr:
Leader is: (check one): Full-Time Vocational Bi-vocational Interim Part-time Volunteer

Role: Minister of Youth
Name:
Mailing Address:
Street Address:
Phone: **Fax:**
Email Addr:
Leader is: (check one): Full-Time Vocational Bi-vocational Interim Part-time Volunteer

LEADERS WORKSHEET for

Role: Minister of Children

Name:

Mailing Address:

Street Address:

Phone:

Fax:

Email Addr:

Leader is: (check one): Full-Time Vocational Bi-vocational Interim Part-time Volunteer

Role: Minister of Preschool

Name:

Mailing Address:

Street Address:

Phone:

Fax:

Email Addr:

Leader is: (check one): Full-Time Vocational Bi-vocational Interim Part-time Volunteer

Role: Recreation/Sports Minister

Name:

Mailing Address:

Street Address:

Phone:

Fax:

Email Addr:

Leader is: (check one): Full-Time Vocational Bi-vocational Interim Part-time Volunteer

Role: Church Secretary

Name:

Mailing Address:

Street Address:

Phone:

Fax:

Email Addr:

Leader is: (check one): Full-Time Vocational Bi-vocational Interim Part-time Volunteer

Role: Church Library Team Leader

Name:

Mailing Address:

Street Address:

Phone:

Fax:

Email Addr:

Leader is: (check one): Full-Time Vocational Bi-vocational Interim Part-time Volunteer

Role: Church Organist

Name:

Mailing Address:

Street Address:

Phone:

Fax:

Email Addr:

Leader is: (check one): Full-Time Vocational Bi-vocational Interim Part-time Volunteer

Role: Church Pianist

Name:

Mailing Address:

Street Address:

Phone:

Fax:

Email Addr:

Leader is: (check one): Full-Time Vocational Bi-vocational Interim Part-time Volunteer

LEADERS WORKSHEET for

Role: Sunday School Director

Name:

Mailing Address:

Street Address:

Phone:

Fax:

Email Addr:

Leader is: (check one): Full-Time Vocational Bi-vocational Interim Part-time Volunteer

Role: VBS Director

Name:

Mailing Address:

Street Address:

Phone:

Fax:

Email Addr:

Leader is: (check one): Full-Time Vocational Bi-vocational Interim Part-time Volunteer

Role: Discipleship Training Director

Name:

Mailing Address:

Street Address:

Phone:

Fax:

Email Addr:

Leader is: (check one): Full-Time Vocational Bi-vocational Interim Part-time Volunteer

Role: Men/Boys Msn Edu Dir (Bro Dir)

Name:

Mailing Address:

Street Address:

Phone:

Fax:

Email Addr:

Leader is: (check one): Full-Time Vocational Bi-vocational Interim Part-time Volunteer

Role: WMU Director

Name:

Mailing Address:

Street Address:

Phone:

Fax:

Email Addr:

Leader is: (check one): Full-Time Vocational Bi-vocational Interim Part-time Volunteer

Role: Women's Ministry Coordinator

Name:

Mailing Address:

Street Address:

Phone:

Fax:

Email Addr:

Leader is: (check one): Full-Time Vocational Bi-vocational Interim Part-time Volunteer

Role: Chairman of Deacons

Name:

Mailing Address:

Street Address:

Phone:

Fax:

Email Addr:

Leader is: (check one): Full-Time Vocational Bi-vocational Interim Part-time Volunteer

LEADERS WORKSHEET for

Role:
Name:
Mailing Address:
Street Address:
Phone: **Fax:**
Email Addr:
Leader is: (check one): Full-Time Vocational Bi-vocational Interim Part-time Volunteer

Role: Stewardship Chairman
Name:
Mailing Address:
Street Address:
Phone: **Fax:**
Email Addr:
Leader is: (check one): Full-Time Vocational Bi-vocational Interim Part-time Volunteer

Role: Evangelism Council Chairman
Name:
Mailing Address:
Street Address:
Phone: **Fax:**
Email Addr:
Leader is: (check one): Full-Time Vocational Bi-vocational Interim Part-time Volunteer

Role: On Msn Team Ldr (Msn Dir/Chm)
Name:
Mailing Address:
Street Address:
Phone: **Fax:**
Email Addr:
Leader is: (check one): Full-Time Vocational Bi-vocational Interim Part-time Volunteer

Role: Church Clerk
Name:
Mailing Address:
Street Address:
Phone: **Fax:**
Email Addr:
Leader is: (check one): Full-Time Vocational Bi-vocational Interim Part-time Volunteer

Role: Prayer Ministry Coordinator
Name:
Mailing Address:
Street Address:
Phone: **Fax:**
Email Addr:
Leader is: (check one): Full-Time Vocational Bi-vocational Interim Part-time Volunteer

Role: Moral/Social Concerns Contact (e.g. Christian Life Comm.)
Name:
Mailing Address:
Street Address:
Phone: **Fax:**
Email Addr:
Leader is: (check one): Full-Time Vocational Bi-vocational Interim Part-time Volunteer

LEADERS WORKSHEET for

Role: Ordained Ministers
Name:
Mailing Address:
Street Address:
Phone: **Fax:**
Email Addr:
Leader is: (check one): Full-Time Vocational Bi-vocational Interim Part-time Volunteer

Role: Representatives on Assn Board
Name:
Mailing Address:
Street Address:
Phone: **Fax:**
Email Addr:
Leader is: (check one): Full-Time Vocational Bi-vocational Interim Part-time Volunteer

Role: Representatives on Assn Board
Name:
Mailing Address:
Street Address:
Phone: **Fax:**
Email Addr:
Leader is: (check one): Full-Time Vocational Bi-vocational Interim Part-time Volunteer

Role: Messengers to Association
Name:
Mailing Address:
Street Address:
Phone: **Fax:**
Email Addr:
Leader is: (check one): Full-Time Vocational Bi-vocational Interim Part-time Volunteer

Role: Pastor(s) Left During Year
Name:
Mailing Address:
Street Address:
Phone: **Fax:**
Email Addr:
Leader is: (check one): Full-Time Vocational Bi-vocational Interim Part-time Volunteer

Role: Ministers Licensed During Year
Name:
Mailing Address:
Street Address:
Phone: **Fax:**
Email Addr:
Leader is: (check one): Full-Time Vocational Bi-vocational Interim Part-time Volunteer

Role: Ministers Ordained During Year
Name:
Mailing Address:
Street Address:
Phone: **Fax:**
Email Addr:
Leader is: (check one): Full-Time Vocational Bi-vocational Interim Part-time Volunteer