Church Vital Signs Log

The Baptist General Convention has designed a way to help make your annual reporting much easier! This resource is available for you now! *Vital Signs Log* is an Excel spreadsheet that gives the church a way to enter ACP items on a weekly basis. The file generates graphs to show church trends throughout the year. At the end of the next reporting year the numbers from the Excel file can be used to quickly complete the Annual Church Profile. <u>Vital Signs Log is available to download from www.texasbaptists.org</u>. <u>Click on "Annual Church Profile"</u> and look for the Vital Signs link. Or go to texasbaptists.org/statistics

If you have questions, contact:

Paul Ware Information Management Team, BGCT Phone: 214-828-5369 or 888-244-9400 Email: paul.ware@texasbaptists.org Information Management Team BGCT

Phone: 888-244-9400 Email: imt@texasbaptists.org



7557 Rambler Road, Suite 1200 ▮ Dallas, TX 75231-2388 texasbaptists.org



Association:			
Church Name:			
Mailing Address:			
City:	County:	State:	Zip:
he purpose of the Annual Church Profi			

The purpose of the Annual Church Profile (ACP) is to enable your church to examine its yearly progress of ministry and growth. As you cooperatively share this information, associations, state conventions and Baptist agencies are better able to assist your church in all areas of church life. Thank you for helping us gather this very important information! See back cover for information on the Church Vital Signs Log which can make your annual reporting much easier.

ACP INSTRUCTIONS FOR BGCT AND SBCWorkspace

The ACP reporting processes for the BGCT and the SBCWorkspace (formerly SBDS-Southern Baptist Directory Service) have been combined into this one booklet format. Churches have the option to use either process.

If you use this booklet to complete your church profile keep a copy as a historical record for your files and return this booklet to your association per their instructions.

Please complete in this booklet:

☐ Statistical Profile (Pg. 3) ☐ Leadership Profile (Pg. 4) ☐ Historical Profile (Pg. 11)

If your church needs a Spanish Annual Church Profile, please contact your associational office. Si su iglesia necesita un Perfil Anual de la Iglesia en español, llame a las oficinas de su asociación local.

You have the option of entering ACP data on the internet or filling out a booklet. You can choose either the BGCT or the SBCWorkspace (formerly SBDS-Southern Baptist Directory Service) websites for entering on the internet. Please complete only this booklet or an internet version but not both.

□ Internet:

- BGCT You can access all three parts of the ACP Profile at: https://tponline.bgct.org/ecustomer_enu or click on "myBGCT" at the top of our www. texasbaptists.org homepage. Login with your username and password (Use your BGCT ID# for both username and password. Contact the BGCT if you need to obtain your BGCT ID#.) on the right side of the screen. Click OK to enter the secure site. Once logged in, click on the Forms tab then click on Annual Church Profile to complete your statistics profile. Be sure and click Finish once your statistics are complete. Navigate back to the Forms tab and select ACP Historical Profile to complete Part 3 of the ACP. To edit your Leadership Profile, click on My Account near the top of the page and choose My Leadership under the My Information heading. Be sure to return a copy of the ACP information to your association.
- SBCWorkspace (formerly SBDS-Southern Baptist Directory Service) You can also access the Statistical and Leadership Profiles at Lifeway SBCWorkspace (formerly SBDS-Southern Baptist Directory Service) at www.sbcworkspace.com. To access your account, use your SBC ID # and your SBC Password.Contact your association or the BGCT to obtain your SBC ID# and your SBC Password. Detailed instructions are on the website. Be sure to return a copy of the ACP information to your association.

→ Manual:

- Complete the booklet. Make a copy for your records and return the completed booklet to the association.
- Review the address and general information at the top of the ACP form. If the top of the form is not filled in, then enter the name and address information.
- If your congregation sponsors one or more churchtype missions, do NOT include mission figures with your ACP. Instead, make sure a separate ACP is completed for each church-type mission your congregation sponsors. Extra booklets are available from your association.
- 1. The Statistical Profile (page 3): Please enter statistical data for a full twelve months (see top of page 2 for Reporting Period definition). Please see page 2 for all other detailed definitions.
- The Leadership Profile (page 4): Please enter the names, mailing addresses, phone numbers and email addresses of your church leadership. Provide names only for the positions you have. "Other position" spaces are provided so you may add positions your church may have that are not included.
- 3. **The Historical Profile (page 11):** A means to record significant events of your church. It also has a place to list names of members who passed away during the year. Make a copy of the form for your church records.
- 4. **Mail or deliver your 2016 ACP forms** to your association on or before the due date supplied by your local association.
- We ask that all ACP information be returned by the church/associations to the BGCT or submitted on-line by November 30, 2016.

Person completing this form:	Position:
Phone:	Email Address
Date:	

Page 1

STATISTICAL PROFILE DEFINITIONS

The definitions of the statistical items are worded to be general rather than program specific because not all churches use the same programs. For example, "Bible Study' and "Missions Education" can be done through different types of programs but the general purpose or goal would be the same.

- **REPORTING PERIOD:** The Reporting Period for most associations runs from October 1, 2015 to September 30, 2016. Check with your association to see if your 12 month reporting period might be different.
- 1a. **TOTAL MEMBERS:** Total of both resident and nonresident members. Do NOT include in Items 1a. and 1b. persons who are members of any church-type missions which your congregation is sponsoring. (These members should be included in the ACP completed by the church-type mission.)
- 1b. **RESIDENT MEMBERS:** Resident members are those members who live close enough to your congregation to attend
- 2. **TOTAL BAPTISMS:** Total number of baptisms during the 2015-2016 reporting year. (Add Items 2a-2d, total baptisms by age groups).
 - a. Baptisms for 11 years and under
 - b. Baptisms for 12 to 17 years of age
 - c. Baptisms for 18 to 29 years of age
 - d. Baptisms for 30 and up
- 3. **OTHER ADDITIONS:** Number who became members of your congregation during the 2015-2016 reporting year by ways other than baptism (letter of transfer, statement, etc.).
- WEEKLY WORSHIP ATTENDANCE: Average number in the weekly worship service(s). If not kept, use the attendance for the last Sunday of the 2015-2016 reporting year.
- 5. (a-b). BIBLE STUDY/SUNDAY SCHOOL/SMALL GROUP ATTENDANCE/ENROLLMENT:
 - a. Total Enrollment: Total number of persons enrolled in ongoing Bible Study/Sunday School/Small Groups.
 - b. Weekly Average Attendance: Average number attending Bible study each week during the 2015-2016 reporting year. This may be an ongoing Sunday School class, Bible Study, Small Group, or similar group. Include all ages from babies to adults but not counting anyone twice.
- 6. **VBS ENROLLMENT:** Number enrolled in Vacation Bible School for your congregation.
- 7. (a-d). TOTAL MISSION PROJECTS 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).
 - a. Local Community
 - b. State

- c. U.S. & Canada
- d. International
- 8. (a-b). MISSIONS EDUCATION: Total number of persons participating in WMU including Mission Friends, GA's, Acteens and Women on Mission. Total number of men and boys involved in Baptist Men ministries including RA's, Challengers and Baptist Men.
 - a. Missions Education/Total WMU
 - b. Missions Education/Total Men and Boys
- UNDESIGNATED RECEIPTS GIVING: 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.
- 10. **TOTAL RECEIPTS GIVING:** Total amount of all money received by the congregation. This amount should be the total of Undesignated Receipts/Giving (Item 9), designated gifts, and other receipts (may include income from rentals, day school or kindergarten fees, savings, pastoral aid, parking fees, etc.).
- 11. **COOPERATIVE PROGRAM GIVING:** Total amount of all money given through the Cooperative Program during the 2015-2016 reporting year.
- 12. **ANNIE ARMSTRONG EASTER OFFERING:** Total amount of money given during the 2015-2016 reporting year to the Annie Armstrong Easter Offering for North American Missions.
- 13. **LOTTIE MOON CHRISTMAS OFFERING:** Total amount of money given during the 2015-2016 reporting year to the Lottie Moon Christmas Offering for International Missions.
- 14. **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 11), Annie Armstrong (Item 12), and Lottie Moon (Item 13) PLUS monies given to associations, state conventions, (such as a state missions offering), and any other Southern Baptist mission cause.
- 15. **TOTAL MISSIONS EXPENDITURES/GIVING:** Total amount of all money given to Southern Baptist and non-Southern Baptist mission causes by the congregation. This includes Great Commission Giving (Item 14) PLUS any additional monies given for non-Southern Baptist mission causes. (Item 15 should be equal to or larger than Item 14).
- 16. **TOTAL GIVEN TO ASSOCIATIONAL MISSIONS:** Total amount of all money given to your local Association for missions during the 2015-2016 reporting year.
- MARY HILL DAVIS STATE MISSIONS OFFERING: Total amount of money given during the 2015-2016 reporting year to the Mary Hill Davis Offering for Texas State Missions.

2016 CHURCH HISTORICAL PROFILE

REPRESENTATIVES ON A	ASSOCIATIONAL EXECUTIVE BOARD		
Name	Street, RT, Box	City, State, Zip+4	Phone
MESSENGERS TO THE A			
Name	Street, RT, Box	City, State, Zip+4	Phone
MISSION(S) OPERATED	BY CHURCH (Include pastor's name ar	nd address)	
Mission Name	Name of Pastor	Street, RT, Box	City, State, Zip+4
	A CHANGE IN PASTOR(S) INCLUDING S AND THE DATE HE LEFT.	INTERIM DURING THE YEAR; LIST TI	HE PASTOR(S) WHO
Name	Street, RT, Box	City, State, Zip+4	Date Left
MINISTERS LICENSED D	URING THE YEAR		
Name	Street, RT, Box	City, State, Zip+4	Phone
MINISTERS ORDAINED	DURING THE YEAR		
Name	Street, RT, Box	City, State, Zip+4	Phone
LUCTORICAL EVENTS OF	INTEREST DURING ASSOCIATIONAL	VEAD (New boildings dedications as	
missions, etc.)	F INTEREST DURING ASSOCIATIONAL	. YEAR (New buildings, dedications, ne	w ministries, new
MEMBERS DECEASED D	URING THE YEAR (Indicate Mr., Mrs.,	Miss, Deacon, Ordained Minister)	
NA			

Attach additional pages if needed.

Page 11

	Other (Your position title, if dif	fferent)						
	Name:				S	tart date:		
	Titles: (Check all that apply)	☐ Rev	Pastor	☐ Dr	☐ Chap	☐ Mr	☐ Mrs	■ Ms
	Mailing Address: (Check one)	⊒ Home □	Church					
	Address:		City:		County:	State:	Zip:	
	Phone:		((Check one	e) 🗖 Home 🗖 C	hurch 🖵 Ce	ell 🖵 Busines:	S
	Email address:				((Check one)	☐ Home ☐ C	Church
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	(Check the best fit) 🗖 Fully-fun	ided 🖵 Part	-time 📮 Bi-vo	cational	☐ Interim ☐ Vo	lunteer		
	Other (Your position title, if di	ifferent)						
	Name:				S:	tart date:		
	Titles: (Check all that apply)	☐ Rev	■ Pastor	🗖 Dr	Chap	☐ Mr	☐ Mrs	■ Ms
	Mailing Address: (Check one)	⊒ Home □	Church					
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	Titles: (Check all that apply)	☐ Rev	Pastor	☐ Dr	Chap	☐ Mr	☐ Mrs	■ Ms
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	(Check the best fit) 🖵 Fully-fun	ided 📮 Part	-time 📮 Bi-vo	cational	☐ Interim ☐ Vo	lunteer		
	Other (Your position title, if dif							
	Name:							
	Titles: (Check all that apply)			☐ Dr	☐ Chap	☐ Mr	☐ Mrs	☐ Ms
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Page 10 2016 ANNUAL CHURCH PROFILE

2016 ANNUAL CHURCH STATISTICAL PROFILE

Congregation:			Asso	ociation:	
Year Organize	ed:		В	GCT ID:	
Legal Name:			BGCT Pa	ssword:	
Employer Ider	ntification Number:			SBC ID:	
				ssword:	
Mailing			Street		
Address:			Address:		County:
Phone:			_		
Email: Web Addr:			Fax:		
			Facebook Page:		
Largest Ethnic	Group:		If Mission:		
			SponsorName & City:		
Sr. Pastor Nan				SBC ID:	
Year Sr. Pastoi				BGCT ID:	
MEMBER IN	FORMATION	MISSIONS		FINANCIA (Whole Do	L INFORMATION
1a.	Total Members	6.	VBS Enrollment	(Whole Do	11013/
1b.	*Resident Membership	7.	Total Mission	9.	Undesignated Receipts/Giving
2.	Total Baptisms		Projects Participation	10.	Total Receipts/
♦ ∟	a. 11 years and under, baptisms	A	a. Local		Giving
ρ	b. 12-17 years		Community	11.	Cooperative
of a-d	of age, baptisms		b. State		Program Giving
mns	c. 18-29 years	of a-d	c. U.S. &	12.	Annie Armstrong Easter Offering
	of age, baptisms d. 30 and up,	sum of	Canada		
<u> </u>	baptisms	3. L	d. International	13.	Lottie Moon Christmas
3.	Other Additions			_	Offering
4.	Weekly Worship	MISSIONS	EDUCATION	14.	Great Commission
	Attendance	8a.	*Missions Education/	<u> </u>	Giving
BIBLE STUD	Υ		Total WMU	15.	Total Missions
5a.	*Total Bible	8b.	*Missions Education/	,	Expenditures/Givin
	Study/Sunday School/		Total Men and Boys	16.	*Total Given to
	SmallGroup Enrollment				Associational Missions
5b.	WeeklyBible Study/			17.	*Mary Hill Davis
	Sunday School/Small Group Average Attendance			· [State Missions Offering

*Supplemental Information for the BGCT & Associations

Person completing this form_______Date _____

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2016 CHURCH LEADERSHIP PROFILE

Use of Leadership Information

The names and contact information collected through the ACP process are used to compile the official lists of church staff and other positions. Associations and conventions use these names and contact information to communicate helpful information. Persons receiving such communication may request to be removed from future mailings. Lists are not made available to individuals or groups outside Baptist life.

Completing the Leadership Profile

match position may ad	enter the names, mailing a to your church positions. If ns, i.e., music and youth, so Id positions your church m church has more positions	the to elect of ay hav	itle does no one position ve that are i	t match exact and rename f not included.	ly, yc the c	u can change it in th urrent title. "Other Po	e space prov osition" spac	ided. F ces are	or comb provide	bination ed so you
Positio	ns on this profile:									
	Senior Pastor Associate Pastor Music Education Administrator Church Secretary Church Clerk Deacon Chairman		Treasurer/S Finance Ch Youth Children Preschool Missions College	Stewardship/ airman		Adults Senior Adults Young Adults Single Adults Bible Study (Sunday Discipleship Trainin Women's Ministry			Baptist Brothe Evange Prayer	elism
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	Baptist Men/Brotherhood	-						
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Page 4 2016 ANNUAL CHURCH PROFILE

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	Titles: (Check all that apply) ☐ Rev	Pastor	🗖 Dr	☐ Chap	☐ Mr	■ Mrs	■ Ms
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	Phone:	((Check one	e) 🛘 Home 🗘 C	Church 🖵 Ce	ell 🖵 Busines	S
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	Bible Study (Sunday School) (Your po	sition title, if c	different)				
	Name:						
	Titles: (Check all that apply) ☐ Rev	Pastor	🗖 Dr	☐ Chap	☐ Mr	■ Mrs	■ Ms
	Mailing Address: (Check one) ☐ Home ☐ (Church					
	Address:	City:		County:	State:	Zip:	
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	Discipleship Training (Your position titl	e, if different)					
	Name:			S	tart date:		
	Titles: (Check all that apply) ☐ Rev						☐ Ms
	Mailing Address: (Check one) ☐ Home ☐ (•			
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	Women's Ministry (Your position title, i	f different)					
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	Titles: (Check all that apply)						
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	Ethnicity: Language(s) s						on an en
	(Check the best fit) ☐ Fully-funded ☐ Part-	•				1100	
	WMU Director (Your position title, if diff Name:						
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	Mailing Address: (Check one) ☐ Home ☐ (6	CL I	7.	
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Page 8

Music (Your position	n title, if differer	nt)						
Name:								
Titles: (Check all that	apply)	Rev	□ Pastor	☐ Dr	☐ Chap	☐ Mr	☐ Mrs	■ Ms
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Address:			City:		_ County:	State:	Zip:	
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Church Secretary								
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Church Clerk (You								
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2016 ANNUAL CHURCH PROFILE Page 5 2016 ANNUAL CHURCH PROFILE

	Deacon Chairman (Your position title, if dif	ferent)					
	Name:			S	tart date:		
	Titles: (Check all that apply) ☐ Rev	□ Pastor	☐ Dr	Chap	☐ Mr	☐ Mrs	■ Ms
	Mailing Address: (Check one) ☐ Home ☐ Ch						
	Address:	City:		_ County:	State:	Zip:	
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