

# Instructions to Complete your 2022 Annual Church Profile

- **Thank you** for participating with other SBC churches across California and the US in the 2022 ACP!
- Completing an ACP helps us all stay connected and your answers provide valuable insight into how California churches are transitioning out of the COVID era.
- This survey is **time-sensitive** and **important**  
(discover **5 reasons** why your ACP is important here: <https://csbc.com/acp>)
- After gathering answers to the questions below the survey should only take 20-30 minutes
- Please email Steve Foss at [sfoss@csbc.com](mailto:sfoss@csbc.com) if you have any questions

Please complete your survey between: **November 1, 2022 and February 1, 2023**

*(We know that some churches budget Oct – Sept and others Jan – Dec)*

The directions below will walk you through the three parts of the ACP:

- 1) **Statistical Survey**      2) **Staff/Leadership** update      3) **Contact Information** update

The statistical survey includes just eleven questions. (Prior year responses are displayed on the online survey.)  
To efficiently complete the survey, have answers to the following questions before you start

*This isn't an audit, so we're OK with good ball-park estimates 😊*

1. **Total Membership:** Resident plus non-resident members. Do NOT include members of any church-plants or missions your church sponsors, as they should be counted on their own ACP.
2. **Total Baptisms:** Total number of people baptized in the most recent 12 months.
3. **Other Additions:** Additions to membership (not through baptism) - The number who became members of your congregation during the most recent 12 months by ways other than baptism (letter of transfer, statement, etc.)
4. **Worship Attendance In-Person:** Ave weekly attendance in primary worship service(s), only for weeks congregation met for IN PERSON services). Don't include online/virtual attendance. If records not kept, use best estimate.
5. **Worship Attendance Online:** Ave weekly online attendance in primary worship service(s).  
See [lifewayresearch.com/online\\_participation](http://lifewayresearch.com/online_participation) for guidance on counting.
6. **Sunday School In-Person:** Ave Weekly Attendance (only for weeks w/ in-person meetings) for SS, Bible Studies and other small groups from the most current 12 mos. Don't include on-line / virtual attendance. Do include all ages from babies to adults, not counting anyone twice. If records aren't kept, use best estimate.
7. **Sunday School Online:** Ave weekly online attendance for SS, Bible Studies and other small groups. Use best estimate.
8. **Vacation Bible School Enrollment:** Number of students (and adult workers) enrolled in Vacation Bible School(s). Do NOT include enrollment from any church-plants or missions your congregation sponsors, as these should be counted on their own ACP's.
9. **Undesignated Receipts:** Gifts from individuals to the congregation in the most recent 12 months. Total of all gifts made to the congregation where the congregation decides how the gifts will be spent (by budget or other means). Includes gen budget & loose money offerings.
10. **Total Receipts:** All money (designated & undesignated) received by the congregation. Include other designated receipts such as: pastoral aid, rentals, fees (school, parking), earnings on savings, forgivable PPP loans, etc. Should be greater than or equal to Undesignated Receipts (#9).
11. **Total SBC Mission Expenditures: (previously called Great Commission Giving):** Total gifts from the congregation to any SBC missions cause over 12 months. Includes: Cooperative Program, Annie Armstrong, Lottie Moon, Association, State Convention (Cal Mission Offering, Disaster Relief, etc).

## OPTION 1 – Complete Your ACP Online

- Go to [www.csbc.com/acp](http://www.csbc.com/acp) and click “Complete Your ACP Survey”
- Enter your church username and password. Passwords are case sensitive. Your unique username and password has been emailed to your church. If you can’t locate them email [sfoss@csbc.com](mailto:sfoss@csbc.com) and we will send that to you
  - If you don’t know your username, email [sfoss@csbc.com](mailto:sfoss@csbc.com)
  - If you don’t know your password, click “Reset Password” at the login screen
- Select either the 2022 ACP “Statistical Profile” or the “Leadership Profile” link to begin updating information. Don’t forget to complete both profiles.
- Various ACP reports can be printed for your records. Simply click the “Reports” button.

### ACP Statistical Profile:

- If any of your church information is incorrect, click “Update Organization” to edit. When finished click “Save”, then click “Back to Survey” to enter statistics.
- Enter current statistics for each question. When finished click “Save.”
- Click “Yes” if your Statistical Profile is complete.  
**WARNING!** After clicking yes, the statistical survey and statistical report can no longer be accessed.
- Click “No” if you want to print the statistical report or return later to add information or make changes. Remember to answer “Yes” once the survey is complete and reports are printed.
- Click the “Other Surveys” drop-down to switch between the statistical and leadership surveys.

### Leadership Profile:

- Scroll down the page to edit the current positions and add new leaders/staff, or click the “Walk Through Positions” button to use an update wizard.
- When editing is complete the Leadership Report can be printed for your records.
- The Leadership Profile remains open throughout the year for future updates.
- Click the “Other Surveys” drop-down to switch between the leadership and statistical surveys.

## OPTION 2 – Complete your ACP on printed survey forms

Completing the online form should be easier, however you can download, print and complete **statistical** and **leadership** survey forms here [www.csbc.com/acp](http://www.csbc.com/acp)

Make copies for your files, and mail both the statistical and leadership surveys to.

California Southern Baptist Convention

Attn: 2022 ACP

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Fresno CA 93710

(or) FAX to 559.229.2824

(or) scan and email to [sfoss@csbc.com](mailto:sfoss@csbc.com)

Please email any questions to Steve Foss at [sfoss@csbc.com](mailto:sfoss@csbc.com)