

Completing your 2020 Annual Church Profile

- **Thank you** for participating with SBC churches across California and the US in the 2020 ACP
- **COVID lock-downs happened!** Completing an ACP helps us stay connected and your answers provide valuable insight into how deeply this is impacting California churches.
- This survey is **time-sensitive** and **important**
(discover **5 reasons** why your ACP is important here: www.csbc.com/acp)
- After gathering answers to the questions below, completing the survey only take 15-30 minutes
- If you have questions, please email or call Kathy Pine at kpine@csbc.com / 559.256.0820

Please complete your survey between: **October 2020 and February 1, 2021**

(we realize some churches budget from Oct – Sept and others Jan – Dec)

These directions 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 ten 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 + non-resident) - Total of resident plus nonresident members. Do NOT include members of any missions your church sponsors, as they should be counted on that missions ACP.
2. **Total Baptisms:** Over 12 months - Total number of baptisms during the most recent 12 months.
3. **Other Additions** to membership: - 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:** Ave weekly attd of primary worship services (report ONLY for weeks w/ IN PERSON services) - Many congregations' primary worship service(s) is Sunday. To document the effects of COVID and keep statistics consistent, do not include on-line attendance. If attendance is not kept, use best estimate.
5. **Sunday School / Small Groups:** Ave weekly attd (report ONLY for weeks w/ IN PERSON meetings) - The ave weekly attendance for Sunday School, Bible studies and other small groups from the most current 12 months. To help us document the effects of COVID and keep statistics consistent, do not include on-line / virtual attendance. Include all ages from babies to adults, not counting anyone twice.
6. **Vacation Bible School:** Enrollment - Number of students (and adult workers) in Vacation Bible School(s). Do NOT include VBS enrollment from any missions your congregation is sponsoring. (These enrollments should appear on the ACP's completed by the missions.)
7. **Undesignated Gifts:** By individuals to the church over most current 12 months - Total amount of all undesignated gifts given by individuals to the church. Undesignated receipts are gifts which the church decides how the money will be spent (by its budget or other means). This includes regular budget offerings and loose monies from the offering.
8. **Total Receipts:** Total money received by the congregation - This includes designated & undesignated (item 7) receipts PLUS other receipts (ie. pastoral aid, rentals, fees (school, parking), savings, etc.). Include forgivable PPP loans. This should be equal to or greater than Undesignated Receipts.
9. **Great Commission Giving:** By the congregation to all So Baptist mission causes over 12 months - Include monies given to: Cooperative Program, Annie Armstrong, Lottie Moon PLUS \$ given to association, state convention (Cal Mission Offering, Disaster Relief, etc) PLUS any other SBC mission causes.
10. **Total Mission Expenditures:** Total Mission Expenditures: By the congregation to all mission causes over 12 months - Total \$ given to ALL mission causes. Include Great Commission Giving (item 9) + any \$ expended for non-SBC missions. Should be equal to or greater than Great Commission Giving.

OPTION 1 – Complete Your ACP Online

- Go to www.csbc.com/acp and click “Complete Your ACP Survey”
- Enter your church username and password printed on the survey forms included in your ACP packet. Passwords are case sensitive.
 - If you don’t know your password, click “Reset Password” at the login screen
 - If you don’t know your username, email kpine@csbc.com
- Select either the 2020 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

Using the personalized **statistical** and **leadership** survey forms (included in the ACP packet mailed to your church), just mark through any incorrect information (with a single line) and write the corrected information above or below.

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

Self-addressed return envelopes are provided in your ACP packet. Our mailing address is:

California Southern Baptist Convention
Attn: 2020 ACP
678 E Shaw Ave
Fresno CA 93710

(or) FAX to 559.229.2824 (or) scan and email to kpine@csbc.com

If you don’t have personalized ACP forms, request them from **Kathy Pine**, or download and print blank ACP forms at www.csbc.com/acp.

Please email Kathy Pine at kpine@csbc.com or call her at 559.256.0820 if you have any questions.