

# Completing your 2017 Annual Church Profile

- **Thank you** for participating with SBC churches across California and the US in the 2017 ACP
- This survey is **time-sensitive** and **important**  
(discover **5 reasons** why your ACP is important here: [www.csbc.com/acp](http://www.csbc.com/acp))
- After gathering answers to the questions below, completing the survey should take 20-30 minutes
- Please email Kathy Pine at [kpine@csbc.com](mailto:kpine@csbc.com) or call her 559.256.0820 if you have any questions

Due date: **October 31, 2017** or as soon after as possible

These directions will walk you through the three parts of the ACP:

- Completing the **statistical survey**
- Updating your **staff/leadership** list
- Updating your **church contact information**

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

1. **Total Membership:** (resident + non-resident) - Total of resident plus nonresident members. Do NOT include persons who are members of any missions your church sponsors. These members should appear on the ACP completed by the mission.
2. **Total Baptisms:** Over 12 months - Total number of baptisms during the most recent 12 months.
3. **Worship Attendance:** Average weekly attendance of primary worship services - For many congregations the primary worship service(s) is Sunday morning. If weekly attendance is not kept, give attendance for the last Sunday of the reporting year.
4. **Sunday School:** Average weekly attendance – include Sunday school, Bible studies, cell groups and other small groups from the most current 12 months. Include all ages from babies to adults, not counting anyone twice.
5. **Vacation Bible School:** Enrollment – Number of students (and adult workers) in VBS(s) for your congregation. Do NOT include VBS enrollment from any missions your congregation is sponsoring/assisting. (These enrollments should appear on the ACP's completed by the missions.)
6. **Music Participation:** Combined enrollment of all music teams - Include choirs, worship bands, etc. Use enrollment from the last week of the reporting year. Persons may be counted more than once. (Example: Mary is in the choir and the worship band)
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. **Great Commission Giving:** Total \$ given to all Southern Baptist mission causes over the most recent 12 months - Include monies given to: Cooperative Program, Annie Armstrong, and Lottie Moon plus monies given to association, state convention (such as the California Mission Offering, Disaster Relief) and any other SBC mission causes.
9. **Total Mission Expenditures:** By the church to all mission causes - Total \$ given to ALL mission causes, including Great Commission Giving PLUS any expenditures given to non-SBC missions.

## 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 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](mailto:kpine@csbc.com)
- Select either the 2017 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 of the completed forms 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  
678 E Shaw Ave  
Fresno CA 93710

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](http://www.csbc.com/acp).

Please email Kathy Pine at [kpine@csbc.com](mailto:kpine@csbc.com) or call her at 559.256.0820 if you have any questions.