**INSTRUCTIONS for COMPLETING the ACP Statistical Profile**

This survey is the annual process of collecting vital statistical information about your church that helps us to better communicate with you, and to celebrate what your church is doing for the Kingdom of Christ.

Sign into <https://ky.sbcworkspace.com>

Go to Survey and select search

Select the AP Statistical Profile for the current year

Fill in the current year value for each item that you have information for. See below the definitions of each question.

Select Save

 If you are done with the survey select Yes, Save my answers and mark the survey complete

If you need to return with more information select No, Save my answers but leave the survey open. (Make sure to come back and finalize the survey complete.

**STATISTIC ITEM DEFINITIONS for the KBC ANNUAL CHURCH PROFILE**

1. TOTAL MEMBERS: Total of both resident and nonresident members.

2. RESIDENT MEMBERS: Members who live close enough to your congregation to attend.

3. TOTAL BAPTISMS: Total number of baptisms during the reporting year. (Add Items 3a-3d). a. 11 years and under c. 18 to 29 years of age

b. 12 to 17 years of age d. 30 and up

4. OTHER ADDITIONS: Number who became members of your congregation during the reporting year by

ways other than baptism (letter of transfer, statement, etc.).

5. SUNDAY SCHOOL/BIBLE STUDY/SMALL GROUP TOTAL ENROLLMENT: Total number enrolled in Sunday School/Bible Study/Small Groups each week during the reporting year. Base enrollment on the last regular meeting of the reporting year. Include officers and teachers in the totals. Persons should be counted in the total enrollment only one time.

6. SUNDAY SCHOOL/BIBLE STUDY/SMALL GROUP ATTENDANCE: Average number attending Bible study each week during the reporting year. This may be a Sunday School class, Bible Study, Small Group, or similar group. Include all ages from babies to adults but not counting anyone twice.

7. PRIMARY WORSHIP AVG ATTENDANCE: Average number in the weekly worship service(s). If not

kept, use the attendance for the last Sunday of the reporting year.

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

9. 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.

10. UNDESIGNATED RECEIPTS: 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.

11. TOTAL 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.).

12. COOPERATIVE PROGRAM GIVING: Total amount of all money given through the Cooperative Program during the reporting year.

13. ANNIE ARMSTRONG EASTER OFFERING: Total amount of money given during the reporting year to the

Annie Armstrong Easter offering for North American missions.

14. LOTTIE MOON CHRISTMAS OFFERING: Total amount of money given during the reporting year to the

Lottie Moon Christmas offering for International missions.

15. ASSOCIATION MISSIONS GIVING: Total amount of all money given during the reporting year to

Associational Missions.

16. TOTAL SBC MISSION EXPENDITURES: Total amount of all money given to all Southern Baptist mission causes by the congregation. This includes monies given to: Cooperative Program (Item 12), Annie Armstrong (Item 13), and Lottie Moon (Item 14), Association Missions Giving (Item 15), PLUS monies given to state conventions (such as a state mission offering), and any other Southern Baptist mission.

17. TOTAL MISSION EXPENDITURES: Total amount of all money given to Southern Baptist and non-

Southern Baptist mission causes by the congregation. This includes Total SBC Mission Expenditures (Item

16) PLUS any additional monies expended for non-Southern Baptist mission causes. (Item 17 should be equal to or larger than Item 16).