

Preparing to Submit your Annual Congregational Report

Here is a list of what you may be asked to provide:

INFORMATION ABOUT BAPTIZED MEMBERS

- Baptized membership at the end of the year before last
- Baptized members received during the past year
 - a. By Baptism: children 15 years and younger
 - b. By Baptism: adults 16 years and older
 - c. By affirmation of faith
 - d. By transfer
 - e. From other sources and statistical adjustment
 - f. Total members received the current year
- Baptized members removed during the past year
 - a. By death
 - b. By transfer
 - c. For other reasons and statistical adjustment
 - d. Total members removed this year
- Baptized members, end of year
- Total confirmed membership, end of year
 - a. Number of people confirmed in past year
- Average weekly worship attendance in past year
- Total number people, including children) actively participating in the life of the congregation in the past year
- Race/ethnic origin of **active participants**:
 - African American/Black
 - African National/African-Caribbean
 - American Indian/Alaska Native
 - Arab/Middle Eastern
 - Asian/Pacific Islander
 - Latino/Hispanic
 - Multi-racial
 - White/Caucasian
 - Other

INFORMATION ABOUT YOUR CONGREGATION'S FINANCIAL STEWARDSHIP

- Receipts during past year
 - a. Regular giving
 - b. Designated giving
 - c. Earned income (any source)
 - d. Grants (any source)
 - e. All other receipts

- Assets as of December of past year
 - a. Church real estate
 - b. Endowment and memorial funds
 - c. Cash, savings, bonds, etc.
 - d. All other assets

- Total indebtedness as of Dec. 31 of past year
- Bequests received during past year
 - a. Number of bequests received
 - b. Total value of bequests received

- Budgeted/projected mission support (benevolence) for current year
- Disbursements during the past year
 - a. Current operating expenses
 - b. Capital improvements
 - c. Payments on debts
 - d. Mission Support (regular synod benevolence)
 - e. Other benevolence sent directly to the synod (for any synod OR churchwide appeal including the World Hunger Appeal, Disaster Response, missionary sponsorship, etc.)
 - f. other benevolence sent directly to the churchwide office (for any churchwide appeal including World Hunger Appeal, Disaster Response, missionary sponsorship, etc.)
 - g. Benevolence sent directly to any of the following:
 - 1. an activity in another country including a missionary, a congregation, a companion synod, a hunger program, disaster response, etc.
 - 2. camps
 - 3. colleges
 - 4. seminaries
 - 5. social service group, agency or institution
 - h. all other benevolence sent directly to the recipient
 - i. Other expenses and realized losses

- Location address of church; any corrections that need to be made

- Indicate how much emphasis the following program/activities have received in the congregation in the past 12 months. You will be asked to rate your activities according to the following criteria: *do not have, some emphasis, a lot of emphasis, congregation's specialty*

- a. worship
- b. music
- c. Christian ed. for those 15 or younger
- d. other activities for children
- e. confirmation ministry
- f. Christian ed. for those 16 - 19
- g. other activities for those 16 - 19
- h. Bible study or other adult Christian ed.
- i. prayer, meditation or spiritual development activities
- j. fellowship or other social activities
- k. support groups (bereavement, divorce, 12-step)
- l. evangelism or recruitment activities
- m. stewardship
- n. identifying and using the spiritual gifts of active participants
- o. social justice activities
- p. community service activities

- Educational ministry provided by the congregation: to be answered "yes" or "no"

Did this congregation have Sunday school in past year?

Did this congregation have mid-week education in past year?

Did this congregation have confirmation in past year?

Did this congregation have adult Bible studies in past year?

Did this congregation have vacation Bible school in past year?

- Curriculum used for education: check all that apply.

Augsburg Fortress resources

Concordia Publishing resources

Sparkhouse

Create own materials

Independent publishers

Other denominational publisher

- Does congregation operate a weekday early childhood education center, kindergarten, and/or school?
- Languages in which liturgies are conducted
- What assistance does congregation provide to people with disabilities

Wheelchair access throughout the building
Braille and large print worship materials
Assistive devices for hard of hearing
Outreach and support for those with special needs

- Has congregation participated in the Book of Faith initiative?
- Does congregation have direct global ministry involvement in another country, such as financial support, sponsoring service trips, etc.?
- Did the congregation use any of the following ELCA social statements this year in an educational setting? Check all that apply. (Statements will be listed on the form.)
- Does this congregation plan to expand or renovate its facilities or build a new church building with the next five years?
- Choose the category that best describes congregation:

Rural farming

Rural nonfarming, recreational, mining, or other open country

In a small city, town under 10,000 population

In a small city, town 10,000 to 49,999 population

In a medium size city of 50,000 to 249,999 population

In a suburb near a medium size city

In a large city of 250,000 population or more

In a suburb of a large city (within 10 miles of the large city)

In a suburb of a large city (>10 miles away from the large city)

Questions about the submission of annual congregational trend reports may be directed to:

Manager for Official Roster Records

Office of the Secretary

Evangelical Lutheran Church in America

8765 W. Higgins Road

Chicago, Illinois 60631

Telephone: 800.638.3522 ext. 2810