GENERAL INSTRUCTIONS

We encourage you to file online. In either case, completed forms must be submitted by February 15, 2019.

Electronic filing
If you have access to the Internet, you can file the Annual Congregational Report Forms online. To complete Forms A and C, go to www.ELCA.org/congregationreport and type in your Congregation ID number and password (found on the top right of Form A). After you have finished entering your data, you should print a PDF copy of both forms for your records.

Paper filing
If you do not file electronically, complete the paper forms and mail them to your synod office (the address can be found on the bottom right of Form C). Since only one copy of each form is included in this packet, make a copy for use as a worksheet before you begin. Remember to copy the completed forms for your records before returning the originals to your synod office.

INSTRUCTIONS FOR FORM A

1. Baptized membership at end of 2017: This figure is taken from your congregation's last filed report. If it does not accurately reflect the membership at the end of 2017, you may correct it.

2. Baptized members received during 2018:
a. By baptism: children (15 years and younger). Record the number of children baptized, whether or not their parents were members.
b. By baptism: adults (16 years and older).
c. By affirmation of faith:
   • Baptized people received into membership by the congregation, who are NOT transferring from another ELCA or non-ELCA congregation.
   • People who had been removed from the membership roll and this year were reinstated.
   • Baptized youth whose parents are not members and who are received into membership with their own and parental consent.
d. By transfer: all people coming from ELCA or non-ELCA congregations.
e. From other sources and statistical adjustment.
f. Total members received this year. Report the total of 2a through 2e.

3. Baptized members removed during 2018:
a. By death.
b. By transfer.
c. For other reasons and statistical adjustment: members removed due to inactivity can be reported here.

d. Total members removed this year. Report the total of 3a through 3c.

4. Baptized membership, end of 2018: line 1 + 2f - 3d = 2018 membership.

5. Total confirmed membership, end of 2018: Record the number of confirmed members here.

6. Number of baptized youth who were confirmed in 2018: This refers to people who participated in the confirmation service this year.

7. Average weekly worship attendance in 2018: Total number of people including children and non-members present for regularly scheduled Sunday and weekday services (e.g., Saturday, Monday) during the whole year (summer included) and divide by the number of Sundays in the year. Do not include attendance at Thanksgiving, Christmas Eve, Good Friday, or special services such as weddings or funerals or midweek Lenten or Advent services (unless you hold midweek services throughout the year). Estimate if necessary. Report whole numbers only.

8. Total number of people actively participating in the life of the congregation in 2018. Count anyone who actively participates in worship, Bible study, choir, youth events, Christian education, service opportunities, etc. Do not count groups such as Alcoholics Anonymous or scouts that use the church building but are not participating in the life of the congregation. The number of active participants includes children and non-members. Some members may not be active participants.

9. Race/ethnic origin of active participants: The TOTAL must equal active participants on line 8. This is not an exact count but an informed estimate. The number should reflect the participant's self-identification of race and ethnic origin as much as possible. "Multiracial" is provided for people of mixed race/ethnicity, and "Other" is used for people who do not classify themselves according to any race/ethnicity listed.

10-13. *See financial worksheet.*

14. Location address: This address indicates the physical location of the congregation's place of worship. Please do not use a description, such as "Main Street at 2nd Avenue." Providing a street address allows Internet users to get accurate driving directions. Location address may differ from the mailing address. Email corrections to conginfo@elca.org.

15-17. Phone number, Fax number, Email: Email corrections to conginfo@elca.org.

18. Website: Please make corrections online (www.ELCA.org/tools/UpdateCongregation).

19-20. These questions give congregations an opportunity to quickly identify some strengths and challenges in areas important to ministry. If possible, please discuss the questions with your council and/or leadership team before responding.

INSTRUCTIONS FOR FORM C

These questions collect information that is used for the "Find A Congregation" feature on the ELCA website. Responses also provide crucial data that assist in assessing the success of existing programs and in preparation of new resources. Please note that there are no questions 21-29 between Form A and Form C.

Congregation's mailing address
The address listed at the bottom of Form C is what is currently on file as the mailing address for the congregation. Since mailing addresses and location addresses are often different, we ask for both addresses. Please email corrections to conginfo@elca.org.

INSTRUCTIONS FOR THE CONGREGATIONAL LEADERSHIP DIRECTORY

This directory identifies all of your congregation's lay leaders – council members, committee chairs, lay staff and other leaders – so that they can stay in the loop. Once these leaders are part of the directory they will begin receiving *Seeds Monthly*, a free email newsletter that features resources to assist in congregational ministries, event invitations, and other information. This directory should be kept up-to-date throughout the year to ensure the right people are receiving important communications.

Step-by-Step Instructions:
1. Go to www.ELCA.org/cld.
2. Enter your Congregation ID and password.
3. Add, edit or delete entries for current leaders. Be sure to include an email address to make sure leaders receive electronic communications.
4. If you experience any problems or have questions, please contact Richard Millett at 800-638-3522, ext. 2950.