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## GENERAL INSTRUCTIONS

**We encourage you to file online. In either case, completed forms must be submitted by February 15, 2014.**

### 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](http://www.ELCA.org/congregationreport), click "Submit your congregation's statistics," and type in your Congregation ID number and Password (found on the top right of Form A). Help is available at this website. 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.

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## INSTRUCTIONS FOR FORM A

### 1. Baptized Membership at end of 2012:

This figure is taken from your congregation's last filed report. If it does not accurately reflect the membership at the end of 2012, you may correct it.

### 2. Baptized Members received during 2013:

- By Baptism: children (15 years and younger). Record the number of children baptized, whether or not their parents were members.
- By Baptism: adults (16 years and older).
- 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.
- By transfer: all people coming from ELCA or non-ELCA congregations.
- From other sources and statistical adjustment.
- Total members received this year. Report the total of 2a through 2e.

### 3. Baptized Members removed during 2013:

- By death.
- By transfer: all members who transfer out of your congregation.
- For other reasons and statistical adjustment: members removed due to inactivity can be reported here.
- Total members removed this year. Report the total of 3a through 3c.

### 4. Baptized Membership, end of 2013:

line 1 + 2f - 3d = 2013 membership.

### 5. Total confirmed membership, end of 2013:

Record the number of confirmed members here.

### 6. Number of baptized youth who were confirmed in 2013:

This refers to people who participated in the confirmation ceremony.

### 7. Average weekly worship attendance in 2013:

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 mid-week Lenten or Advent services (unless you hold mid-week 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 2013.

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 numbers should reflect the participant's self-identification of race and ethnic origin as much as possible. This information assists this church to "pursue ardently the ELCA's commitment to becoming more diverse and multicultural." Multiethnic 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. Phone Number:

Email corrections to [conginfo@elca.org](mailto:conginfo@elca.org).

### 11. Fax Number:

Email corrections to [conginfo@elca.org](mailto:conginfo@elca.org).

### 12. Email:

Email corrections to [conginfo@elca.org](mailto:conginfo@elca.org).

### Website:

Please make corrections online ([www.ELCA.org/congregationurl](http://www.ELCA.org/congregationurl)).

### 13. 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 2<sup>nd</sup> 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](mailto:conginfo@elca.org).

### 14. Program/activity Emphasis:

This question gives congregations an opportunity to indicate how much emphasis is given to 17 congregational areas and activities. If your congregation did have a program/activity in 2013, how much emphasis or attention was given to the activity? Was it some emphasis, a lot of emphasis, or is it a specialty of your congregation (something you are known for)?

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## INSTRUCTIONS FOR FORM C

These questions collect information that is used for the "Find A Congregation" feature on the ELCA website, including worship language and assistance for people with disabilities. Responses also provide crucial data that assist churchwide units and other agencies and institutions of the Evangelical Lutheran Church in America in assessing the success of existing programs and in preparation of new resources. Your responses to all of these questions are truly appreciated. 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](mailto:conginfo@elca.org).

If you are filing on paper rather than using the Internet, you should mail your completed forms to the synod address listed on the bottom right of Form C.