

ACP Submission Guide

Annual Church Profile for Tennessee Baptist Churches

This Guide is designed to assist associations and churches with both inspiration and information to help them complete their 2024 Annual Church Profile. It also contains a Tally Sheet, key, and explainer to assist churches in tracking their key metrics for the 2024–2025 church year.

While many of these documents are in English only, several have been translated into Spanish to provide greater clarity and assistance for our Hispanic churches in filling out the ACP through the online Tennessee Electronic Database.

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Dear Friends,

Every person in our state matters. Each one is a soul who needs to hear the gospel or to whom your church is already ministering. It is vital that we serve and reach them.

That is why your Annual Church Profile (ACP) reporting is so vital. With your help, we gain a more comprehensive understanding of how God is at work across Tennessee. It also helps us better understand as Tennessee Baptists where we need to invest our Cooperative Program and Golden Offering for Tennessee Missions funds to effectively make Jesus known and to make disciples.

As a pastor, I always took the ACP seriously. It was a time to pause and remember what God had done in and through our church and it helped us understand the effectiveness of our church's ministries.

The ACP also calculates the number of messengers your church sends to the TBC and SBC annual meetings and provides required support information for individuals nominated to serve on TBC

Committees and Boards. Simply put, we need leaders like you to ensure that our ACPs are completed in an accurate and timely fashion.

If you have questions about this packet, please call your associational office. If your associational staff is unable to answer your questions, feel free to call the Tennessee Baptist Mission Board at 800-558-2090, ext. 2005, or email tedhelp@tnbaptist.org.

It is a joy to be with you on this journey.
In Him,

Randy C. Davis
President & Executive Director
Tennessee Baptist Mission Board



2024 Annual Church Profile - ACP collection

FOLLOW THESE EASY STEPS:

1. Gather annual statistics and leadership information
2. Enter the info in TeD by the DUE DATE set by your association

ITEMS INCLUDED IN THIS PACKET:

- Greetings from your Association and the Tennessee Baptist Mission Board
- 2024 ACP Worksheet- Use this worksheet as a tool to gather your church's information.
- 2024 ACP Statistics and Leadership Profile: Your username and password to help you log on to ted.tnbaptist.org are included in the top right corner of each of these documents. If you are unable to enter the data online, use these forms to record your data and return the information to your association.
- TeD Instructions (*blue sheet*) and Frequently Asked Questions (*green sheet*) are included to help answer any questions you have.
- ACP Tally Sheet FOR NEXT YEAR (2024-2025) —This is a tool designed to help you keep track of important ACP Data for data collection next year.

QUESTIONS? Contact the Tennessee Baptist Mission Board at 800.558.2090, ext. 2005, email tedhelp@tnbaptist.org, or contact your associational clerk or associational secretary for help.

FAQ SHEET

Frequently Asked Questions When Completing your Annual Church Profile

- 1. Q: Our church year runs January–December. How do I fill out our ACP?**
A: Your statistics may reflect any 12-month period. For historical purposes, it is optimal to use the same 12-month period each year. Enter the number of the final month of your statistical year at Question 14.
- 2. Q: Our church does Awana. Where do I enter this information on the ACP form?**
A: These numbers are not specifically requested, but may be included under Question 9, Discipleship Development and Training.
- 3. Q: I do not have a computer to enter the data online.**
A: Complete the forms manually and return them to your association office by their due date. They will complete the online data entry.
- 4. Q: I have entered my data online. Do I need to mail hard copies?**
A: Many associations ask that you return a hard copy to their office, but the digital copy is all the TBMB needs. Please confirm with your local association what they prefer.
- 5. Q: What kind of reports can I print for our church use?**
A: You may print hard copies of the following:
 - a. Current Year ACP
 - b. Church Trend Profile (5-year trend analysis of your church, complete with color charts)
 - c. Church Ten Year Profile and Church Multi-Year Digest (multi-year stats at a glance)
 - d. List of Church Leadership Names and Addresses
- 6. Q: Can I get these reports if I don't have a computer?**
A: Yes! Your local association office or the state convention can mail a hard copy or email a PDF copy to someone in the church.
- 7. Q: Can I update the Leadership Profile information when we have a leadership change?**
A: Yes! The church's Leadership Profile can be updated any time there is a change in church leadership, giving both you and your ministry partners current information in real time.

Privacy Policy (rev 5/17)

It is the policy of the Tennessee Baptist Mission Board (TBMB) that information collected through the Annual Church Profile (ACP) or through attendance of an TBMB event for church and associational leaders will only be voluntarily released to Tennessee Baptist Convention or Southern Baptist Convention Institutions, congregations, associations, entities, and agencies and used by the ministries of the TBMB. Representatives of sister state conventions that commit to the licensing agreement for SBC Workspace may also be able to view specific church information. All such entities with access to the data commit to use the data appropriately as defined in the SBC Workspace Operating Agreement and to not use the data to conduct fundraising. Contact information for churches collected through this process, but which is otherwise available to the general public, (e.g., address, phone number, e-mail address and website), and statistical data may also be placed in a searchable database on the TBC website. While certain basic precautionary measures are taken to reduce the possibility that this information can be skimmed or downloaded from the website, there is no guarantee that the information in question cannot be obtained by a third party.

GENERAL INSTRUCTIONS FOR COMPLETING YOUR ANNUAL CHURCH PROFILE

For help, contact your Associational Office Staff. You may also contact the Tennessee Baptist Mission Board at 800.558.2090, ext. 2005, or by email at tedhelp@tnbaptist.org.

DUE DATE: Check with your Association for the due date: _____.

1. Go to **ted.tnbaptist.org**
2. Enter **User name** and **Password**. This information is located in the upper right corner of the Statistical Profile & Leadership Profile survey pages. It is also available from the associational office.
3. Enter your name
4. Choose either Statistical or Leadership survey. See below for instructions related to each report.
5. Mark complete when finished. Partial entries may be made by saving info at any time.

STATISTICAL PROFILE INSTRUCTIONS

1. Verify your church and general information.
2. Click *Update Organization* to make changes; please be sure to verify/add primary ethnicity. Remove?
3. Click *Save* at the bottom of the page when finished.
4. Click *Back to Survey* at top of the page.

5. **This is the Heart of the Statistical Profile Data Entry**

- **Click** the white box next to Total Membership.
- **Enter** correct number and press *Enter*. (The value will be compared with the previous year. If there is a significant discrepancy, you will be asked to verify.)
- **Continue** through each text box in succession.
- **Round** to the nearest dollar for financial data.
- **Click** *Save* after entering data.

6. Click *No* if you need to save your data and plan to return to the survey.
7. Click *Yes* when you are completely finished.
8. **Once you click Yes, you will not be allowed to return and make changes.**
9. Mail hard copies to your association. The digital copy is automatically updated into the TeD database.

Is the survey complete?

No, Save my answers but leave the survey open
(you will be able to make changes)

Yes, Save my answers and mark the survey complete
(you will NOT be able to make changes)

LEADERSHIP PROFILE INSTRUCTIONS

1. Verify your church and general information.
2. Click *Edit Organization* to make changes.
3. Click *Walk Through Positions* and follow the instruction as noted in the box on the next page.

continued on second page

4. **This is the Heart of the Leadership Profile Data Entry.**

For Each Position you can **Add, Update, or Remove**

- If position information is correct, click **Next**.
- If some details are incorrect click **Update Contact information for***.
- Click **Remove** if person is incorrect and enter date the person left and click remove again. (estimate the date if you are not sure)
- Click **Add** if you need to add a person in a blank position.
 - ⇒ In the dialog box type the **Last Name** of the person.
 - ⇒ If the person is from an out-of-state ministry position, choose **Show All States** before searching. Click **Select** beside their name. If their name is not there, contact TBMB for assistance.
 - ⇒ If the person is new to a ministry position, click **Add Person** and enter their information.
 - ⇒ **Enter** all information for the new person (home address,* email addresses,* and position details).

5. Click **SAVE**.

6. **Continue** through all leadership positions.

7. When finished, click *Leadership Report* for a printed (hard) copy.

8. Click *Save & Submit*. Your info is automatically submitted to the association and state convention.

9. **You can access the leadership survey year-round to update leadership information at any time you have a leadership change. Use the same ACP Username and Password.**

***Please provide an individual's home address.** If a staff person prefers information be sent to the church address, select the *organization* address as the *preferred* address. Mail will not be sent to their home address. Email addresses are also invaluable. Every email address provided saves Cooperative Program dollars!

(example from leadership survey)

General
Addresses
Position Details

Organization **Crievewood, Nashville**

Position **Pastor**

Start Date 

Stop Date 

Interim Only ☐

Preferred Position Title

Position Status 

Mailing Location 

Save
Cancel

Instrucciones para Introducir sus Datos Estadísticos de ACP y de Liderazgo en Línea – Año 2024

(Fecha de Entrega – Verifique con su Asociación local!)

1. Entre a la página web: **ted.tnbaptist.org**.
2. Coloque su Nombre de Usuario y Clave. ***Estas están escritas en la esquina superior derecha de su página de perfil Estadístico y de Liderazgo.***

2024 Perfil Estadístico de ACP

Introduzca sus datos en: ted.tnbaptist.org

Usuario: U0xxxxxx Clave: xxxxxx

3. Escriba su nombre (en caso de ser requerido). Escoja la encuesta a la que desee entrar presionando dentro de la caja correcta. No importa el orden en que usted coloque su información. Se puede introducir la información por partes guardando el progreso en cualquier momento. Marque como completada una vez que la haya terminado.

FECHA DE ENTREGA

Cada Asociación decide su propia fecha para la entrega de datos. Verifique con ellos cuál es su fecha de entrega.

Recuerde, si usted tiene preguntas o comentarios acerca de alguno de estos materiales de ACP, llame a la Convención Bautista de Tennessee al 800.558.2090, extensión 2005 o a la oficina local de la asociación. Con gusto le ayudaremos a completar su información.

Política de Privacidad (rev. 5/17)

Es política de la Junta de Misiones Bautistas de Tennessee (Tennessee Baptist Mission Board-TBMB) que la información que se colecciona a través del Perfil Anual de la Iglesia (Annual Church Profile-ACP) o a través de la asistencia de un evento de TBMB para las Iglesias y para los líderes de las asociaciones, será publicado voluntariamente en la *Convención Bautista o a la Institución de la Convención Bautista del Sur, congregaciones, asociaciones, entidades y agencias* utilizado por los ministerios de TBMB. Representantes de estados hermana de convenciones que se encomiendan al acuerdo de la licencia para SBC Workspase, pueden también ver información específica de las Iglesias. Todas las entidades con acceso a la data se comprometen a usar la data de forma apropiada como está definido en el "Acuerdo Operaciones de SBC Workspace" y no utilizar la data para levantar fondos. La información de contacto de las Iglesias colectadas a través de este proceso, pero por el cual está disponible para el público en general, (por ejemplo: dirección, teléfono, correo electrónico y página web), y data estadística, también se puede encontrar en la base de datos de la página web de TBC. Mientras algunas medidas de precaución se llevarán a cabo para reducir la posibilidad de que esta información puede copiarse o ser descargada de la página web, no hay garantía de que esta información no se pueda obtener por medio de una tercera persona.

Si usted sospecha de mal uso de la data coleccionada o tiene alguna pregunta, por favor contactar a: TBMB Information Specialist, TedHelp@TNBaptist.org.

Instrucciones para la Página de Perfil Estadístico

- Desde la página principal, presione el perfil estadístico de ACP para abrir la encuesta.

Surveys	
Survey	Year
ACP Statistical Profile	2015
Leadership Profile	2014
Supplemental Survey	2015

- Verifique la información de su iglesia en la parte superior de la página. Presione en **"Update Organization"** (Actualizar Organización) para realizar cambios o añadir etnia primaria.

Mount Zion Baptist Church [Update Organization](#) [Hide Details](#)

-- Other Surveys --

Mailing PO Box 718 Decaturville, TN, 38329	Physical 2249 Mt Zion Rd Decaturville, TN, 38329	SBCID: 0282780 State Org ID: 01882 Year Organized: 1887 Pastor Name: Wilkey Jones Date Pastor Came: 12/12/2012 Phone: (731) 852-4516 Fax: Website: Email:	Ethnicity:
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- Una vez terminado, presione **"Save"** (Guardar) en la parte inferior de la página, y, luego presione en **"Back to Survey"** (Regresar a la Encuesta) en la parte superior de la página.

Mount Zion, Decaturville

[Save](#) [Delete](#) [Back to Survey](#)

☒ General

General

- Coloque su información. Presione la caja blanca al lado de **"Total Membership"** Escriba el número correcto para la Membresía Total, y luego presione **"Enter"**. **NUEVO:** El valor colocado será comparado al valor colocado el año anterior (Prior Year). De existir una discrepancia significativa, se le solicitará que verifique si la cantidad colocada es la correcta.

Member		
	Current Year	Prior Year
1 Total Membership	40 The current year value decreased by more than 50% Ok	90
2 Resident Membership	0	80

- Al colocar datos financieros, redondee la cifra al dólar más cercano.

6. Después de colocar la información, presione **“Save” (Guardar)**. Presione **“No”** si planea regresar a la encuesta en otro momento. Presione **“Yes”** cuando haya terminado. Usted no podrá regresar y hacer cambios.

Is the survey complete?

No, Save my answers but leave the survey open
(you will be able to make changes)

Yes, Save my answers and mark the survey complete
(you will NOT be able to make changes)

7. Una vez haya colocado su información, presione **“Yes, Save my answers and mark the survey complete”** (Si, guarde mis respuestas y marque esta encuesta como completada). Este paso le regresará a la pantalla de inicio. Usted podrá entonces colocar la información de Liderazgo, la encuesta suplementaria o alegrarse por haber hecho un buen trabajo! No olvide enviar las copias de los originales a su asociación vía e-mail si se le solicita.
8. **REPORTES:** Una vez completada la encuesta. Le llevará de nuevo a la página con la lista de las encuestas. Para acceder a los reportes, presione **“Survey/ Survey Reports”**. Encontrará una lista de reportes disponibles para hacer basados la información introducida en su ACP. Seleccione el reporte deseado y escriba 2023. Si desea obtener una copia original de sus archivos, mantenga el original en formato PDF, y luego presione en **“Export”**. El reporte será descargado (Observe la parte inferior de su pantalla), entonces estará disponible para imprimir o guardar.

Survey Reports

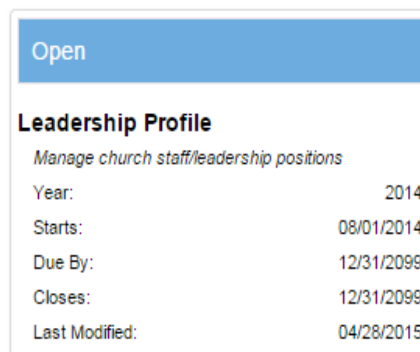
Reports
SURVEY - ACP Statistics Report by Year
Leadership Profile Summary
Church 10 Year Profile
Church Trend Profile
Church Multi-Year Digest

ACP Statistics Report C

Report Parameters	
Year	2014
Export Format	PDF
View Report	Export

Instrucciones de la Página de Liderazgo

9. Presione la barra **“Open”** en el perfil de liderazgo para comenzar. Una vez más podrá editar los detalles de su Organización presionando en **“Edit Organization”** en la parte superior de la página. O, diríjase directamente a añadir/editar/remover personas de su iglesia.



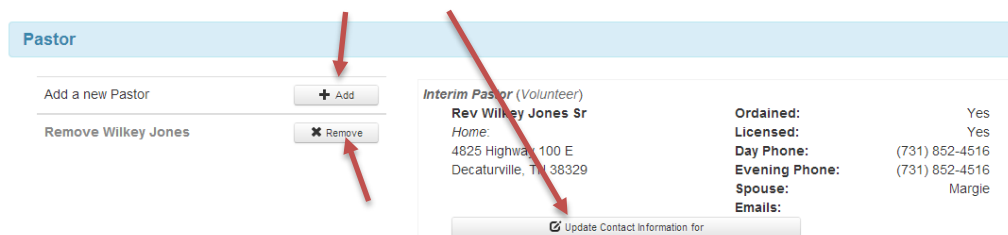
The image shows a blue button labeled 'Open' at the top. Below it is a section titled 'Leadership Profile' with the subtitle 'Manage church staff/leadership positions'. The form contains the following fields:

Year:	2014
Starts:	08/01/2014
Due By:	12/31/2099
Closes:	12/31/2099
Last Modified:	04/28/2015

10. Comience presionando en **“Walk Through Positions”**. (Posiciones paso a paso) Este método le guiará una posición a la vez.



11. Para cada posición Ud. Puede **Agregar, Actualizar o Remover** (Add, Update, or Remove)



The image shows the 'Pastor' management interface. On the left, there are two buttons: '+ Add' (highlighted with a red arrow) and 'x Remove' (highlighted with a red arrow). On the right, there is a form for 'Rev Wilkey Jones Sr' with the following details:

Interim Pastor (Volunteer)
Rev Wilkey Jones Sr
 Home: 4825 Highway 100 E, Decaturville, TN 38329
 Ordained: Yes
 Licensed: Yes
 Day Phone: (731) 852-4516
 Evening Phone: (731) 852-4516
 Spouse: Margie
 Emails: [Redacted]
 Update Contact Information for [Redacted]

Ejemplo: Si el Rev. Jones aún es su pastor, y toda la información es correcta, presione el botón **“Next”** (Siguiendo). Si todavía es su pastor, pero necesita actualizar información, presione en la **“Update Contact Information for”** (Actualizar Información de Contactos)

Update Contact Information for

Pastor - Rev Wilkey Jones Sr

(A) General (B) Addresses (C) Position Details

Preferred Title: Rev First Name: Wilkey Middle Name: Last Name: Jones Suffix: Sr

Salutation: Wilkey Spouse: Margie GenderSelectList: Male

Ordained: ☒ Retired: ☒ DayPhone: (731) 852-4516 Cell Phone:

Licensed: ☒ Deceased: ☐ Evening Phone: (731) 852-4516 Fax:

☐ Do Not Mail ☐ Do Not Email Emails:

(D)

Presione en...

(A) **General** actualizar nombre, teléfono, Agregar una dirección de e-mail, etc.

(B) **Addresses (Direcciones)** actualizar la dirección física y proveer la dirección de correo de su preferencia. Puede agregar la dirección de su iglesia como preferida.

(C) **Position Details (Detalles de la Posición)** Editar el comienzo/detener fechas/estatus/ o preferencia para recibir correo desde esa posición.

(D) **Guarde (Save)** para guardar los cambios

12. Si el Rev. Jones ya no es su pastor, presione **"Remove"** (Remover). Coloque la fecha en la cual dejó su posición y presione el botón de **"Remove"** De no estar seguro de la fecha, escriba un estimado

13. Si una posición está en blanco y Ud. Necesita agregar a una persona presione **"Add"**. (Agregar)

Aparecerá una caja pidiéndole que busque a la persona que tiene la posición actualmente. Escriba el apellido de la persona que está buscando. Presione el botón de **"Add"** (Agregar) al lado de su nombre, si no lo consigue, presione **"Create a New Contact"** (Crear un Contacto Nuevo)

Pastor-Associate/Executive

People: Jones Search (2 Matches) Page 1 of 1

If you've searched and can't find the person you're looking for:

	Name	Address	City/State
+ Add	Jones, Mrs Margie	4825 Highway 100 E	Decaturville, TN
+ Add	Jones Sr, Rev Wilkey	4825 Highway 100 E	Decaturville, TN

(2 Matches) Page 1 of 1

Escriba toda la información de la persona nueva, incluyendo Dirección y Detalles de la Posición (ver #11 arriba). **GUARDELO!** (SAVE!)

14. Continúe este proceso a lo largo de todas las Posiciones de Liderazgo. Una vez haya terminado, presione **"Leadership Report"** (Reporte de Liderazgo) para obtener una copia original de todo lo que Ud. haya escrito.

15. Una vez haya terminado, presione **“Save and Submit”**. (Guardar)
16. Para navegar a la encuesta Suplementaria o Estadística, presione la ventana de opciones debajo del nombre de su iglesia

Decaturville First Baptist Church [Hide Details](#) [Edit Organization](#)

-- Other Surveys -- ▼

Physical
30 E Main St

SBCID: 0282608
State Org ID: 00778

Gracias por tomarse el tiempo para leer estas instrucciones! Más importante aún, gracias por tomarse e tiempo para enviarnos su información!
No olvide enviar copias originales a la oficina de su Asociación.

2024 Annual Church Profile for Tennessee Baptist Churches Worksheet

Help is available!! **If you have any questions, please contact your associational clerk or associational secretary.** They can be a tremendous help to you in this process.

If they are unable to address your questions, Tennessee Baptist Mission Board staff stands ready to assist them and you. TBMB staff can be reached at 800.558.2090, extension 2005, or email at tedhelp@tnbaptist.org.

GENERAL INSTRUCTIONS

- A. Use this worksheet as a tool for gathering your church's information. Mark on this form as you wish.
- B. Once information is gathered, log on to ted.tnbaptist.org and enter this data. See Instructions for Entering Data into TeD.
- C. Your username and password are at the top of your statistical profile form.
- D. If you are unable to enter your data online, transfer the data to the Static Answer Sheet provided in this packet.
- E. Due Date: This date is set by your association. Please direct questions regarding the deadline to them. In order to reflect your church data in the annual TN Baptist Convention Journal, data must be entered to the system prior to January 31, 2025.
- F. Church-type missions should complete their own ACP Worksheet. Please contact TBMB staff if you need more information.
- G. If you do not understand a particular item on the ACP, please contact your association or TBMB staff for more information.

MEMBERSHIP AND BAPTISMS

1. _____ **TOTAL Membership** – Total of both Resident and Nonresident Members. Include everyone that is on the roll at your church.
2. _____ **RESIDENT Membership** – Those members who live close enough to your congregation to attend.
3. _____ **TOTAL Baptisms** – Total number of baptisms during this reporting year (the total of items 3a through 3e). Please provide age break-out if those records were kept. Include any baptisms that were not for membership (i.e. jail ministry, migrant workers, etc.)
 - a. _____ 5 years and under c. _____ 12–17 years of age e. _____ 30 and over
 - b. _____ 6–11 years of age d. _____ 18–29 years of age
4. _____ **Other Additions** – Number of people who became members of your congregation during the year by ways other than baptism (transfer of letter, statement, etc.).

WORSHIP, ATTENDANCE, BIBLE STUDY

5. _____ **AVERAGE ATTENDANCE of In-Person Primary Weekly Worship Services** – Average number of persons in Sunday morning, or primary, worship service(s) for the weeks you met in person. If you have multiple primary services, total all attendance. If primary worship attendance records are not kept, use your best estimate.
6. _____ **AVERAGE ATTENDANCE of Online Weekly Worship Attendance** – Average number participating online in the weekly (primary) worship service(s) for this reporting year.
7. _____ **AVERAGE ATTENDANCE IN-PERSON Sunday School/Bible Study/Small Group** – Average number attending weekly, in-person Bible Study during this reporting year. This includes all days of the week and all ages.
8. _____ **TOTAL Sunday School/Small Group/Life Group Enrollment or Participation** – Total number of individual persons enrolled or participating in Sunday school or similar small groups ministry. Base enrollment or participation on the last regular meeting of this reporting year. This is the total of Items 8a–8e. Count persons only one time in total enrollment. Include leaders.

- a. _____ Babies/Preschoolers 5 years and under.
- b. _____ Children 6–11 years of age or grades 1–6
- c. _____ Youth 12–17 years of age or grades 7–12
- d. _____ Young Adults 18–29 years of age.
- e. _____ Adults 30 and up. Include General officers here.

9. _____ **TOTAL Discipleship Development and Training Participation (all groups)** – Total number of persons attending or participating in short-term discipleship groups, classes, and training sessions during this reporting year. Include such things as participants in Awana, Bible Drill, discipleship studies, short-term groups, new member classes, leadership training, etc. This includes all ages. If records are not kept, give a good-faith estimate.
10. _____ **VBS Enrollment** – Total enrolled in all Vacation Bible School (VBS) or Backyard Kids Club (BKC) held by your church this reporting year. Combine numbers if you had multiple events or locations.
11. _____ **TOTAL Mission Projects Participation** – Total number of persons in your congregation who participated in international, domestic, state, and local mission projects. Include ministries such as World Changers, Acteen Activators, Disaster Relief, church planting, construction, evangelistic surveys, etc. Persons may be counted more than once.

FINANCIAL INFORMATION **(ROUND TO THE NEAREST DOLLAR)**

12. _____ **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, which may be income from rentals, day school or kindergarten fees, savings, pastoral aid, parking fees, etc. This line is the total of 12a–12c.
- a. _____ **Undesignated Gifts/Offerings** – Total amount of all undesignated gifts given by individuals. Undesignated receipts are gifts where the congregation decides how the money will be spent, whether by its budget or some other means. This includes regular budget offerings and loose monies from the offering but does not include any special offerings or designated gifts.
 - b. _____ **Designated Gifts/Offerings** – Total amount of all gifts given by individuals to the congregation for a specific use. Designated gifts are those receipts where the giver, not the congregation, decides how the money will be spent. Examples of designated gifts include special offerings designated to Lottie Moon Christmas Offering, Annie Armstrong Easter Offering, Golden Offering for Tennessee Missions, Mother's Day Offering for Tennessee Baptist Children's Homes, mission trips, building funds, debt retirement, or any other offering or gift designated by the donor for a specific use.
 - c. _____ **Other Receipts** – Total amount of income received from miscellaneous sources, including, but not limited to, vending machines, day care centers, interest income, rents, etc.
13. _____ **Total Missions Giving** – Total amount of all money given to Southern Baptist and non-Southern Baptist mission causes by the congregation. This item is the total of 13a–13h.
- a. _____ **Cooperative Program** – Total amount of ALL money given through the Cooperative Program of the Tennessee Baptist Convention during this reporting year.
 - b. _____ **Associational Gifts** – Total amount of ALL money given to the local association during this reporting year. Do not include money sent to the association that paid for materials or services or money sent to association that they forwarded onto other organizations (ex., Cooperative Program, Disaster Relief through TBMB, Golden Offering, etc.)
 - c. _____ **Annie Armstrong Offering** – Total amount of money contributed through your church for the Annie Armstrong Easter Offering for North American Missions.

- d. _____ **Lottie Moon Offering** – Total amount of money contributed through your church for the Lottie Moon Christmas Offering for International Missions.
- e. _____ **Golden Offering for Tennessee Missions** – Total amount of money sent through your church for the Golden Offering for Tennessee Missions for support of missions here in Tennessee.
- f. _____ **Other TBC Mission Giving** – Additional money given to Tennessee Baptist mission causes not listed above. (TN Baptist Adult Homes; TN Baptist Children’s Homes; TN Baptist Foundation; Carson Newman University; Union University; Harrison-Chilhowee Baptist Academy; Cooperative Program, TBC-only).
- g. _____ **Other SBC Mission Giving** – Additional money given to Southern Baptist mission causes by the congregation but not listed above (previously called Great Commission Giving).
- h. _____ **Other Mission Gifts** – Additional monies given for non-Southern Baptist mission causes.

GENERAL INFORMATION

- 14. _____ **Last Month of Report** – What is the last month (numeric) that is included in this report? For example, if this report covers September–August, then enter an “8” on this report.
- 15. _____ Is Your **Church Incorporated**? (yes/no)
- 16. _____ **Satellite Campuses** – How many satellite or offsite campuses does your church have?
- 17. _____ **Total Paid Staff Persons** – How many full and part-time staff persons does your church employ?
For the purposes of answering this question, ministerial staff is as defined by your church. Count them as ministers if your church considers them ministers. Normally, ministers will be those performing ministerial duties such as conducting worship services, performing baptisms, administering the Lord’s Supper, and providing spiritual guidance. This line is the total of 17a–17d.
 - a. _____ # of Full-time ministerial staff
 - b. _____ # of Full-time non-ministerial staff
 - c. _____ # of Part-time ministerial staff
 - d. _____ # of Part-time non-ministerial staff

OTHER MINISTRIES

- 18. _____ **Total Worship/Music Ministry Enrollment** – Total participants in Worship/Music Ministry. Include worship/music director, instrumentalists, choir leaders, members and accompanists, age group coordinators and leaders, and all members of vocal and instrumental groups. Persons may be counted more than once (counted for each group in which they participated). Base enrollment on the last regular meeting of this reporting year. This is the total of 18a–18h.
 - a. _____ **Preschool Music** – Number involved in preschool worship/music/choir, age 3 through kindergarten, plus all leaders, accompanists, and age-group coordinators.
 - b. _____ **Children’s Music** – Number involved in children’s worship/music/choir, ages 6–11 or grades 1–6, plus all leaders, accompanists, and age-group coordinators.
 - c. _____ **Student Choir** – Number of student choir members, ages 12–17 or grades 7–12, plus all leaders, accompanists, and age-group coordinators.

- d. _____ **Student Worship Team** – Number of student worship team members, singers and instrumentalists, ages 12–17 or grades 7–12, plus all leaders.
- e. _____ **Adult Choir** – Number of choir members, age 18 (or high school graduates) and older, plus all leaders and accompanists. Include members of any separate senior adult choirs. Include worship/music director, church pianist, church organist, and any other keyboard persons.
- f. _____ **Adult Worship/Praise Team** – Number of adult worship team members (singers and instrumentalists). Include members also enrolled as part of other worship/music ministry programs.
- g. _____ **Orchestra** – Number of persons who participated in an orchestra, plus all leaders.
- h. _____ **Handbells** – Number of persons who participated in a handbell choir, plus all leaders.
19. _____ **Total WMU/Missions Discipleship Participants** – Total number of persons participating in WMU missions small groups or other ongoing missions groups, ministries and activities. Include all leaders. This is the total of 19a-19e.
- a. _____ **Churchwide Missions** – Includes WMU Director plus other churchwide missions leaders.
- b. _____ **Preschool Missions** – Number of preschool and kindergarten children who participate in Mission Friends or other preschool missions small group/activities. Include leaders.
- c. _____ **Children's Missions** – Number of children, 6–11 years of age or grades 1–6, who participate in Girls in Action/Royal Ambassadors/Children in Action or other children's missions small group/activities. Include leaders.
- d. _____ **Student Missions** – Number of youth, 12–17 years of age or grades 7–12, who participate in Acteens/Challengers/Youth on Mission or other student missions small groups/activities. Include leaders.
- e. _____ **Adult Missions** – Number of adults, 18 years of age or high school graduates and older, who participate in Women on Mission/myMission/Adults on Mission or other adult missions small groups/activities. Include leaders.
20. _____ **Total Other Women's Ministry** – Total number of persons involved in Women's Ministry and their ongoing ministries and activities highlighting spiritual growth for women. Include participation in activities and ministries outside the WMU organization.
21. _____ **Total Men's Ministry** – Total number of men involved in activities highlighting spiritual growth for men. Include participation in Accountability groups. Include leaders.

Hoja de Trabajo del Perfil Anual de la Iglesia para las Iglesias Bautistas de Tennessee - 2024

¡Hay ayuda disponible! **Si tienes alguna pregunta, comunícate con la secretaria o responsable de tu asociación.** Pueden ser de gran ayuda para ti en este proceso.

Si no pueden responder a tus preguntas, el personal de la Junta Misionera Bautista de Tennessee está listo para ayudarlos a ellos y a ti. Puedes comunicarte con el personal de la TBMB al 800.558.2090, extensión 2005, o enviar un correo electrónico a tedhelp@tnbaptist.org.

INSTRUCCIONES GENERALES

- Utiliza ésta hoja de trabajo como una herramienta para recopilar la información de tu iglesia. Marca en este formulario como desees.
- Una vez recopilada la información, inicia sesión en ted.tnbaptist.org e ingresa estos datos. Consulta las instrucciones para introducir datos en TeD.
- Tu nombre de usuario y contraseña están en la parte superior de tu formulario de perfil estadístico.
- Si no puedes ingresar tus datos en línea, transfiere los datos a la Hoja de Respuestas Estática proporcionada en este paquete.
- Fecha de Vencimiento: Esta fecha es establecida por tu asociación. Por favor, dirige tus preguntas sobre la fecha límite a ellos. Para reflejar los datos de tu iglesia en el TN Baptist Convention Journal anual, los datos deben ingresarse en el sistema antes del 31 de enero de 2025.
- Las misiones de tipo iglesia deben completar su propia Hoja de Trabajo ACP. Por favor, contacta al personal de la TBMB si necesitas más información.
- Si no entiendes un punto en particular sobre el ACP, comunícate con tu asociación o con el personal de TBMB para obtener más información.

MEMBRESÍA Y BAUTISMOS

- _____ **Membresía TOTAL** – Total de miembros Residentes y No Residentes. Incluye a todos los que están en la lista en tu iglesia.
- _____ **Membresía RESIDENTE** – Aquellos miembros que viven lo suficientemente cerca de tu congregación como para asistir.
- _____ **TOTAL de Bautismos** – Número total de bautismos durante este año (suma de los ítems 3a a 3e). Favor indicar el desglose de edad si se mantuvieron esos registros. Incluir cualquier bautismo que no fuera para la membresía (es decir, ministerio en la cárcel, trabajadores migrantes, etc.)
 - _____ 5 años o menos
 - _____ 6–11 años
 - _____ 12–17 años
 - _____ 18–29 años
 - _____ 30 años o más
- _____ **Otras Adiciones** – Número de personas que se convirtieron en miembros de tu congregación durante el año por medios distintos al bautismo (transferencia de carta, declaración, etc.).

ADORACIÓN ASISTENCIA Y ESTUDIO BÍBLICO

- _____ **ASISTENCIA PROMEDIO Semanal al Servicio de Adoración Principal (en persona)** – Número promedio de personas en los servicios de adoración del domingo por la mañana, o servicio(s) primario(s), durante las semanas que se reunieron en persona. Si se tienen varios servicios primarios, se debe totalizar toda la asistencia. Si no se mantienen registros de asistencia a la adoración principal, calcular un estimado que se acerque.

6. _____ **ASISTENCIA PROMEDIO Semanal al Servicio en Línea** – Número promedio de participantes en línea en los servicios de adoración semanales (principales) para este año.
7. _____ **ASISTENCIA PROMEDIO EN PERSONA a la Escuela Dominical/Grupos Pequeños** – Número promedio de personas inscritas o que participan en la escuela Dominical o en un ministerio similar de grupos pequeños. Basado en la inscripción o participación en la última reunión ordinaria de este año. Este es el total de los puntos 8a-8e. Cuenta a las personas solo una vez en la inscripción total. Incluir líderes.
- a. _____ Infantes/Pre-escolares 5 años o menos.
 - b. _____ Niños 6–11 años de edad o grados del 1–6
 - c. _____ Jóvenes 12–17 años de edad o grados del 7–12
 - d. _____ Jóvenes Adultos 18–29 años de edad.
 - e. _____ Adultos 30 y más. Incluye a los oficiales generales acá.
8. _____ **Promedio de Asistencia a la Escuela Dominical en PERSONA/Estudio Bíblico/Grupos Pequeños** – Número promedio de asistentes semanales a Estudios Bíblicos en persona durante este año. Esto incluye todas las edades, pero nadie puede ser contado dos veces.
9. _____ **Participación TOTAL en el Desarrollo de Discipulado y Entrenamiento (Todos los grupos)**– Número total de personas que asisten o participan en grupos, clases y sesiones de entrenamiento de discipulado a corto plazo durante este año. Incluye participantes en Awana, Esgrima Bíblico, estudios de discipulado, grupos a corto plazo, clases para nuevos miembros, capacitación de liderazgo, etc. Esto incluye todas las edades, si no se tienen registros, calcular un número aproximado.
10. _____ **Inscripción EBV** – Total de inscritos en toda la Escuela Bíblica Vacacional (EBV) o Backyard Kids Club (BKC) celebrada por tu iglesia este año. Combina números si tuviste varios eventos o ubicaciones.
11. _____ **Participación TOTAL en Proyectos de Misiones** – Número total de personas en tu congregación que participaron en proyectos misioneros internacionales, domésticos, estatales y locales. Incluir ministerios como World Changers, Acteen Activators, Disaster Relief, plantación de iglesias, construcción, encuestas evangelísticas, etc. Las personas pueden ser contadas más de una vez.

INFORMACIÓN FINANCIERA (REDONDEAR LOS MONTOS AL DOLAR MÁS CERCANO)

12. _____ **Ingresos Totales** –Cantidad total de todo el dinero recibido por la congregación. Esta cantidad debe ser el total de donaciones no designadas, donaciones designadas y otros ingresos, que pueden ser ingresos por alquileres, cuotas de escuela diurna o jardín de infantes, ahorros, ayuda pastoral, tarifas de estacionamiento, etc. Esta línea es el total de 12a–12c.
- a. _____ **Donaciones/Ofrendas no Designadas** – Cantidad total de todas las donaciones no designadas dadas por individuos. Las donaciones no designadas son regalos donde la congregación decide cómo se gastará el dinero, ya sea por su presupuesto o por algún otro medio. Esto incluye ofrendas de presupuesto regular y dinero suelto de la ofrenda, pero no incluye ninguna ofrenda especial o donación designada.
 - b. _____ **Donaciones/Ofrendas Designadas** –Cantidad total de todas las donaciones dadas por individuos a la congregación para un uso específico. Las donaciones designadas son aquellas donde el donante, no la congregación, decide cómo se gastará el dinero. Ejemplos de regalos designados incluyen ofrendas especiales designadas para la Ofrenda de Navidad Lottie Moon, la Ofrenda de Pascua Annie Armstrong, la Ofrenda Golden para las Misiones de Tennessee, la Ofrenda del Día de la Madre para los Hogares de Niños Bautistas de Tennessee, viajes misioneros, fondos de construcción, retiro de deudas o cualquier otra ofrenda o regalo designado por el donante para un uso específico.

- c. _____ **Otros Ingresos** – Cantidad total de ingresos recibidos de fuentes diversas, incluyendo, pero no limitado a, máquinas expendedoras, guarderías, ingresos por intereses, alquileres, etc.
13. _____ **Total Ofrendado a las Misiones** – Cantidad total de todo el dinero dado por la congregación a causas misioneras Bautistas del Sur y no Bautistas del Sur. Este artículo es el total de 13a–13h.
- a. _____ **Programa Cooperativo** – Cantidad total de TODO el dinero dado a través del Programa Cooperativo de la Convención Bautista de Tennessee en el reporte este año.
- b. _____ **Donaciones a las Asociaciones** – Cantidad total de TODO el dinero entregado a la asociación local reportado durante este año. No se incluye el dinero enviado a la asociación que haya pagado por materiales o servicios o el dinero enviado a la asociación para enviar a otras organizaciones (Ej, Programa Cooperativo, Ayuda durante Catástrofes a través de TBMB, Ofrenda Golden, etc.)
- c. _____ **Ofrenda Annie Armstrong**– Cantidad total de dinero aportado a través de tu iglesia a la Ofrenda de Pascua Annie Armstrong para las Misiones Norteamericanas.
- d. _____ **Ofrenda Lottie Moon**– Cantidad total de dinero aportado a través de tu iglesia para la Ofrenda de Navidad Lottie Moon para Misiones Internacionales.
- e. _____ **Ofrenda Golden Para las Misiones de Tennessee** – Cantidad total de dinero enviado a través de tu iglesia para la Ofrenda Golden para las Misiones de Tennessee para apoyar las misiones aquí en Tennessee.
- f. _____ **Otras Ofrendas a las Misiones de la TBC** – Dinero adicional dado a causas misioneras Bautistas de Tennessee no mencionadas anteriormente. (TN Baptist Adult Homes; TN Baptist Children's Homes; TN Baptist Foundation; Carson Newman University; Union University; Harrison-Chilhowee Baptist Academy; Cooperative Program, solo de la TBC).
- g. _____ **Otras Ofrendas a las Misiones de la SBC** – Dinero adicional dado a causas misioneras Bautistas del Sur por la congregación, pero no mencionadas anteriormente (anteriormente llamada Donación de la Gran Comisión).
- h. _____ **Otras Donaciones a las Misiones**– Dinero adicional dado para causas misioneras no Bautistas del Sur.

OTRA INFORMACIÓN

14. _____ **Último Mes del Informe** - ¿Cuál es el último mes (numérico) que se incluye en este informe? Por ejemplo, si este informe cubre Septiembre-Agosto, escribe un "8" en este informe.
15. _____ ¿Está **Incorporada** tu **Iglesia**? (sí/no)
16. _____ **Campos Satélite** – ¿Cuántos campos satélite o campos adicionales tiene tu iglesia?
17. _____ **Total de Empleados Pagados** – ¿Cuántos empleados de tiempo completo y parcial emplea tu iglesia? Para los propósitos de responder a esta pregunta, el personal ministerial es como lo define tu iglesia. Deben ser contados como ministros si tu iglesia los considera ministros. Normalmente, los ministros serán aquellos que realizan deberes ministeriales tales como llevar a cabo servicios de adoración, realizar bautismos, administrar la Cena del Señor y proporcionar guía espiritual. Esta línea es el total de 17a–17d.
- a. _____ # del personal ministerial a tiempo completo
- b. _____ # de personal no ministerial a tiempo completo
- c. _____ # del personal ministerial a tiempo parcial

d. _____ # de personal no ministerial a tiempo parcial

OTROS MINISTERIOS

18. _____ **Total del Ministerio de Adoración/Música** – Total de participantes en el Ministerio de Adoración/Música. Incluye al director de música y adoración, instrumentistas, líderes de coro, miembros y acompañantes, coordinadores y líderes de grupos de edad, y todos los miembros de grupos vocales e instrumentales. Las personas pueden ser contadas más de una vez (contadas para cada grupo en el que participaron). La inscripción se basa en el reporte de la última reunión ordinaria de este año. Este es el total de 18a-18h.
- a. _____ **Música Preescolar** - Número de personas involucradas en la adoración/música/coro preescolar, de 3 años hasta el jardín de infantes, más todos los líderes, acompañantes y coordinadores de grupos de edad.
 - b. _____ **Música para Niños** - Número de niños involucrados en la adoración/música/coro de los niños, de 6 a 11 años o grados 1 a 6, más todos los líderes, acompañantes y coordinadores de grupos de edad.
 - c. _____ **Coro Estudiantil** - Número de miembros del coro estudiantil, de 12 a 17 años o de 7 a 12 grados, más todos los líderes, acompañantes y coordinadores de grupos de edad.
 - d. _____ **Equipo de Adoración Estudiantil** - Número de miembros del equipo de adoración estudiantil, cantantes e instrumentistas, de 12 a 17 años o de 7 a 12 grados, más todos los líderes.
 - e. _____ **Coro de Adultos:** número de miembros del coro, de 18 años (o graduados de secundaria) o mayores, más todos los líderes y acompañantes. Incluye a los miembros de cualquier coro separado de adultos mayores. Incluya al director de adoración / música, pianista de la iglesia, organista de la iglesia y cualquier otra persona del teclado.
 - f. _____ **Equipo de Adoración / Alabanza para Adultos** – Número de miembros del equipo de adoración para adultos (cantantes e instrumentistas). Incluir miembros también inscritos como parte de otros programas del ministerio de adoración / música.
 - g. _____ **Orquesta** – Número de personas que participaron en la orquesta, más todos los líderes.
 - h. _____ **Campanas** – Número de personas que participaron en un coro de campanas, más todos los líderes.
19. _____ **Total de Participantes de Misiones/Discipulado de la Unión Femenil**– Número total de personas que participan en grupos pequeños de misiones de la Unión Femenil u otros grupos, ministerios y actividades de misiones en curso. Incluye a todos los líderes. Este es el total de 19a-19e.
- a. _____ **Misiones en Toda la Iglesia** - Incluye a la dirección de la Unión Femenil y otros líderes de misiones de toda la iglesia.
 - b. _____ **Misiones Preescolares** - Número de niños en edad preescolar y jardín de infantes que participan en grupos pequeños/actividades de Mission Friends u otras misiones preescolares. Incluir líderes.
 - c. _____ **Misiones para Niños** - Número de niños, de 6 a 11 años de edad o de los grados 1 a 6, que participan en Girls in Action / Royal Ambassadors / Children in Action u otros grupos / actividades pequeñas de misiones infantiles. Incluir líderes.
 - d. _____ **Misiones Estudiantiles** - Número de jóvenes, de 12 a 17 años de edad o de los grados 7 a 12, que participan en grupos/actividades pequeñas de Acteens / Challengers / Youth on Mission u otras misiones estudiantiles. Incluir líderes.
 - e. _____ **Misiones para Adultos** - Número de adultos, de 18 años de edad o graduados de secundaria y mayores, que participan en grupos Women on Mission/myMission/Adults on Mission / u otras actividades/grupos de misiones para adultos. Incluir líderes.

20. _____ **Total de Otros Ministerios Femeniles**– Número total de personas involucradas en el Ministerio Femenil y sus ministerios y actividades en curso, y que destacan el crecimiento espiritual de las mujeres. Incluir la participación en actividades y ministerios fuera de la organización WMU.
21. _____ **Total del Ministerio de Hombres** – Número total de hombres involucrados en actividades que destacan el crecimiento espiritual de los hombres. Incluir la participación en grupos de Rendición de Cuentas. Incluir líderes.

2024 ACP Statistics For Baptist Churches & Missions

Enter data online at tn.sbcworkspace.com

Username: UTN9950000

Password: 2dvejy

Name

SBC ID #

Congregation Mailing Address

Addr.

City ST Zip

Congregation Physical Address

Addr.

City ST Zip

Pastor

Congregation Languages

Comm.

Worship

Type If Mission, include Sponsor ID, Name, and City:

Sponsor

Assn.

Year Organized

Ethnicity

Email

Phone

Fax

Website

Facebook

Instagram

Twitter

Membership and Baptisms

1. TOTAL Membership

2. RESIDENT Membership

3. TOTAL BAPTISMS

a. 5 years and under

b. Ages 6-11

c. Ages 12-17

d. Ages 18-29

e. Ages 30 and over

Total - TOTAL BAPTISMS

4. Other Additions

11. TOTAL Mission Projects
Participation (all groups)

d. # of Part-time Non-ministerial
staff

Total - Number of Full and Part
Time staff

Financial

12. TOTAL RECEIPTS

a. Undesignated Gifts/Offerings

b. Designated Gifts/Offerings

c. Other Receipts

Total - TOTAL RECEIPTS

13. TOTAL MISSION GIVING

a. Total Cooperative Program

b. Associational Gifts

c. Annie Armstrong Offering

d. Lottie Moon Offering

e. Golden Offering for TN Missions

f. Other TBC Mission Giving

g. Other SBC Mission Giving

h. Other Mission Gifts

Total - TOTAL MISSION GIVING

Other Ministries

18. TOTAL Worship/Music
Enrollment

a. Age 5 and under Preschool

b. Ages 6-11 Children

c. Ages 12-17 Choir

d. Ages 12-17 Worship Team

e. Adult Choir

f. Adult Worship/Praise
Team/Band

g. Orchestra

h. Handbells

Total - TOTAL Worship/Music
Enrollment

19. TOTAL WMU/Missions
Discipleship Participants

a. WMU Leadership Team

b. Mission Friends 5 years and
under

c. Girls/GAs/Boys/RAs Ages 6-11

d. Acteens/Challengers Ages 12-17

e. Ages 18 and over

Total - TOTAL WMU/Missions
Discipleship Participants

20. TOTAL Other Women's Ministry

21. TOTAL Men's Ministry

Worship, Attendance, Bible Study

5. AVERAGE In-Person Primary
Worship Attendance

6. Average ONLINE Primary
Worship Attendance

7. AVERAGE ATTENDANCE Sunday
School/Small Group/Life Group

8. ENROLLMENT / PARTICIPATION
Sunday School/Small Group/Life
Group

a. 5 years and under

b. Children Ages 6-11

c. Youth Ages 12-17

d. Young Adult Ages 18-29

e. Adult Ages 30 and Over

Total - ENROLLMENT /
PARTICIPATION Sunday
School/Small Group/Life Group

9. TOTAL Discipleship Development
and Training (all groups)

10. VBS Enrollment

General Information

14. Number of Month of Year-End
Stats (e.g. 8 = September; 9 =
October)

15. Is your church incorporated?

16. Number of Satellite Campuses

17. Number of Full and Part Time
staff

a. # of Full Time Ministerial Staff

b. # of Full Time Non-Ministerial
Staff

c. # of Part-time Ministerial Staff

2024 Church Leadership Roles on the ACP Leadership Profile (English on This Side; Español al Reverso)

Please review your church's Leadership Profile list that is currently in TeD (the online version) to see what positions your church has submitted in the past. You will find previously-filled positions highlighted in blue; previously-unfilled positions are highlighted in pink. The Paper Form included in this packet was printed on May 15, 2024, and does not reflect any online changes you may have made since then.

Place a check mark on the list below for all blue-highlighted positions. Then scroll through the list to check other positions similar to those your church has elected to lay and ministry leadership. The order below is the same as the Leadership Profile worksheet. Use the accompanying worksheet to make any changes.

We added two positions last year—**Church Trustee** and **Church Elder**. If your church utilizes an Elder-led model of leadership, include the name of the Elders who are the main points of contact for communication from TBMB or TBC Entities. If the lead Elder is the Pastor, place the name of other Elders who provide leadership along with or in the absence of a Pastor. The same holds true for the Church Trustee position.

Collect the information on the worksheet for each person whose name will be submitted, then transfer it to the digital format in the TeD database.

- | | |
|--|---|
| ☐ Pastor | ☐ Youth Minister/Director |
| ☐ Pastor – Associate/Executive | ☐ Assoc Ex Bd Representative |
| ☐ Pastor – Campus/Satellite Pastor | ☐ Pianist |
| ☐ ACP Contact | ☐ Worship Band Leader |
| ☐ Church Secretary | ☐ Discipleship Training/Classes Leader |
| ☐ Church Clerk | ☐ Missions Leader – Adult |
| ☐ Worship/Music Minister | ☐ Church Men's Ministry Director |
| ☐ Sunday School Director/Groups Dir | ☐ Women's Ministry Director |
| ☐ Chairman of Deacons | ☐ Missions Leader – Preschool |
| ☐ Church Treasurer | ☐ Missions Leader – Children |
| ☐ Finance Committee Chairman | ☐ Missions Leader – Students |
| ☐ Church Trustee | ☐ Minister – Other |
| ☐ Church Elder | ☐ Church Bible Drill Coordinator |
| ☐ Missions Leader - WMU Director | ☐ Church Administrative Director |
| ☐ VBS Director | ☐ Prayer Ministry Coordinator |
| ☐ Children's Director/Minister | ☐ Church Library Team Leader |
| ☐ Preschool Director/Minister | ☐ Other Paid Church Staff |
| ☐ Discipleship Pastor/Education Min | ☐ Church Weekday Early Edu Dir |
| ☐ Missions Minister/Director | ☐ Missions Leader Churchwide |
| ☐ Media/Audio Visual Director | ☐ Pastor's Assistant |
| ☐ Minister of Collegiate Students | |

2024 Roles de Liderazgo en la Iglesia en el Perfil de Liderazgo del ACP (Español en este Lado; English on Reverse)

Por favor, revisa la lista de Perfil de Liderazgo de tu iglesia que está actualmente en TeD (la versión en línea) para ver qué posiciones ha presentado tu iglesia en el pasado. Encontrarás los puestos previamente ocupados resaltados en azul; los que no fueron ocupados resaltados en rosa.

Coloca una marca de verificación en la lista a continuación para todas las posiciones resaltadas en azul. Luego revisa toda la lista para verificar otras posiciones similares a las que tu iglesia ha elegido para el liderazgo laico y ministerial. El siguiente orden es el mismo que la hoja de trabajo del Perfil de liderazgo. Usa la hoja de trabajo adjunta para realizar cualquier cambio.

Hay dos puestos adicionales este año: **Fideicomisario de la Iglesia** y **Anciano de la Iglesia**. Si tu iglesia utiliza un modelo de liderazgo dirigido por ancianos, incluye el nombre de los ancianos que sean los principales puntos de contacto de comunicación con las entidades de la TBMB o TBC. Si el Anciano principal es el Pastor, coloca el nombre de otros Ancianos que proporcionen liderazgo junto con o en ausencia de un Pastor. Lo mismo se aplica para la posición de Fideicomisario de la Iglesia.

Recopila la información en la hoja de trabajo para cada persona cuyo nombre se enviará, luego transfírela al formato digital en la base de datos TeD.

- | | |
|--|---|
| ☐ Pastor | ☐ Representante de Assoc Ex Bd |
| ☐ Pastor – Asociado/Ejecutivo | ☐ Pianista |
| ☐ Pastor – Campo/Pastor Satélite | ☐ Líder de la banda de Adoración |
| ☐ Contacto de ACP | ☐ Líder de Entrenamiento de Discipulado y Clases |
| ☐ Secretaría de la Iglesia | ☐ Líder de Misiones – Adultos |
| ☐ Oficinista de la Iglesia | ☐ Dirección del Ministerio de Hombres |
| ☐ Ministerio de Adoración/Música | ☐ Dirección del Ministerio de Mujeres |
| ☐ Dir. Esc. Dominical/ Dir. Grupos | ☐ Líder de Misiones – Preescolar |
| ☐ Dir. de Diáconos | ☐ Líder de Misiones – Niños |
| ☐ Tesorería de la Iglesia | ☐ Líder de Misiones – Estudiantes |
| ☐ Dir. del Comité de Finanzas | ☐ Otro Ministro |
| ☐ Fideicomisario de la Iglesia | ☐ Coord. de Esgrima Bíblica de la Iglesia |
| ☐ Anciano de la Iglesia | ☐ Dir. Administrativa de la Iglesia |
| ☐ Líder de Misiones - Dirección WMU | ☐ Coordinación Ministerio de Oración |
| ☐ Dirección de la EBV | ☐ Líder de Equipo/Librería de la Iglesia |
| ☐ Dirección y Ministerio de Niños | ☐ Otro Personal Pagado por la Iglesia |
| ☐ Dirección y Ministerio de Preescolar | ☐ Dirección Guardería Semanal |
| ☐ Pastor Discipulado / Min. Educación | ☐ Líder de Misiones de la Iglesia |
| ☐ Dirección / Ministerio de Misiones | ☐ Asistente del Pastor |
| ☐ Dirección de Medios Audiovisuales | |
| ☐ Ministerio Estudiantes Universitarios | |
| ☐ Dirección / Ministerio de Jóvenes | |

2024 Leadership Profile**Congregation** Made Up Church 2**Address** 1111 street nash TN 37220Website tn.sbcworkspace.comUsername UTN9950000Password 2dvejy**SBC ID** 9950000**Pastor**Title Mr Name Donald Duck
*First Middle Last*Preferred Name Donald Spouse Daisy Duck

Home Address _____

City State Zip _____

Status (check one) ☐ Full-time ☐ Interim ☐ Ordained ☐ Yes ☐ Licensed ☐ Yes
☒ Bi-vocational ☐ Volunteer (check one) ☒ No (check one) ☒ No
☐ Part-timeCell Phone _____ Day Phone _____ Email donaldduck@gmailPreferred Mailing Address (if different from Home) 1111 streetCity State Zip nash TN 37220**Pastor-Associate/Executive**Title Mr Name Mickey Mouse
*First Middle Last*Preferred Name Mickey Spouse Minnie

Home Address _____

City State Zip _____

Status (check one) ☒ Full-time ☐ Interim ☐ Ordained ☐ Yes ☐ Licensed ☐ Yes
☐ Bi-vocational ☐ Volunteer (check one) ☒ No (check one) ☒ No
☐ Part-timeCell Phone _____ Day Phone _____ Email mickeymouse@gmPreferred Mailing Address (if different from Home) 1111 streetCity State Zip nash TN 37220**ACP Contact**Title Mr Name Santa Christmas Claus
*First Middle Last*Preferred Name Santa Spouse Mrs. Claus

Home Address _____

City State Zip _____

Status (check one) ☒ Full-time ☐ Interim ☐ Ordained ☐ Yes ☐ Licensed ☐ Yes
☐ Bi-vocational ☐ Volunteer (check one) ☒ No (check one) ☒ No
☐ Part-timeCell Phone _____ Day Phone _____ Email cclaus@gmail.comPreferred Mailing Address (if different from Home) 1111 streetCity State Zip nash TN 37220**Church Secretary**Title Mrs Name Daisy Duck
*First Middle Last*Preferred Name Daisy Spouse Donald Duck

Home Address _____

City State Zip _____

Status (check one) ☐ Full-time ☐ Interim ☐ Ordained ☐ Yes ☐ Licensed ☐ Yes
☐ Bi-vocational ☐ Volunteer (check one) ☒ No (check one) ☒ No
☒ Part-timeCell Phone _____ Day Phone _____ Email daisyduck@gmail.cPreferred Mailing Address (if different from Home) 1111 streetCity State Zip nash TN 37220**Church Clerk**Title _____ Name Tinker Bell
*First Middle Last*Preferred Name Tinker Spouse _____

Home Address _____

City State Zip _____

Status (check one) ☐ Full-time ☐ Interim ☐ Ordained ☐ Yes ☐ Licensed ☐ Yes
☐ Bi-vocational ☐ Volunteer (check one) ☒ No (check one) ☒ No
☒ Part-timeCell Phone _____ Day Phone _____ Email tinkerbell@gmail.cPreferred Mailing Address (if different from Home) 1111 streetCity State Zip nash TN 37220

2024 Leadership Profile

CongregationMade Up Church 2

Address1111 street nash TN 37220

Websitetn.sbcworkspace.com

UsernameUTN9950000Password2dvejy

SBC ID9950000

Title

Name

First

Middle

Last

Status (check one)

☐ Full-time

☐ Bi-vocational

☐ Part-time

☐ Interim

Ordained (check one)

☐ Yes

☐ No

Licensed (check one)

☐ Yes

☐ No

Preferred Name

Spouse

Cell Phone

Day Phone

Email

Home Address

Preferred Mailing Address (if different from Home)

City State Zip

City State Zip

Title

Name

First

Middle

Last

Status (check one)

☐ Full-time

☐ Bi-vocational

☐ Part-time

☐ Interim

Ordained (check one)

☐ Yes

☐ No

Licensed (check one)

☐ Yes

☐ No

Preferred Name

Spouse

Cell Phone

Day Phone

Email

Home Address

Preferred Mailing Address (if different from Home)

City State Zip

City State Zip

Title

Name

First

Middle

Last

Status (check one)

☐ Full-time

☐ Bi-vocational

☐ Part-time

☐ Interim

Ordained (check one)

☐ Yes

☐ No

Licensed (check one)

☐ Yes

☐ No

Preferred Name

Spouse

Cell Phone

Day Phone

Email

Home Address

Preferred Mailing Address (if different from Home)

City State Zip

City State Zip

Title

Name

First

Middle

Last

Status (check one)

☐ Full-time

☐ Bi-vocational

☐ Part-time

☐ Interim

Ordained (check one)

☐ Yes

☐ No

Licensed (check one)

☐ Yes

☐ No

Preferred Name

Spouse

Cell Phone

Day Phone

Email

Home Address

Preferred Mailing Address (if different from Home)

City State Zip

City State Zip

Title

Name

First

Middle

Last

Status (check one)

☐ Full-time

☐ Bi-vocational

☐ Part-time

☐ Interim

Ordained (check one)

☐ Yes

☐ No

Licensed (check one)

☐ Yes

☐ No

Preferred Name

Spouse

Cell Phone

Day Phone

Email

Home Address

Preferred Mailing Address (if different from Home)

City State Zip

City State Zip

Title

Name

First

Middle

Last

Status (check one)

☐ Full-time

☐ Bi-vocational

☐ Part-time

☐ Interim

Ordained (check one)

☐ Yes

☐ No

Licensed (check one)

☐ Yes

☐ No

Preferred Name

Spouse

Cell Phone

Day Phone

Email

Home Address

Preferred Mailing Address (if different from Home)

City State Zip

City State Zip

Title

Name

First

Middle

Last

Status (check one)

☐ Full-time

☐ Bi-vocational

☐ Part-time

☐ Interim

Ordained (check one)

☐ Yes

☐ No

Licensed (check one)

☐ Yes

☐ No

Preferred Name

Spouse

Cell Phone

Day Phone

Email

Home Address

Preferred Mailing Address (if different from Home)

City State Zip

City State Zip

Annual Church Profile for Tennessee Churches

2024 Association Supplemental Form

Church Clerks and Secretaries: Please use this form to report the information requested to your Associational clerk and/or secretary. If you need more room, attach a separate sheet with the names to report. This information **does not** need to be reported online.

CHURCH NAME _____ City _____

1. Messengers to the Associational Meeting:

a. _____	f. _____
b. _____	g. _____
c. _____	h. _____
d. _____	i. _____
e. _____	j. _____

2. Deaths during the year:

a. _____	f. _____
b. _____	g. _____
c. _____	h. _____
d. _____	i. _____
e. _____	j. _____

3. Ministers Ordained or Licensed during the year. (Circle O for Ordained or L for Licensed)

a. _____	O	L
b. _____	O	L
c. _____	O	L
d. _____	O	L
e. _____	O	L

4. Ordained Ministers who are members of the church. (Circle R for Retired, E for Evangelist or O for Other)

a. _____	R	E	O
b. _____	R	E	O
c. _____	R	E	O
d. _____	R	E	O
e. _____	R	E	O

5. Meeting Times

Sunday School _____	Discipleship Training _____	Prayer Mtg. _____
Morning Worship _____	Evening Worship _____	

6. Historical Events: Attach a separate sheet or use the back of this sheet if more space is needed.

TALLY SHEET EXPLAINER

The Tally Sheet Key (half-sheet) and Tally Sheet (poster-sized) are specifically designed for churches that do not have computerized or other formal record keeping systems.

Please include one of these Tally Sheets and a Tally Key Explanation in the packets you assemble for all such churches.

Though these sheets were not designed for churches that have record keeping systems in place, we have received a lot of positive feedback from churches of all sizes regarding this piece.

We are including enough for all your churches since you know them better than we do. Use your best judgment as to which churches will benefit from the Tally Sheet.

We also have an Excel file with the same format for digital use that you can make available to your congregations.

This key is provided to help you better understand the ACP categories listed on your ACP Tally Sheet. Below is the list of categories and their descriptions to help better equip you in filling out your Annual Church Profile.

TOTAL MEMBERSHIP

The total of both Resident and Nonresident Members.

RESIDENT MEMBERSHIP

Total number of members that live close enough to your congregation to attend.

BAPTISMS / TOTAL BAPTISMS

The ACP Tally Sheet has a weekly breakdown of baptisms by age. Total baptisms is the sum of people baptized by your congregation per week.

WORSHIP ATTENDANCE

Number of persons attending Sunday (or primary) worship service(s) weekly. If you have multiple services, total all attendance for this statistic. Take the average attendance for the annual report.

SUNDAY SCHOOL / BIBLE STUDY ATTENDANCE OR PARTICIPATION

Number attending weekly Bible Study in either traditional Sunday School or Small Group gatherings. Take the average attendance for the annual report.

SUNDAY SCHOOL / BIBLE STUDY ENROLLMENT

Number of persons enrolled in ongoing Sunday School ministry or any similar strategy involving ongoing, open evangelistic Bible Study groups.

UNDESIGNATED GIFTS / OFFERINGS

Total amount of all undesignated gifts given by individuals. Undesignated gifts are receipts where the congregation decides how the money will be spent, whether by its budget or some other means. This would include regular offering envelope giving and loose cash from the offering but does not include any special offerings or designated gifts.

MISSION GIVING

Total amount of all money given to Southern Baptist and non-Southern Baptist mission causes by the congregation.

NOTE: Don't forget to complete your Vacation Bible School Church Report. To complete, go to vbs.lifeway.com/churchreports. Please complete the report regardless of the curriculum used.

NEED MORE INFO?

ACP/TED | TeDhelp@tnbaptist.org | 800-558-2090, extension 2005

Se le ha proveído de esta clave para ayudarle a entender mejor la categoría de ACP que aparece en la hoja de cómputo. A continuación se muestra la lista de categorías y su descripción para equiparle mejor a llenar el perfil anual de su iglesia.

TOTAL DE MIEMBROS

El total de miembros residentes y no residentes.

MEMBRECÍA DE RESIDENTES

El total de miembros que viven muy cerca de tu congregación.

TOTAL NÚMERO DE BAUTISMOS

ACP tiene un desglose de bautismos por edades. El total de bautismos es la suma de las personas bautizadas por tu congregación por semana.

ASISTENCIA EN EL SERVICIO PRIMARIO

Número de personas que asisten al servicio el domingo (servicio de adoración por semana). Si usted tiene servicios múltiples, denos la asistencia total de esta estadística. Tome el promedio de asistencia para el reporte anual.

ASISTENCIA DE ESCUELA DOMINICAL / ESTUDIOS BÍBLICOS

Número de asistencia ya sea en un estudio tradicional de ED o grupos pequeños. Solo denos el promedio de asistencia en el reporte anual.

INSCRIPCIÓN DE ESCUELA DOMINICAL / ESTUDIOS BÍBLICOS O PARTICIPACIÓN

Número de personas inscritas en cualquier ministerio del domingo o alguna estrategia evangélica similar de estudios de la Biblia en pequeños grupos.

ENTENDIENDO LAS DONACIONES / OFRENDAS

El total de ofrendas no designadas ofrendadas individualmente. Ofrendas no designadas donde la congregación decide como el dinero será distribuido. Ya sea a través del presupuesto o de cualquier otra manera. Esto incluye las ofrendas regulares dadas en sobres o dinero suelto, pero no incluye cualquier ofrenda específica, o que haya sido designada.

OFRENDAS A MISIONES

El número total de ofrendas a la Convención Bautista del Sur y misiones que no son Bautistas del Sur, dadas por la congregación.

NOTA: No olvide completar su Informe de la Iglesia de la Escuela Bíblica de Vacaciones. Para completar, visite [//vbs.lifeway.com/churchreports](http://vbs.lifeway.com/churchreports). Por favor, complete el informe independientemente del plan de estudios utilizado.

¿NECESITAS MÁS INFORMACIÓN?

PERFIL ANUAL DE LA IGLESIA/TED

TeDhelp@tnbaptist.org | 800-558-2090, extension 2005



Tennessee Baptist
MISSION BOARD

ANNUAL CHURCH PROFILE (ACP) TALLY SHEET

NEED MORE INFO? ACP/TED: TeDhelp@tmbaptist.org | 800-558-2090, ext. 2005

Use this sheet to record weekly totals from your church. This form will simplify completion of your ACP in the fall. If you have any questions related to this form contact your local association office.

MONTH	SUN	TOTAL MEMBERS	RESIDENT MEMBERS	BAPTISMS (DIVIDED BY AGE)					TOTAL BAPTISMS	WORSHIP ATTENDANCE		SS/BIBLE STUDY ATTENDANCE		SS/BIBLE STUDY ENROLLMENT or PARTICIPATION	UNDESIGNATED GIFTS/OFFERINGS	MISSION GIVING
				5 & under	6-11	12-17	18-29	30+		In-Person	Online	In-Person	Online			
SEPT	1 st															
	2nd															
	3rd															
	4th															
	5th															
OCT	1 st															
	2nd															
	3rd															
	4th															
	5th															
NOV	1 st															
	2nd															
	3rd															
	4th															
	5th															
DEC	1 st															
	2nd															
	3rd															
	4th															
	5th															

www.tnbaptist.org 1.800.558.2090

Tennessee Baptist Churches giving through the Cooperative Program and the Golden Offering for Tennessee Missions make TBC ministries possible.



Tennessee Baptist
MISSION BOARD

ANNUAL CHURCH PROFILE (ACP) TALLY SHEET

NEED MORE INFO? ACP/TED: TeDhelp@tnbaptist.org | 800-558-2090

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				5 & under	6-11	12-17	18-29	30+		In-Person	Online	In-Person	Online			
JAN	1 st															
	2 nd															
	3 rd															
	4 th															
	5 th															
FEB	1 st															
	2 nd															
	3 rd															
	4 th															
	5 th															
MAR	1 st															
	2 nd															
	3 rd															
	4 th															
	5 th															
APR	1 st															
	2 nd															
	3 rd															
	4 th															
	5 th															



Tennessee Baptist
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ANNUAL CHURCH PROFILE (ACP) TALLY SHEET

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				5 & under	6-11	12-17	18-29	30+		In-Person	Online	In-Person	Online				
MAY	1 st																
	2 nd																
	3 rd																
	4 th																
	5 th																
IT'S THAT TIME OF YEAR! DON'T FORGET TO TURN IN YOUR VBS/BKC REPORT! TOTAL ENROLLMENT _____																	
JUNE	1 st																
	2 nd																
	3 rd																
	4 th																
	5 th																
JULY	1 st																
	2 nd																
	3 rd																
	4 th																
	5 th																
AUG	1 st																
	2 nd																
	3 rd																
	4 th																
	5 th																
TOTALS																	