

GENERAL INSTRUCTIONS

- Use this worksheet as a tool for gathering your church's information. Mark on this form as you wish. Once information is gathered, log on to ted.tnbaptist.org and enter this data.
- Your username and password are at the top of your statistical profile form provided by your association. If you do not have internet access, transfer the data to the statistical profile form and submit to your association.
- Your Due Date is set by your association. For your church to be reflected in the annual SBC and TBC ACP Totals, data must be entered into the system prior to February 15, 2026.
- Church-type missions should complete their own ACP Worksheet. Please contact your associational office staff or TBMB staff if you need more information.

MEMBERSHIP AND BAPTISMS

1. _____ **TOTAL Membership** – Include everyone that is on the roll at your church, both Resident and Nonresident Members.
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 (total of items 3a – 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 and under
 - b. _____ 6–11 years of age
 - c. _____ 12–17 years of age
 - d. _____ 18–29 years of age
 - e. _____ 30 and over
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 Primary Sunday/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 attendance of all primary services. If primary worship attendance records are not kept, use your best estimate.
6. _____ **AVERAGE ATTENDANCE 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.
7. _____ **TOTAL ENROLLMENT Sunday School/Small Group/Life Group Participation** — Number of individual persons enrolled or who regularly participate in Sunday school or similar small groups ministry. Base enrollment or participation as of the last regular meeting of this reporting year. 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.
8. _____ **TOTAL PARTICIPATION Discipleship Development/Training (all groups)** — Total number of persons attending or participating in short-term Discipleship groups, ongoing D-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.
9. _____ **TOTAL PARTICIPATION Worship/Music** — 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. Individuals 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. If records are not kept, give a good-faith estimate. To enter information for specific music groups, see question 22.
10. _____ **TOTAL ENROLLMENT Vacation Bible School (VBS)** — 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 PARTICIPATION Mission Projects (all groups)** — Total number of persons in your congregation who participated in international, domestic, state, and local mission projects. Individuals may be counted more than once. Include ministries such as church planting, construction, evangelistic surveys, Disaster Relief, World Changers, Acteen Activators, etc.

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. **(ROUND TO THE NEAREST DOLLAR FOR EACH CATEGORY)**
13. _____ **UNDESIGNATED OFFERINGS/General Budget Gifts** — 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 money from the offering but does not include any special offerings or designated gifts.

14. _____ **ASSOCIATIONAL GIFTS** — Total amount of ALL contributions given to the local association during this reporting year. Do not include money sent to the association that paid for materials, services, or money sent to association that the association forwarded onto other organizations (e.g., Cooperative Program, Disaster Relief through TBMB, Golden Offering, etc.)
15. _____ **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 Cooperative Program, Annie Armstrong Offering, Lottie Moon Offering, Golden Offering for Tennessee Missions, Other TBC Mission Giving, Other SBC Mission Giving, Other Non-SBC Mission Giving.

NOTE: At its 2024 annual meeting, the SBC asked state conventions to consider ways to streamline the ACP process. One way we can do this is the Tennessee Baptist Mission Board will enter from its records all gifts received from your church for Cooperative Program, Golden Offering for Tennessee Missions, Lottie Moon Offering for International Missions, and Annie Armstrong Offering for North American Missions.

OTHER MINISTRIES

16. _____ **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 16a–16e.
- a. _____ **WMU Leadership** — Includes WMU Director plus other churchwide missions leaders.
 - b. _____ **Mission Friends (preschool)** — 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.
17. _____ **TOTAL Women’s Ministry Other Than WMU** — 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.
18. _____ **TOTAL Men’s Ministry** — Total number of men involved in activities highlighting spiritual growth for men. Include participation in Accountability groups. Include leaders.

GENERAL INFORMATION

19. _____ **Number of Month of Year-End Stats** — 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.
20. _____ **Is Your Church Incorporated?** (yes/no)
21. _____ **If your church has Satellite Campuses, how many?**
22. _____ **Total Paid Staff Persons** – How many full and part-time staff persons does your church employ? Ministers normally perform ministerial duties such as conducting worship services, administering baptism and the Lord’s Supper, and providing spiritual guidance. For this question, count those your church considers as ministers. This line is the total of 22a–22d.
- 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

ADDITIONAL INFORMATION, COMPLETE ALL THAT APPLY

23. _____ **MUSIC MINISTRY GROUPS**, *Enter TOTAL at QUESTION 9*
- 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 handbells, plus all leaders.