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## GENERAL INSTRUCTIONS

**We encourage you to file online. In either case, completed forms must be submitted by February 15, 2011.**

### 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 may print a PDF 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 Form A is included in this packet, make a photocopy for use as a worksheet before you begin. Remember to copy the completed form for your records before returning the original to your synod office.

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## INSTRUCTIONS FOR FORM A

### Membership Information

The Baptized membership column (questions 1-4) pertains to all members of the congregation, since all members are baptized.

#### 1. Baptized Membership at end of 2009:

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

#### 2. Baptized Members received during 2010:

- 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 persons 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 2010:

- 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 2010: line 1 + 2f - 3d = 2010 membership.

#### 5. Total confirmed membership, end of 2010: Record the number of confirmed members here.

- Number of people confirmed in 2010: This refers to people, typically youth, who participated in the confirmation ceremony.

**6. Average weekly worship attendance in 2010:** 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.

**7. Total number of people actively participating in the life of the congregation in 2010.** This number includes children and non-members. Some members may not be active participants. Count anyone who actively participates in worship, Bible Study, choir, youth events, Christian education, service opportunities, etc.

**8. Race/ethnic origin of Active Participants: The TOTAL must equal active participants on line 7.** 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.

**9. Phone Number:** Make corrections as needed.

**10. Fax Number:** Make corrections as needed.

**11. E-mail:** Make corrections as needed. Web site: Please make corrections online ([www.elca.org/congregationurl](http://www.elca.org/congregationurl)).

**12. Location address:** describes where the church or place of worship is physically located. This sometimes differs from the mailing address.

**13. Program/activity Emphasis:** This question gives congregations an opportunity to indicate how much emphasis is given on 16 congregational programs/activities. If your congregation did have a program/activity in 2010, 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

### General Questions

The questions listed at the beginning of this form are replacing the education grid that has been part of Form C for the past several years. These first questions will be asked each year. We are looking for simple Yes No answers on whether or not your congregation has Christian Education and Vacation Bible School. We then ask for totals of students and totals of teachers for each question. We are no longer asking for a breakdown by age group.

### Survey Questions

Responses to the survey questions on Form C 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 these questions truly are appreciated.

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. The location address is asked for on Form A. If the mailing address on Form C is incorrect, please correct it on Form C.

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