

GENERAL INSTRUCTIONS

Your completed form must be submitted by March 1, 2024. We encourage you to file online.

Online filing

If you have access to the internet, you can file the Annual Congregation Report Form online. To complete Form A, go to [ELCA.org/congregationreport](https://elca.org/congregationreport) and type in your Congregation ID number and password (found on the top of Form A). After you have finished entering your data, you should save a PDF copy of the form for your records.

Paper filing

If you cannot file electronically, complete the paper form and mail it to your synod office (the address is on Form A). Since only one copy of the form is included in this packet, make a copy 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.

INSTRUCTIONS FOR FORM A

1. Baptized membership at end of 2022:

Baptized members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith. This figure is taken from your congregation's last filed report. If it does not accurately reflect the membership at the end of 2022, please use item 2e to make adjustments to the number of additions and item 3c to make adjustments to the number of removals.

2. Baptized members received during 2023:

- 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 previously and were reinstated this year.
 - Baptized youth whose parents are not members and who are received into membership with their own consent and that of a parent/guardian.
- By transfer: All people who were received from ELCA or non-ELCA congregations with a letter of transfer.
- From other sources and statistical adjustment: Any persons received in a manner other than those listed above. Also, if this congregation received additional baptized members in previous years (e.g., through baptism, affirmation of faith, or transfer) and these were not recorded, record them here.
- Total members received this year. Report the total of 2a through 2e.

3. Baptized members removed during 2023:

- By death: Record the number of all baptized members who died in 2023.
- By transfer: Record the number of those who asked for their membership to be transferred to another ELCA or non-ELCA congregation.
- For other reasons and statistical adjustment: Record the number of members removed due to their own request, inactivity, discipline, or other reason. If this congregation removed baptized members in previous years for any reason, and these were not recorded, record them here.
- Total members removed this year. Report the total of 3a through 3c.

4. Baptized membership, end of 2023:

line 1 + 2f - 3d = 2023 membership.

5. Total confirmed membership, end of 2023:

Confirmed members are baptized persons who have previously been confirmed in this congregation, those who have been received by adult baptism, those received by transfer as confirmed members from other Lutheran congregations, or those older youth or adults received by affirmation of faith. This number should be less than or equal to baptized membership.

6. Number of baptized youth who were confirmed in 2023:

This refers to people who participated in the confirmation rite this year.

7. Number of weeks worshipping:

- The number of weeks during which services were held on-site in 2023.
- The number of weeks during which services were held online in 2023.

8. Average weekly worship attendance in 2023:

This figure is the average number of people participating in all the weekly worship services at this congregation. It should not include attendance at Thanksgiving, Christmas Eve, Good Friday, or special services such as weddings or funerals or midweek Lenten or Advent services (unless you hold midweek services throughout the year). Estimate if necessary. Report whole numbers only.

- On-site worship: Total number of people, including children and non-members, physically present for regularly scheduled on-site Sunday and regularly recurring weekday services (e.g., every Saturday, Wednesday), divided by the number of weeks during which services were held on-site this year (line 7a).
- Online worship: If your streaming platform provides viewership statistics, use those numbers for the seven-day period following the service. If not, consider using this or a similar formula that reflects the makeup of your congregation's households: Total number of devices connected to each livestreamed worship service plus the number of views or downloads of recorded services during a seven-day period following the service; multiply that sum by 2, then divide by the number of weeks during which online services were held this year (line 7b). If this figure does not make sense for your context, please estimate to the best of your ability.

9. Total number of people actively participating in the life of the congregation in 2023: Count anyone, including children and non-members, 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. Do not count members who may not be active participants.

10. Race/ethnic origin of active participants:

The TOTAL must equal active participants on line 9. This is not an exact count but an informed estimate. The number should reflect the participant's self-identification of race and ethnic origin as much as possible. "Multiracial" is provided for people of mixed race/ethnicity. This information is collected to monitor progress toward the ELCA's goal of authentic diversity (i.e., its ethnic and racial diversity when compared to the demographic data of its community or territory; ELCA Constitution 5.01.D16.)

The information collected in items 11-17 is used for the "Find a Congregation" feature on the ELCA website.

11-14. Phone number, Fax number, Email, Website: Make corrections online ([ELCA.org/tools/UpdateCongregation](https://elca.org/tools/UpdateCongregation)).

15. Location address: This address indicates the physical location of the congregation's place of worship. Please do not use a description, such as "Main Street at 2nd Avenue." Location address may be different from the mailing address. Make corrections online ([ELCA.org/tools/UpdateCongregation](https://elca.org/tools/UpdateCongregation)).

16. Languages: List the languages in which this congregation regularly conducts liturgies (make 1 the most-used language, 2 the next most-used language, etc.). Do not include languages used for special services or by other congregations using the building.

17. Disability access: Please mark all assistance that this congregation provides to people with disabilities.

18-23. See the **Financial Stewardship Worksheet** on the reverse side of this sheet for specific descriptions of what each line item includes.

Congregation's mailing address

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

CONGREGATIONAL LEADERSHIP DIRECTORY

This directory identifies your congregation's lay leaders, so they can receive important information from the ELCA churchwide organization. It should be kept up to date throughout the year to ensure the right people are receiving these communications. You will receive more specific information about updating this directory in Spring 2024.