

GUIDELINES FOR YOUR ANNUAL REPORT

For those with Micro Soft Word using the Electronic Entry Reporting Forms:

- You will find two types of documents in your annual reporting packet.
 1. **Informational**—these are in pdf format and include the Cover Letter and these Guidelines for completing the reporting information which explains in detail what is needed if the person reporting isn't very familiar with the process.
 2. **Reporting Forms**—these are MicroSoft Word documents that have fields to enter reporting information.
- Instructions to help you get started and navigate the Micro Soft Word Forms:
 1. Open each document
 2. When the document opens, you will need to enable the editing feature on the document
 - a. Click on "VIEW" at the top of the page
 - b. Click on "Edit Document" to enable editing on the document
 3. Save each reporting form to your computer
 - a. Click on "FILE" at the top of the page
 - b. Click on "Save As" and choose a place on your computer to save each form...for example, "My Documents".
 - c. A new box will appear on your screen; The current "file name" will automatically appear in the "file name" field; Click on "SAVE"
 4. You can navigate from field to field several ways
 - a. Using your mouse to click on each field as you are ready to enter the information
 - b. Use the "Tab" key on your keyboard
 - c. Use the arrow keys on your keyboard
 5. **ALWAYS save your work**—after each section, but ALWAYS after completing the information on each reporting document. If you don't save your work, you may lose the information you have entered.
- You are always welcome to contact me if you have any questions or run into problems with any of the forms.
- For those reporting electronically, ***I would greatly appreciate receiving your forms back as soon as possible***—but BEFORE April 15, if at all possible. THANKS! ☺

GUIDELINES FOR REPORTING INFORMATION:

- Please review the instructions and explanations on each page of the report itself in addition to further explanations on this instruction sheet. All of the information included is meant to assist you in understanding and completing this Annual Report.
- **PAGE 1 Annual Report: Basic Information & Annual Statistics**
 - **Legal Name of Church:** Please provide us with the actual **legal name** of your church.
 - **Location Address:** Having a complete "location" address for your church will assist in giving directions to your church location as well as directing special shipping when necessary. This is also known as the "911" address for your church building.
 - **Mailing Address:** If your church mailing address is a P.O. Box, please verify the city and zip are correct for that P.O. Box. We realize sometimes this information is different from the actual location of the church. Also, if your church "mailing" address is a church officer/member's home address, please include c/o and the name of the church officer/member in the mailing address. This is very important.

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- **Offering Address:** Enter the church's mailing address unless your church prefers offering information and materials is mailed to someone specific in your church such as the Treasurer or Missions Chair. See "Mailing Address" notes above for reminders.
- **Phone & Fax Numbers:** If your church doesn't have an office phone number or fax number, please enter 000-000-0000.
- **Church Email Address:** If your church doesn't have a main email address that is maintained, you are welcome to enter the email for someone who could serve as the church contact person such as the secretary, moderator, pastor, treasurer, etc; Otherwise, enter NA if an email address isn't available.
- **Church Website Address:** If your church doesn't have a website, please enter NA.
- **Church Membership and Finances:**
 - This data reflects your church's evangelism locally and worldwide.
 - This is an important document in the ABC archives for every church. It can prove your church's denominational relationship and cooperation in the possibility for future legal questions (e.g., proving your ABC relationship to receive a bequest).

➤ PAGE 2—Annual Report: Current Professional Leadership

- It is very important that we have accurate information for your Professional Staff.
- Feel free to make another copy of this blank page, if you have more than four (4) Professional Staff.
- Please complete a section for each of your Professional Staff and provide the information requested every year, so that we can compare and update the information with our records both on a Regional and National level.
- For "position", please include whether the individual is: Bi-vocational, Part-time, Full Time or Interim.
 - Definition for Bi-vocational Pastor: A pastor with the total salary, housing & benefits = under \$35,000; a Bi-Vocational Title does not necessarily mean part-time; Some BV Pastors work 40+ hours in ministry a week.

➤ PAGE 3—Annual Report: Current Church Officers / Lay Leaders:

- A majority of these positions are volunteers or support staff positions. This contact information assists us with mailings to specific leaders and allows us to connect with our ABC Lay Leadership region-wide.
- Please update our records by completing all the information requested.
- Please make an extra effort to provide email addresses.

➤ CONGREGATIONAL PROFILE / LEADERSHIP HISTORY

- If you are interested in a copy of your most recent American Baptist Congregational Profile, please contact Jennifer at jennifergreene@abc-indiana.org or 317.635.3552 ext 221.
- Things to know:
 - The information from the American Baptist Mission Support Section cannot be changed in the National Database.
 - Zeros may indicate reporting fields were left blank during the reporting process or that reporting wasn't received at all.
 - Please review the information we have on file and please submit any information regarding your past pastoral leadership that we do not have listed in the Leadership History section.
 - You may find that your Leadership History information may be incomplete. To update past information, we MUST have the individual's full name, position, start date and end date to add him/her to the National Database. Title Examples: Interim Pastor, Bi-vocational Pastor, Full Time Pastor, Associate Pastor, Youth Pastor, etc.