



# Congregational Report Worksheet

This worksheet is for those who prefer to work on paper before filling out the online report, and those who choose not to use the online system.

## Introduction

Please realize that for the purposes of this report, the working definition of a 'Congregation' is more broad than that of an established parish. A Congregation is "a unique worshiping community where the Word is preached and the sacraments are celebrated." In the past, some congregations have not reported when they could have because they assumed that they needed to be fully independent. If you are not sure whether or not your worshiping community is a 'congregation' you can find more information here: [www.acna.org/help](http://www.acna.org/help)

There are 5 sections to the Congregational Report: Contact, Membership, Worship, Stewardship, and Ministry. You can use this document as a worksheet and then fill in the results for your congregation online, or you can send the completed report to the provincial office by mail or fax.

## Contact

1) Name of Congregation

2) Mailing Address  
(include city, state, zip)

3) Meeting Address  
(if different than mailing  
address)

4) Email

5) Phone Number

6) Website

7) Year of Foundation  
(i.e. 1865, 1928, 2004)



### Contact (cont...)

8) Congregation Facebook Page url

9) Congregation Twitter Account url

### Membership

10) Do you presently have a Parent Congregation?

*Some congregations carry out their ministry with the support of a parent congregation. Some share a building with the parent congregation. Others are in a separate location, but have their financial or administrative needs provided by the parent congregation.*

11) If "Yes" list the Parent Congregation's name, city, and state (ex. St. Andrew's, Mt. Pleasant, SC):

12) Do you presently have a Daughter Congregation?

13) If "Yes" list the Daughter Congregation's name, city, and state (ex. St. Andrew's, Mt. Pleasant, SC):

14) Number of children (ages 15 years and younger) on the membership rolls as of December 31, 2016.

15) Number of young adults (ages 16-30) on the membership rolls as of December 31, 2016.



### Membership (cont...)

16) Number of adults (ages 30 and older) on the membership rolls as of December 31, 2016.

17) Total membership as of December 31, 2016.  
*Add lines 12, 13, & 14*

18) What were the total number of adult confirmed communicants in good standing in your congregation on December 31st, 2016.

### Worship

19) Total Average Principle Service(s) Attendance. (the weekly average of people attending the main services each week, including Christmas, Christmas Eve, & the Eve of Easter [if this is a principal Eucharistic service for your congregation])

*For most congregations this total will be the average attendance at their Sunday service(s). (ex. 8:30 Rite I + 11:00 Rite II). For those churches who have a principal service on a different day of the week, this service should also be included. (ex. 6:00 Saturday Night Eucharist) This should include children in attendance even if those children only attend a portion of the service.*

20) Number of Principal Services.

*Unlike the previous question, this asking only for the number of services, not the attendance at those services. These services might include, but are not limited to: Ash Wednesday, Holy Week services, All Saints, etc.*

21) Number of Holy Day services that were not included in the Principal Services above.

22) Number of other services held not included above.  
(such as healing services, Morning Prayer, Evening Prayer, etc.)

23) Total number of services.  
*Add lines 17, 18, & 19*



## Worship (cont...)

24) If you do not meet weekly, the number of times you met in 2016.

25) Number of children (ages 15 years and younger) Baptized in 2016.

26) Number of young adults (ages 16-30) Baptized in 2016.

27) Number of adults (ages 30 years and older) Baptized in 2016.

28) Total number of Baptisms in 2016  
*Add lines 22, 23, & 24*

29) Number of children (ages 15 years and younger) Confirmed in 2016.

30) Number of young adults (ages 16-30) Confirmed in 2016.

31) Number of adults (ages 30 years and older) Confirmed in 2016.

32) Total number of Confirmations in 2016  
*Add lines 26, 27, & 28*

33) Number of young adults (ages 16-30) presented to the Bishop in 2016 to Reaffirm their confirmation

34) Number of adults (ages 30 and older) presented to the Bishop in 2016 to Reaffirm their confirmation

35) Total number of Reaffirmations in 2016.  
*Add lines 30 & 31*

36) Number of children (ages 15 years and younger) Received in 2016.

37) Number of young adults (ages 16-30) Received in 2016.



### Worship (cont...)

38) Number of adults (ages 30 years and older) Received in 2016

39) Total number of Receptions in 2016.

*Add lines 33, 34, & 35*

40) Number of Marriages in your congregation in 2016.

41) Number of Civil Marriages blessed in your congregation in 2016.

42) Number of Burials in 2016.

### Stewardship

43) Are your finances handled by your parent congregation?

*Some congregations have their finances handled by a parent congregation that will also be reporting. In the interest of not having duplicate reporting, only parent congregations need to report financial statistics. If you answered "Yes" to this question you can skip the 'Stewardship' section.*

44) Operating Income for 2016.

*The total income used for operations including pledges, plate, regular offerings; as well as principal or interest from savings and trusts used for operations.*

45) Non-Operating Income for 2016.

*Include capital funds and other non-operating designated funds.*

46) How much, if any, of your savings or reserve accounts were used as Operating Income in 2016?

47) Operating Income given to your Diocese in 2016.



## Stewardship (cont...)

48) Operating Income given to your Diocese in 2016  
as a percentage of your total 2015 Operating Income.

49) Total dollar amount pledged in 2016.  
(if your congregation pledges)

50) Number of pledges received in 2016.  
(if your congregation pledges)

*This is the number of pledges, not the dollar amount.*

51) Percentage of Operating Income given for Mission locally  
in 2016.

*Not including your Diocesan tithe.*

52) Percentage of Operating Income given for Mission within  
North America in 2016.

*Not including your Diocesan tithe.*

53) Percentage of Operating Income given for Mission outside  
of North America in 2016.

54) Total Assets at the end of 2016.  
(as reflected on your balance sheet)

55) Projected Operating Income for 2017.

56) Projected giving to your Diocese 2017.

57) Projected giving to your Diocese 2017 as a percentage  
of your total 2017 Projected Operating Income.



### Stewardship (cont...)

58) Projected frequency of payment to your Diocese in 2017  
(Annual, Quarterly, Monthly)

59) Projected Percentage of Congregation Operating Income

### Ministry

60) Number of new people brought into your church through  
outreach and evangelism in 2016.

61) Number of known conversions in 2016 through the ministry  
of the congregation and its members (not necessarily  
resulting in the convert joining the congregation).

*Examples might include those who came to faith through Alpha, VBS, etc.*

62) Total number of Mission Trips within North America in 2016?

63) Total number of people on the Mission Trips within  
North America?

64) Total number of Mission Trips outside North America in 2016?

65) Total number of people on the Mission Trips outside  
North America?



## Ministry (cont...)

66) In which countries does your congregation have mission partnerships? (Afghanistan, Albania, Algeria, Argentina, Australia, Azerbaijan, Bangladesh, Belize, Bolivia, Brazil, Burundi, Cambodia, Cameroon, Central African Rep, Chad, Chile, China, Colombia, Democratic Republic of the Congo, Costa Rica, Croatia, Cuba, Dominican Republic, Ecuador, Egypt, El Salvador, Ethiopia, France, Gabon, Germany, Ghana, Greece, Guatemala, Haiti, Honduras, Hungary, Iceland, India, Indonesia, Iran, Iraq, Ireland, Israel, Italy, Ivory Coast, Jamaica, Japan, Jordan, Kazakhstan, Kenya, South Korea, Kuwait, Kyrgyzstan, Laos, Lebanon, Liberia, Libya, Madagascar, Malawi, Mali, Mexico, Mongolia, Morocco, Mozambique, Myanmar, Namibia, Nepal, Netherlands, New Zealand, Nicaragua, Niger, Nigeria, Norway, Oman, Pakistan, Panama, Papua New Guinea, Paraguay, Peru, Philippines, Poland, Portugal, Qatar, Romania, Russia, Rwanda, Saudi Arabia, Senegal, Serbia, Sierra Leone, Singapore, Somalia, South Africa, Spain, Sri Lanka, Sudan, South Sudan, Sweden, Switzerland, Syria, Tanzania, Thailand, Trinidad & Tobago, Tunisia, Turkey, Uganda, Ukraine, United Arab Emirates, United Kingdom, Uruguay, Uzbekistan, Venezuela, Vietnam, Yemen, Zambia, Zimbabwe, Other)

67) Please select the ethnic majority of your congregation: (African American, Burundian, Caucasian, Chinese, Filipino, First Nation (CAN), Ghanaian, Hispanic, Indian, Jamaican, Karen (Burmese), Kenyan, Korean, Laotian, Liberian, Native American (USA), Nigerian, Pakistani, Polynesian, Scottish-French-English Metis, Sierra Leonean, Sudanese/South Sudanese, Syrian, Ugandan, Vietnamese, Other)

68) Does your congregation have a significant number of attendees from any of these ethnicities or nationalities? (African American, Burundian, Caucasian, Chinese, Filipino, First Nation (CAN), Ghanaian, Hispanic, Indian, Jamaican, Karen (Burmese), Kenyan, Korean, Laotian, Liberian, Native American (USA), Nigerian, Pakistani, Polynesian, Scottish-French-English Metis, Sierra Leonean, Sudanese/South Sudanese, Syrian, Ugandan, Vietnamese, Other)

69) Is the majority of your congregation first generation immigrant:

70) Do you offer worship services in a language other than English?

71) If "Yes," please enter the language(s) :



## Ministry (cont...)

72) As a congregation, are you in the process of planting a new worshipping community?

*Note: A congregation is defined as a unique worshipping community where the scriptures are taught and the sacraments are celebrated. A parish may consist of more than one congregation. If a congregation begins a service designed for a specific age demographic or ethnic group this is a new congregation. For example, if a primarily Caucasian congregation supports a new service for Spanish speakers this is a new congregation. If a congregation begins a weekly service at an assisted living facility this is a congregation. If a congregation adds a spoken Rite I service prior to it's contemporary Rite II service this is NOT a new congregation.*

73) If "Yes," what is it's name, city, and state:

74) If "Yes," and not yet meeting, how long until you anticipate the new congregation launches?

*(3months, 6months, 9months, 1 year)*

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## Final Instructions, Mailing Address, & Fax Number:

Once the worksheet has been filled out, you can enter the results online at **[www.acna.org](http://www.acna.org)**.

For those who prefer to not use the online system, please keep a copy for your own records, send 1 copy to the provincial office either by mail or by fax, and 1 copy to your diocesan office:

### Provincial Mailing Address:

Anglican Church in North America  
PO Box 447  
Ambridge, PA 15003

### Fax:

724-266-1129