

Texas Baptists Annual Church Profile (ACP) Online Community User Guide

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Section 1: Getting Started

Logging into the Online Community

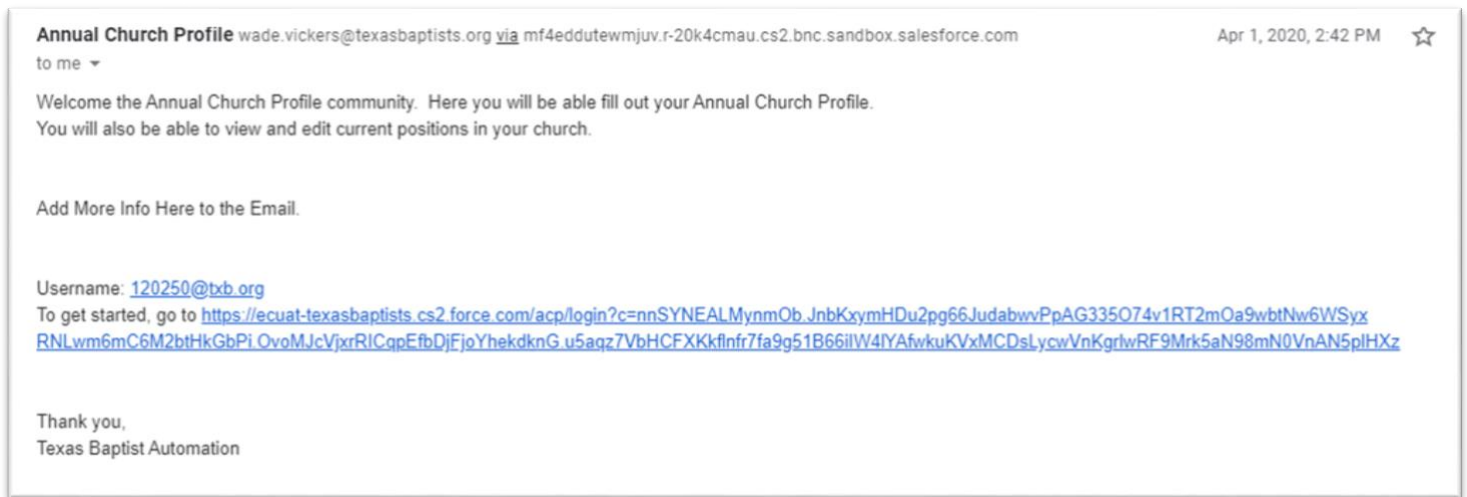
Before you login, be sure to collect all the information needed to complete the ACP. You will be able to save your progress as you go. We recommend completing as much of the ACP at one time as possible.

You will need:

- Financial and Giving Information
- Church Attendance and Membership Numbers
- Baptisms and Other Additions
- Small Group Enrolment and Attendance Numbers
- VBS numbers
- Missions Participation Numbers
- Mission Education Numbers

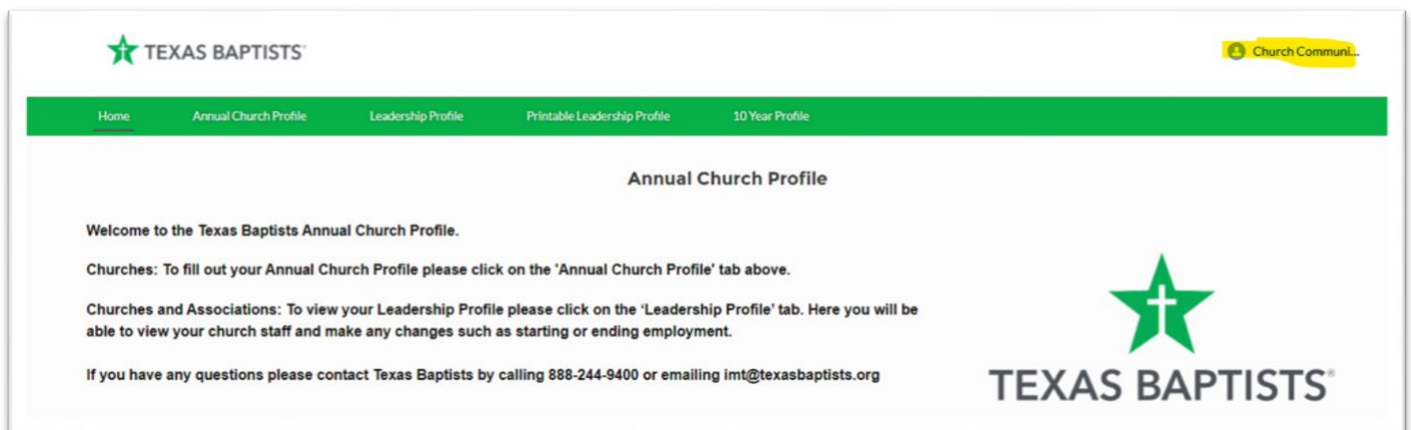
First Time Logging in:

You will receive an email with the link and the Username for your online community. Follow the link to create a password.

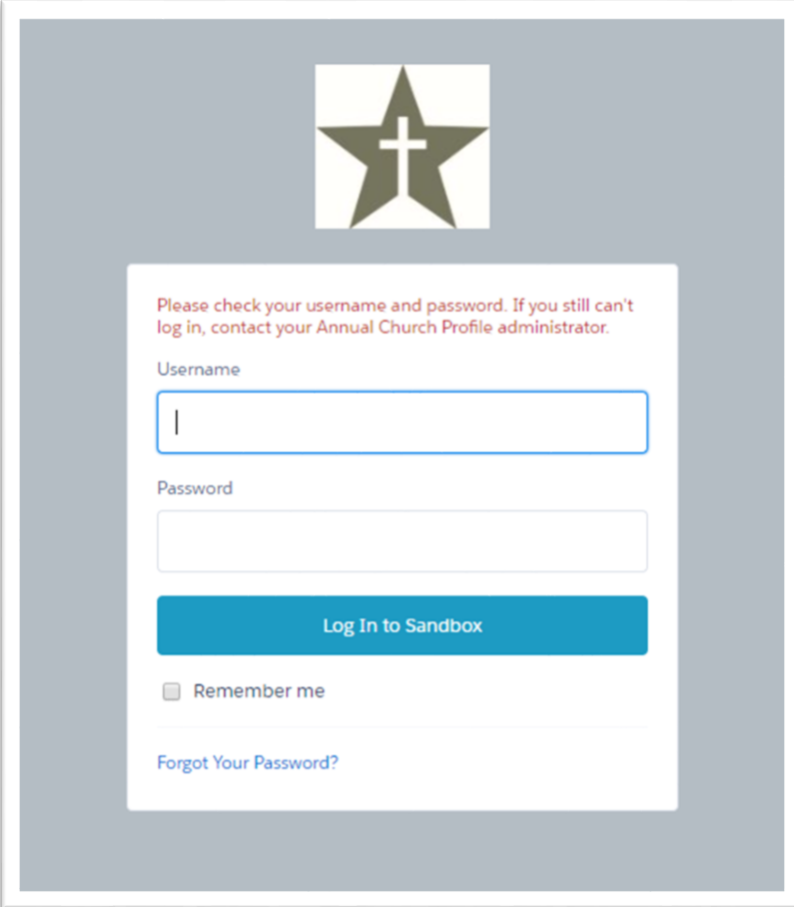


You will have only one password for your church. Make sure whoever is filling out the ACP has access to the username and password. If you have not received your registration email, or need help logging in, please contact the Texas Baptists Information Management Team at 888-244-9400 or email us at imt@texasbaptists.org.

Once you have logged in, you will be directed to the ACP Home Page. Your churches name will appear in the upper righthand corner of the screen. If your churches name is not displayed here please contact the Texas Baptists Information Management Team at 888-244-9400 or by email at imt@texasbaptists.org.



The next time you come back to the ACP Community you will see this login page. Your Username is your BGCTID followed by @txb.org. (i.e. 123456@txb.org)



The image shows a login page for the ACP Community. At the top center is a logo consisting of a dark green star with a white cross inside. Below the logo is a white rectangular box containing the login form. The form has a red error message at the top, followed by labels for 'Username' and 'Password', each with a corresponding input field. A blue 'Log In to Sandbox' button is positioned below the password field. Underneath the button is a 'Remember me' checkbox and a 'Forgot Your Password?' link.

Please check your username and password. If you still can't log in, contact your Annual Church Profile administrator.

Username

Password

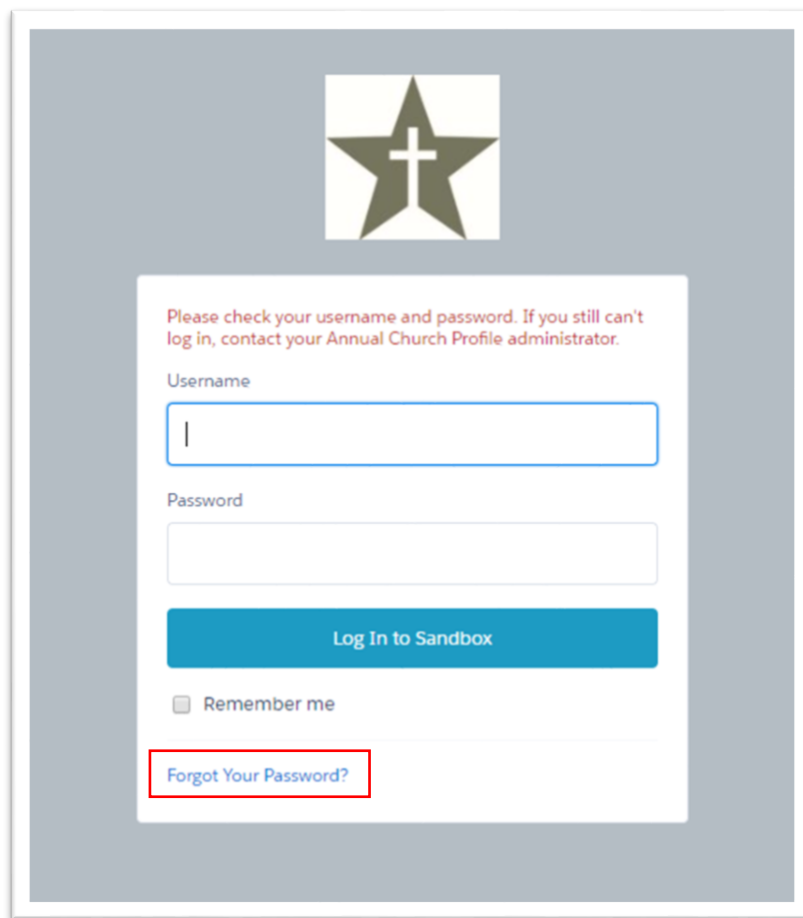
[Log In to Sandbox](#)

☐ Remember me

[Forgot Your Password?](#)

Forgot Password

If you forgot your password, select “Forgot Your Password?” at the bottom of the login page.



The screenshot shows a login interface with a grey background. At the top center is a logo consisting of a white star with a black cross inside. Below the logo is a white rectangular box containing the following elements: a red error message, a 'Username' label, a text input field with a cursor, a 'Password' label, an empty password input field, a blue 'Log In to Sandbox' button, a 'Remember me' checkbox, and a blue 'Forgot Your Password?' link which is highlighted with a red rectangular border.

Please check your username and password. If you still can't log in, contact your Annual Church Profile administrator.

Username

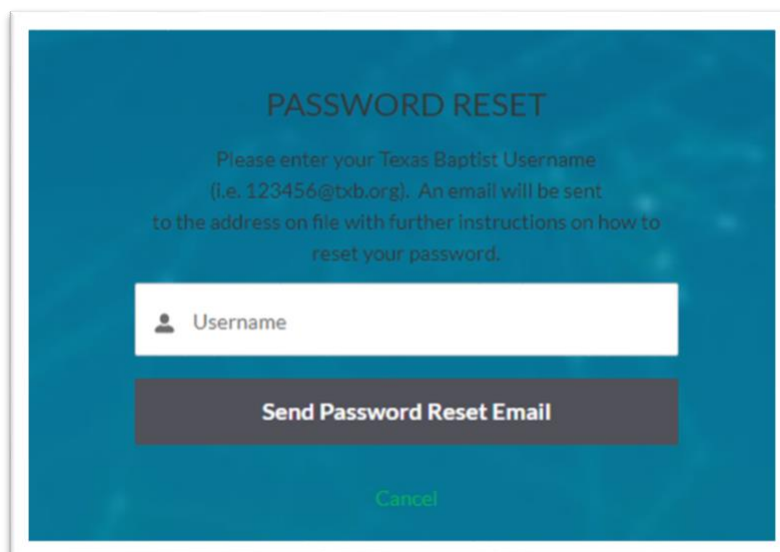
Password

Log In to Sandbox

☐ Remember me

[Forgot Your Password?](#)

You will be redirected to this page.



The screenshot shows a 'PASSWORD RESET' page with a teal background. The title 'PASSWORD RESET' is at the top in white. Below it is a white text box with instructions. At the bottom is a white input field for the username, a dark grey 'Send Password Reset Email' button, and a green 'Cancel' link.

PASSWORD RESET

Please enter your Texas Baptist Username (i.e. 123456@txb.org). An email will be sent to the address on file with further instructions on how to reset your password.

Username

Send Password Reset Email

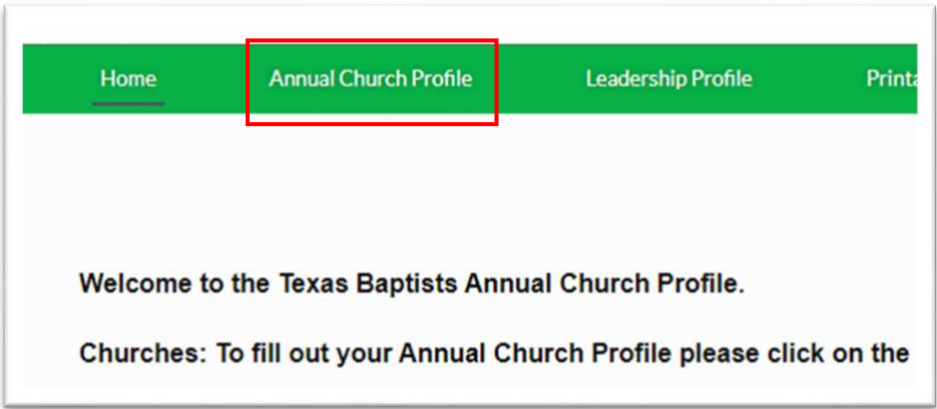
[Cancel](#)

Enter your Username which is your BGCTID followed by @txb.org. An email will be sent to the contact email we have on file. If you do not receive an email shortly, please contact imt@texasbaptists.org.

Section 2: Annual Church Profile

Completing the Annual Church Profile

To fill out your Annual Church Profile, from the Home Page you will select Annual Church Profile from the menu bar.

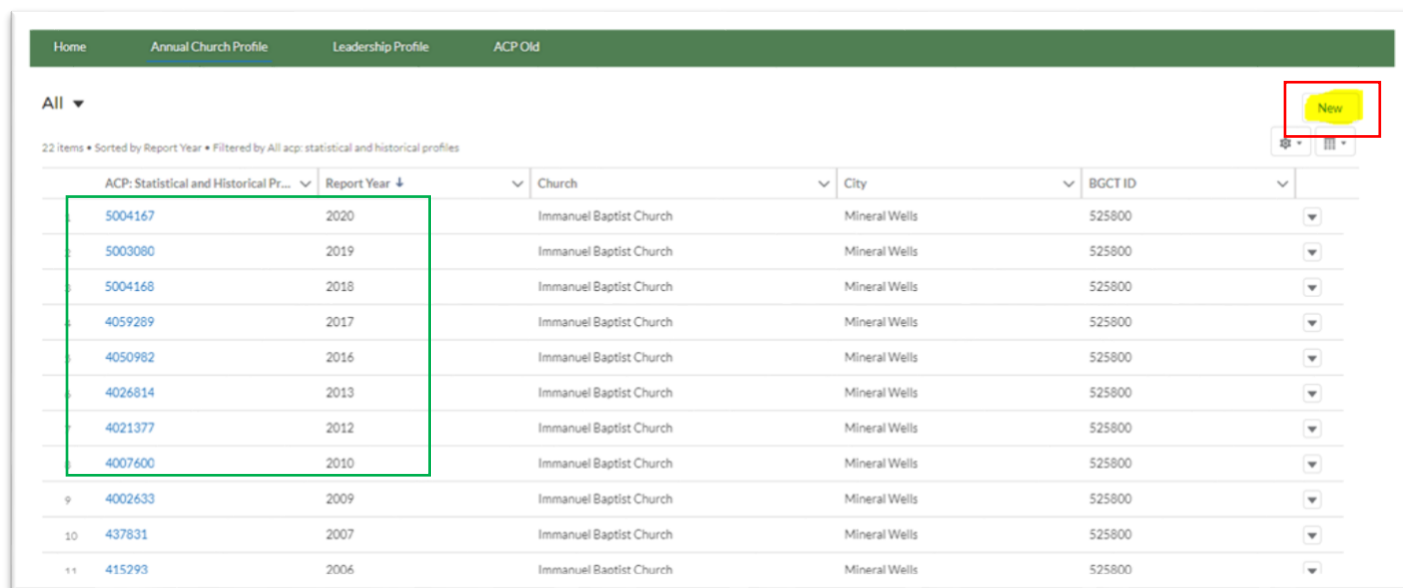


This will bring you to the Annual Church Profile page.

A screenshot of the 'Annual Church Profile' page. The page has a green header bar with navigation links: 'Home', 'Annual Church Profile', 'Leadership Profile', 'Printable Leadership Profile', and '10 Year Profile'. Below the header, there is a section titled 'ACP: Statistical and Historical Profiles' with a sub-header 'All'. It includes a search bar, a 'New' button, and a 'Printable View' button. A table lists 7 items, sorted by Report Year. The table has columns for Report Year, ACP: Statistical and Historical Profile, Church, City, and BGCT ID. The first two rows are visible, both for 'MC TEST CHURCH' with BGCT ID '6008409'.

	Report Year ↑	ACP: Statistical and Historical Profile	Church	City	BGCT ID
1	2022	5007746	MC TEST CHURCH	Big	6008409
2	2021	5007554	MC TEST CHURCH	Big	6008409

On this page you will see the ACPs already in the system. You can select any ACP in our system and print it for your records. If you need to edit a previous year's ACP please contact imt@texasbaptists.org . If you do not see an ACP for the current year, select the NEW button on the top right of the page.



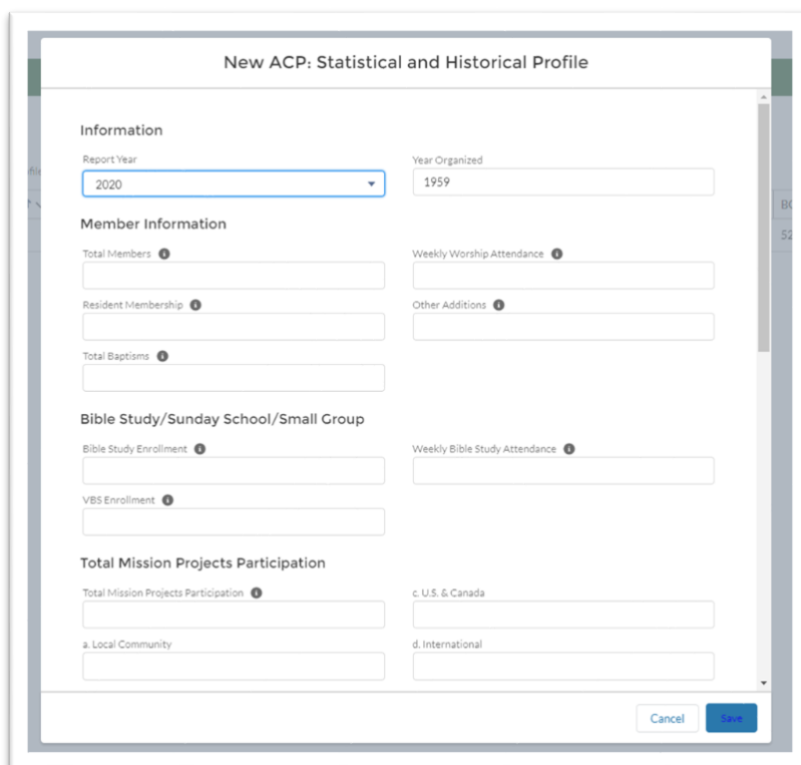
Home Annual Church Profile Leadership Profile ACP Old

All ▾

22 items • Sorted by Report Year • Filtered by All acp: statistical and historical profiles

ACP: Statistical and Historical Pr...	Report Year ↓	Church	City	BGCT ID	
5004167	2020	Immanuel Baptist Church	Mineral Wells	525800	▾
5003080	2019	Immanuel Baptist Church	Mineral Wells	525800	▾
5004168	2018	Immanuel Baptist Church	Mineral Wells	525800	▾
4059289	2017	Immanuel Baptist Church	Mineral Wells	525800	▾
4050982	2016	Immanuel Baptist Church	Mineral Wells	525800	▾
4026814	2013	Immanuel Baptist Church	Mineral Wells	525800	▾
4021377	2012	Immanuel Baptist Church	Mineral Wells	525800	▾
4007600	2010	Immanuel Baptist Church	Mineral Wells	525800	▾
9 4002633	2009	Immanuel Baptist Church	Mineral Wells	525800	▾
10 437831	2007	Immanuel Baptist Church	Mineral Wells	525800	▾
11 415293	2006	Immanuel Baptist Church	Mineral Wells	525800	▾

When you select the “New” button a new window will appear. You can now fill in the information for this year’s ACP.



New ACP: Statistical and Historical Profile

Information

Report Year: 2020 Year Organized: 1959

Member Information

Total Members: Weekly Worship Attendance:

Resident Membership: Other Additions:

Total Baptisms:

Bible Study/Sunday School/Small Group

Bible Study Enrollment: Weekly Bible Study Attendance:


VBS Enrollment:

Total Mission Projects Participation

Total Mission Projects Participation: c. U.S. & Canada:

a. Local Community: d. International:

Cancel Save

If you need any help knowing what the fields represent, hover over the  information symbol with your cursor and a description of the information requested will appear. This will help you better understand what Information goes in which field.

When you have filled out the ACP with the information you have, select **Save** at the bottom right of the window.

New ACP: Statistical and Historical Profile

Information

Report Year: 2020
Year Organized: 1959

Member Information

Total Members:
Resident Membership:
Total Baptisms:
Weekly Worship Attendance:
Other Additions:

Bible Study/Sunday School/Small Group

Bible Study Enrollment:
VBS Enrollment:
Weekly Bible Study Attendance:

Total Mission Projects Participation

Total Mission Projects Participation:
a. Local Community:
c. U.S. & Canada:
d. International:

Cancel Save

After saving your work you will see on the screen the ACP with the information you have entered.

ACP: Statistical and Historical Profile 5007746

Home Annual Church Profile Leadership Profile Printable Leadership Profile 10 Year Profile

Report Year: 2022
Year Organized:

Member Information

Total Members: 555
Resident Membership: 666
Total Baptisms: 11
Weekly Worship Attendance: 444
Online Worship:
Other Additions: 777

Bible Study/Sunday School/Small Group

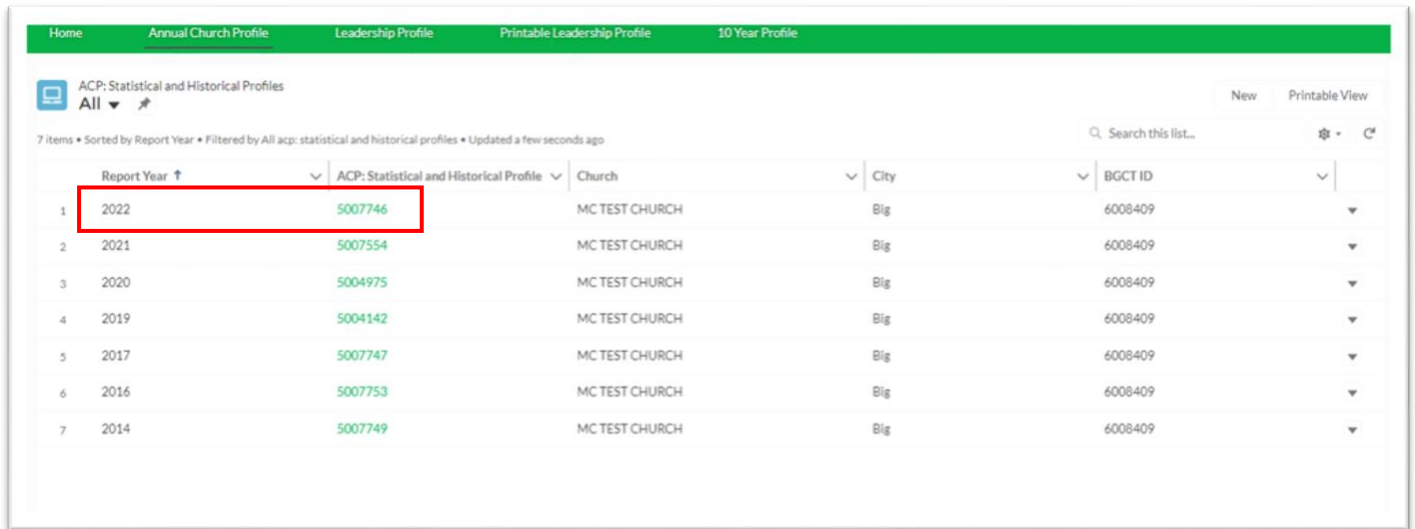
Bible Study Enrollment: 1,234
VBS Enrollment: 123
Weekly Bible Study Attendance: 1,234
Online Bible Study: 123

Total Mission Projects Participation

Total Mission Projects Participation: 1,234
a. Local Community: 12
b. State: 12
c. U.S. & Canada: 12
d. International: 12

Missions Education

Return to the Annual Church Profile page by selecting the Annual Church Profile tab at the top of the page. You will now see that your current ACP has been added to the list of ACPs in the system.



The screenshot shows a web application interface with a green navigation bar at the top containing tabs: Home, Annual Church Profile (selected), Leadership Profile, Printable Leadership Profile, and 10 Year Profile. Below the navigation bar, the page title is "ACP: Statistical and Historical Profiles" with a sub-header "All" and a search icon. On the right, there are buttons for "New" and "Printable View". Below this, a status bar indicates "7 items • Sorted by Report Year • Filtered by All acp: statistical and historical profiles • Updated a few seconds ago". A search bar with the placeholder "Search this list..." and a settings icon are also present. The main content is a table with the following columns: Report Year, ACP: Statistical and Historical Profile, Church, City, and BGCT ID. The table contains 7 rows of data, with the first row (2022, 5007746) highlighted by a red box.

	Report Year ↑	ACP: Statistical and Historical Profile	Church	City	BGCT ID
1	2022	5007746	MC TEST CHURCH	Big	6008409
2	2021	5007554	MC TEST CHURCH	Big	6008409
3	2020	5004975	MC TEST CHURCH	Big	6008409
4	2019	5004142	MC TEST CHURCH	Big	6008409
5	2017	5007747	MC TEST CHURCH	Big	6008409
6	2016	5007753	MC TEST CHURCH	Big	6008409
7	2014	5007749	MC TEST CHURCH	Big	6008409

When done, you can click on the church name on the top right and log out, or you can simply close the window to exit.

Editing Your ACP

To edit an ACP that is already in the system, select the Annual Church Profile tab at the top of the page. This will bring you to the Annual Church Profile page with a list of the ACPs already in the system. To select an ACP, go to the row with the year you are looking for and select the GREEN numbers in the SECOND column under ACP: Statistical and Historical Profile. You can only edit the current year's ACP. If you need to edit a previous year's ACP contact imt@texasbaptists.org.

Note: If you do not see an ACP for the year you are looking for, follow the instructions for **Completing the Annual Church Profile** on page 5.

Home

Annual Church Profile

Leadership Profile

Printable Leadership Profile

10 Year Profile

ACP: Statistical and Historical Profiles

All ▾ 🔍

New

Printable View

7 items • Sorted by Report Year • Filtered by All acp: statistical and historical profiles • Updated a few seconds ago

🔍 Search this list...

⚙️

🔗

Report Year ↑	ACP: Statistical and Historical Profile ▾	Church ▾	City ▾	BGCT ID ▾	
1 2022	5007746	MC TEST CHURCH	Big	6008409	▾
2 2021	5007554	MC TEST CHURCH	Big	6008409	▾
3 2020	5004975	MC TEST CHURCH	Big	6008409	▾
4 2019	5004142	MC TEST CHURCH	Big	6008409	▾
5 2017	5007747	MC TEST CHURCH	Big	6008409	▾
6 2016	5007753	MC TEST CHURCH	Big	6008409	▾
7 2014	5007749	MC TEST CHURCH	Big	6008409	▾

By selecting the GREEN numbers in the SECOND column under ACP: Statistical and Historical Profile, you will be taken to that ACP. In the top right of the page there are two buttons; Edit and Print Report.

Home Annual Church Profile Leadership Profile Printable Leadership Profile 10 Year Profile

ACP: Statistical and Historical Profile
5007746

Edit Print Profile

Report Year
2022

Year Organized

▼ Member Information

Total Members 555

Resident Membership 666

Total Baptisms 11

Weekly Worship Attendance 444

Online Worship

Other Additions 777

▼ Bible Study/Sunday School/Small Group

Bible Study Enrollment 1,234

VBS Enrollment 123

Weekly Bible Study Attendance 1,234

Online Bible Study 123

By selecting the Edit button, a new window will appear. It will have your saved information in it. You are now able to edit any of the information. When you are finished select Save at the bottom of the window.

Edit ACP: Statistical and Historical Profile

Report Year
2020

Year Organized
1959

Member Information

Total Members 1,234

Resident Membership 12,345

Total Baptisms 1,234

Weekly Worship Attendance 1,234

Other Additions 1,234

Bible Study/Sunday School/Small Group

Bible Study Enrollment 1,234

VBS Enrollment 1,234

Weekly Bible Study Attendance 1,234

Total Mission Projects Participation

Total Mission Projects Participation 1,234

c. U.S. & Canada

a. Local Community

b. State

d. International

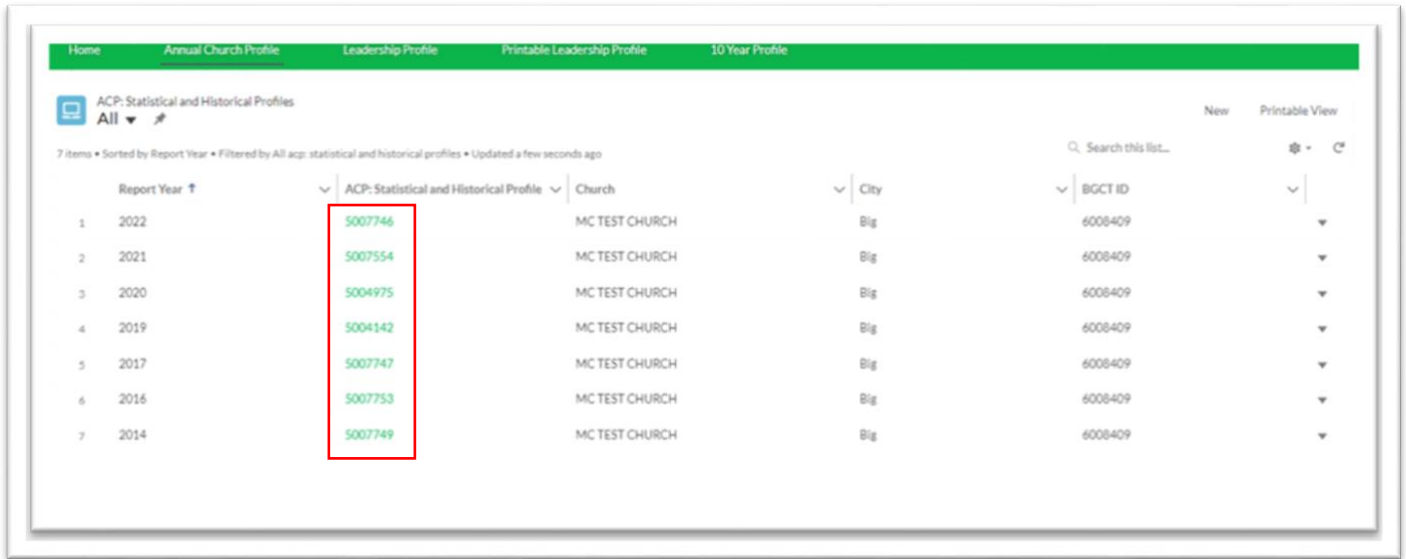
Cancel Save

When done, you can click on the church name on the top right and log out, or you can simply close the window to exit.

Printing an ACP

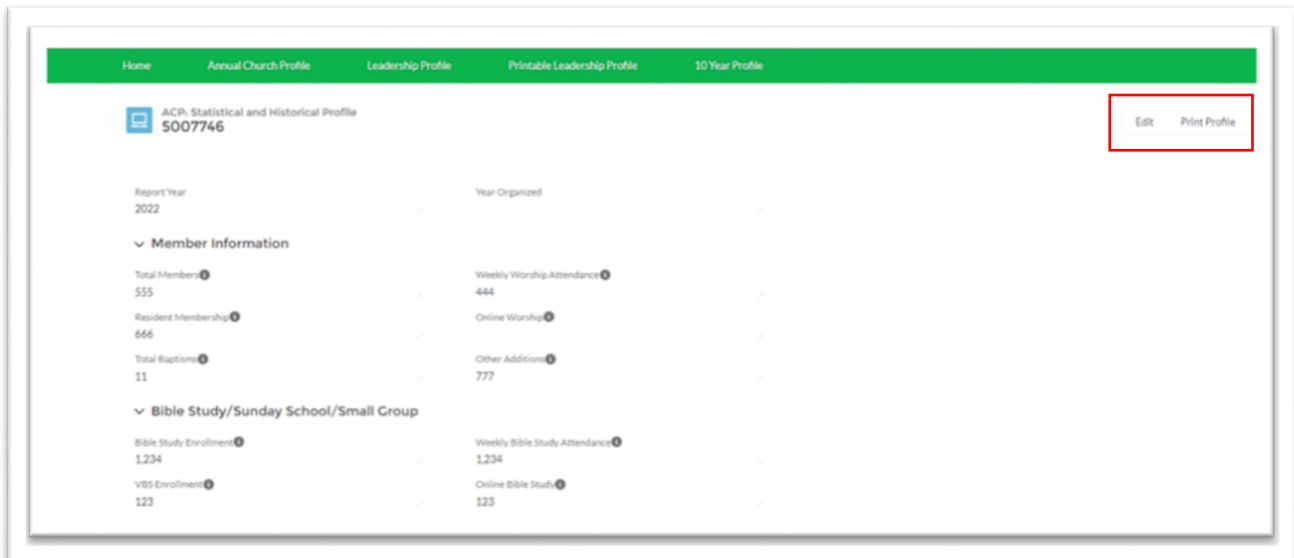
To Print an ACP that is already in the system, select the Annual Church Profile tab at the top of the page. This will bring you to the Annual Church Profile page with a list of the ACPs already in the system. To select an ACP, go to the row with the year you are looking for and select the GREEN numbers in the SECOND column under ACP: Statistical and Historical Profile.

Note: If you do not see an ACP for the year you are looking for, follow the instructions for **Completing the Annual Church Profile** on page 5.



	Report Year ↑	ACP: Statistical and Historical Profile	Church	City	BGCT ID	
1	2022	5007746	MC TEST CHURCH	Big	6008409	▼
2	2021	5007554	MC TEST CHURCH	Big	6008409	▼
3	2020	5004975	MC TEST CHURCH	Big	6008409	▼
4	2019	5004142	MC TEST CHURCH	Big	6008409	▼
5	2017	5007747	MC TEST CHURCH	Big	6008409	▼
6	2016	5007753	MC TEST CHURCH	Big	6008409	▼
7	2014	5007749	MC TEST CHURCH	Big	6008409	▼

By selecting the GREEN numbers in the SECOND column under ACP: Statistical and Historical Profile, you will be taken to that ACP. In the top right of the page there are two buttons, Edit and Print Profile.



Home	Annual Church Profile	Leadership Profile	Printable Leadership Profile	10 Year Profile
ACP: Statistical and Historical Profile 5007746				
Report Year: 2022				
Year Organized: /				
▼ Member Information				
Total Members	555	Weekly Worship Attendance	444	/
Resident Membership	666	Online Worship	/	/
Total Baptisms	11	Other Additions	777	/
▼ Bible Study/Sunday School/Small Group				
Bible Study Enrollment	1,234	Weekly Bible Study Attendance	1,234	/
VBS Enrollment	123	Online Bible Study	123	/
Edit Print Profile				

By selecting the Print button, you will be taken to the PDF view of the page. In the top right-hand corner you will see the printer icon or the download icon. Select your preferred option.

Home Annual Church Profile Leadership Profile Printable Leadership Profile 10 Year Profile

ACReportPDF 1 / 2 100%

TEXAS BAPTISTS
BAPTIST GENERAL CONVENTION OF TEXAS

Baptist General Convention of Texas
7557 Rambler Rd, #1200
Dallas, TX - 75231-2388
www.texasbaptists.org
(888) 244-9400

ANNUAL CHURCH STATISTICAL PROFILE for 2022

Congregation: MC TEST CHURCH **BGCT ID:** 6008409
Phone: 214-867-5309 **SBC ID:** TESTid
Email: wade.vickers@texasbaptists.org **Association:** BGCT Test Association
Web Address: **Year Organized:**
Fax: **Sr. Pastor Name:** Frank Wilson
Largest Ethnic Group: African American **Yr. Sr Pastor Came:** 2022
Mailing Address: **Physical Address:**
1234 My Street 1234 My Street
Big, TX 77777 Big, TX 77777

MEMBER/BIBLE STUDY INFORMATION

1a. Total Members:	555
1b. Resident Members:	666
2. Total Baptisms:	11
3. Other Additions:	777
4. Weekly Worship Attendance:	444
5a. Total Group Enrollment:	1234
5b. Weekly Bible Study Attendance:	1234

FINANCIAL INFORMATION

MISSIONS INFORMATION

6. VBS Enrollment:	123
7. Total Mission Project Participation:	1234
a. Local Community:	12
b. State:	12
c. US and Canada:	12
d. International:	12
8a. Missions Education/Total WMU:	11
8b. Missions Education/Mens and Boys:	22
8c. Total Other Programs:	33

When done, you can click on the church name on the top right and log out, or you can simply close the window to exit.

Section 3: Leadership

Filling out the Leadership Profile

Current Leadership

To fill out your Leadership Profile, from the Home Page you will select Leadership Profile from the menu bar.

The screenshot shows the top navigation bar with five tabs: Home, Annual Church Profile, Leadership Profile (highlighted with a red box), Printable Leadership Profile, and 10 Year Profile. Below the menu bar, the main heading is "Annual Church Profile". The text below reads: "Welcome to the Texas Baptists Annual Church Profile." followed by "Churches: To fill out your Annual Church Profile please click on the 'Annual Church Profile' tab above." and "Churches and Associations: To view your Leadership Profile please click on the 'Leadership Profile' tab. Here y able to view your church staff and make any changes such as starting or ending employment."

This will bring you to the Leadership Profile Page. This page may take a minute or two to load so please be patient.

The screenshot shows the "Leadership Profile" page. At the top is a green navigation bar with the same five tabs as the previous screenshot. Below the bar, there is a message: "Below you will find a list of the Staff we currently have in our system for your church. If anything needs to be corrected please feel free to correct it here. If a Staff Member no longer works at your church, please provide an the day please add the first of the month you think they left and the year. If you just know the year please put 10/01/YYYY. The form may take a minute to load depending on the number of staff." followed by "The Leadership form will take a minute to load. Please be patient." The main content area has a dark blue background with the Texas Baptists logo (a white star with a cross) and the text "TEXAS BAPTISTS". Below this is a white box titled "Leadership Profile" with "Page 1" underneath. Inside the box is a "Church Information" section with a form containing the following fields: Church (MC TEST CHURCH), Mailing City (Big), Current Pastor (Frank Wilson), Church Email (daniel.kilcoyne@texasbaptists.org), and Church Phone (214-867-5309).

Verify that the church information is correct. If it is not correct, please contact imt@texasbaptists.org

Scroll down and you will see each of the leaders we have in our system for your church. You can make edits to these fields. If the person is no longer at your church or no longer is in the position listed, place an end date. If you do not know the day please add the first of the month you think they left and the year. If you just know the year please put 10/01/YYYY.

DO NOT change the position if the person is in a different position or a new position. Place an end date and see next step to add them to a new position.

If a staff member is listed more than once be sure to update each record with any changes made.

Leadership Profile

Mr./Mrs./Ms/

Mr.

First Name

Wade

Last Name

Vickers

Personal Email

wadevickers75@gmail.com

Work Email

wade.vickers@texasbaptists.org

Position

Chairman of Deacons

Status

Volunteer

Start Date

01/01/2022

End Date

Leadership Profile

Mr./Mrs./Ms/

Mrs.

First Name

Mother

Last Name

Goose

Personal Email

Work Email

mg@work.com

Position

Children's Director

Status

Part Time

Start Date

05/04/2022

End Date

[Remove](#)

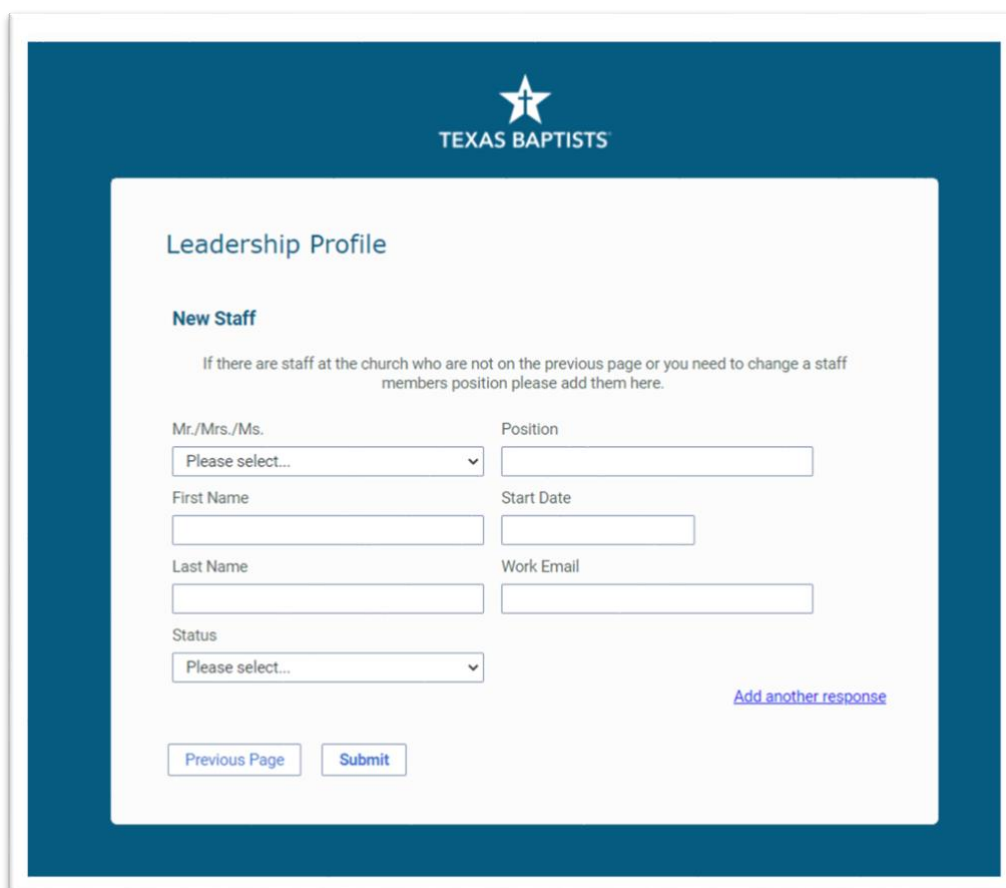
When everything looks good select "Next Page" at the bottom.

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Adding Leadership

If you do not have anyone to add or change, select submit at the bottom left of the page.

To add a new leader or to change/add a position for someone who is already in the system, complete this page.



The screenshot shows a web form titled "Leadership Profile" under the "TEXAS BAPTISTS" logo. The form is for adding new staff. It includes fields for Mr./Mrs./Ms., Position, First Name, Start Date, Last Name, Work Email, and Status. There are "Previous Page" and "Submit" buttons at the bottom left, and a link to "Add another response" at the bottom right.

Leadership Profile

New Staff

If there are staff at the church who are not on the previous page or you need to change a staff members position please add them here.

Mr./Mrs./Ms.

Position

First Name

Start Date

Last Name

Work Email

Status

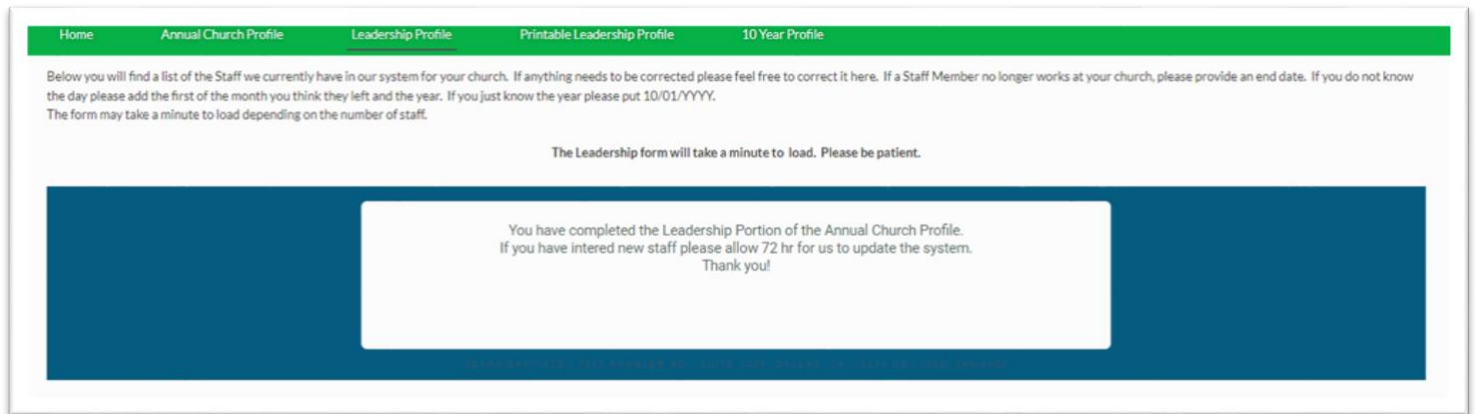
[Add another response](#)

[Previous Page](#) [Submit](#)

By selecting "Add another response" you can add as many new leaders as you need.

Once you have added all the leadership you need to, select Submit at the bottom left of the page.

After selecting Submit you will be taken to this page.



The screenshot shows a web application interface. At the top is a green navigation bar with five links: 'Home', 'Annual Church Profile', 'Leadership Profile' (which is highlighted), 'Printable Leadership Profile', and '10 Year Profile'. Below the navigation bar, there is a paragraph of instructions: 'Below you will find a list of the Staff we currently have in our system for your church. If anything needs to be corrected please feel free to correct it here. If a Staff Member no longer works at your church, please provide an end date. If you do not know the day please add the first of the month you think they left and the year. If you just know the year please put 10/01/YYYY. The form may take a minute to load depending on the number of staff.' Below this is another line of text: 'The Leadership form will take a minute to load. Please be patient.' The main content area has a dark blue background. In the center, there is a white rectangular box containing the following text: 'You have completed the Leadership Portion of the Annual Church Profile. If you have entered new staff please allow 72 hr for us to update the system. Thank you!'

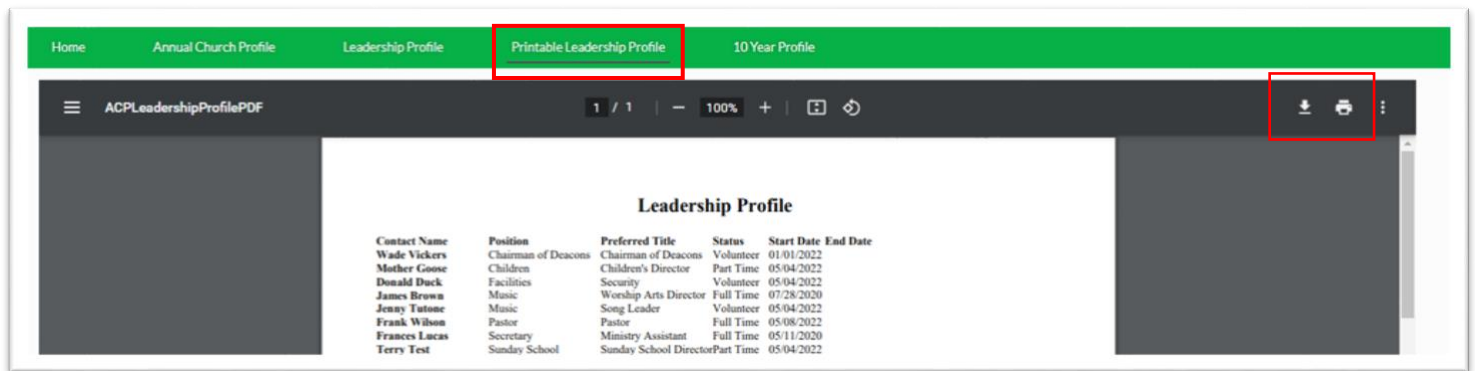
Please allow us 72 hrs. to update our system with any new leaders you may have added.

If you receive an error, please contact imt@texasbaptists.org

When done you can click on the church name on the top right and log out, or you can simply close the window to exit.

Section 4 : Printing Leadership

To print out your Leadership Profile, from the Home Page you will select Printable Leadership Profile from the menu bar.



Updates you have made to current staff should be reflected on this page. However, if you added anyone, these leaders will not be seen until we update them in our system.

To download or print the Leadership Profile, select the print or download icon on the top right of the section.

When done you can click on the church name on the top right and log out, or you can simply close the window to exit.

Section 5 : 10 Year Profile

To print out the church's 10 Year Profile, from the Home Page you will select 10 Year Profile from the menu bar.

05/24/2022 10 Year Church Profile 7557 Rambler Rd, #1200 Dallas TX 75231-2388

Church #: 6008409 Church Name: MC TEST CHURCH Church Phone #: 214-867-5309
Association: BGCT Test Association Affiliation: BGCT Church Fax #:
Status: Church Start Year: Church Designation:
Web Address: Email Address: wade.vickers@texasbaptists.org Pastor:
Mailing Address: 1234 My Street Physical Address: 1234 My Street
Big, TX 77777 Big, TX 77777

Member Information

Year	Total Mbrs	Res. Mbrs	Avg Worship	Total Baptisms	Other Additions	SS/Groups Enr.	SS/Groups Avg.	VBS Enr.
2022	555	666	444	11	777	1234	1234	123
2021	2	5	2	2	2	6	2	100
2020	600	800	400	5	7	2	5	1
2019	6	2	5	3	4	6	7	8

The 10 Year Profile is based on the last 10 ACP's we have in our system. If you are missing ACP's please contact imt@texasbaptists.org to update this information.

To download or print the Leadership Profile, select the print or download icon on the top right of the section.

When done you can click on the church name on the top right and log out, or you can simply close the window to exit.