

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

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## Section 1: Getting Started

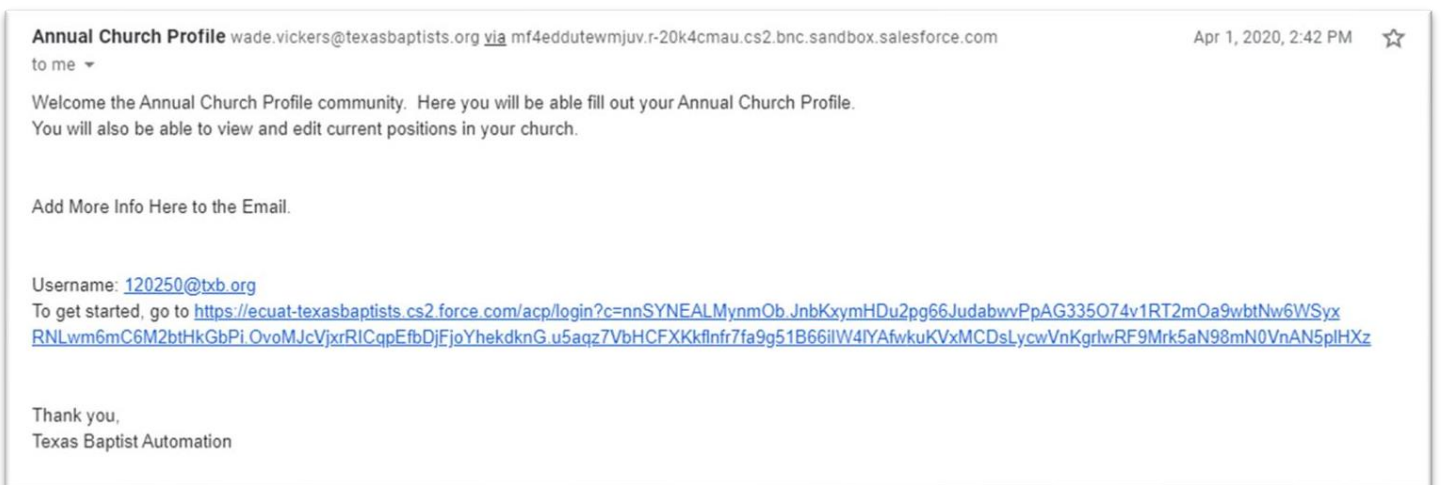
### Logging into the Online Community


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

You will receive an email with the link and the Username for your online community. Follow the link to this page and sign in.





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?](#)

Use the Username from the email as the “Username” in the Login window. You will create your own password. You will have only one username and password for your church. Make sure whoever is filling out the ACP has access to the 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](mailto: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](mailto:imt@texasbaptists.org).



HomeAnnual Church ProfileLeadership ProfilePrintable Leadership Profile10 Year Profile

### Annual Church Profile

Welcome to the Texas Baptists Annual Church Profile.

Churches: To fill out your Annual Church Profile please click on the 'Annual Church Profile' tab above.

Churches and Associations: To view your Leadership Profile please click on the 'Leadership Profile' tab. Here you will be able to view your church staff and make any changes such as starting or ending employment.

If you have any questions please contact Texas Baptists by calling 888-244-9400 or emailing [imt@texasbaptists.org](mailto:imt@texasbaptists.org)

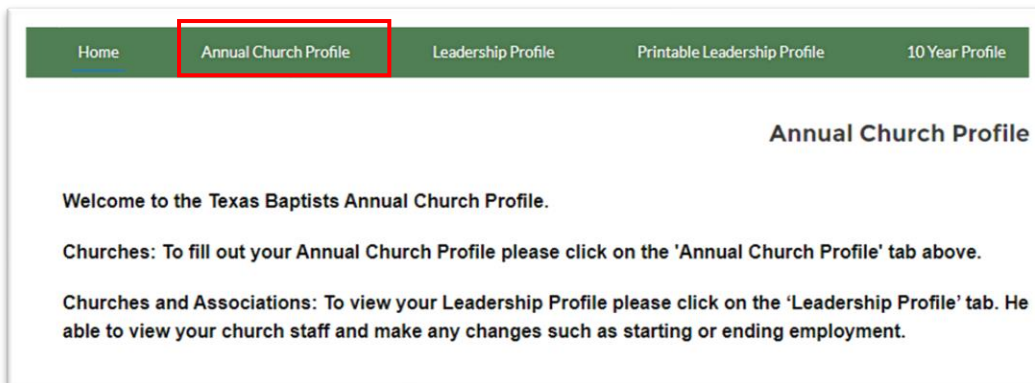


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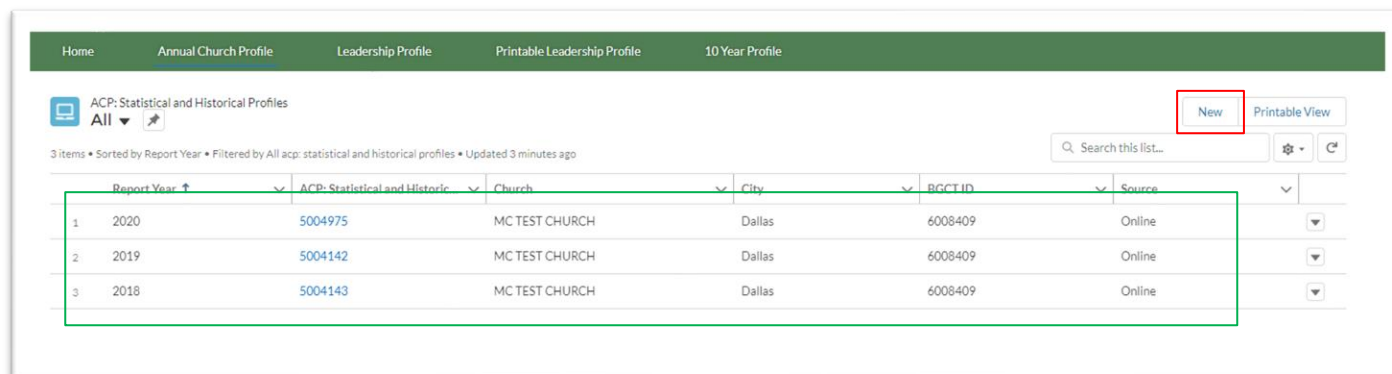
## Section 2: Annual Church Profile

### 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.



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](mailto: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.

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

The screenshot shows a web form titled "New ACP: Statistical and Historical Profile". The form is organized into several sections, each with a title and a list of input fields. The "Information" section includes "Report Year" (a dropdown menu showing "2020") and "Year Organized" (a text field with "1959"). The "Member Information" section includes "Total Members", "Resident Membership", "Total Baptisms", "Weekly Worship Attendance", and "Other Additions". The "Bible Study/Sunday School/Small Group" section includes "Bible Study Enrollment", "VBS Enrollment", and "Weekly Bible Study Attendance". The "Total Mission Projects Participation" section includes "Total Mission Projects Participation", "a. Local Community", "c. U.S. & Canada", and "d. International". Each field has a small information icon (a lowercase 'i' in a circle) next to it. At the bottom right of the form, there are "Cancel" and "Save" buttons. The form is displayed within a window that has a sidebar on the left and a scroll bar on the right.

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**  
5004975

Report Year: 2020  
Year Organized: 2010

**Member Information**

Total Members: 6  
Resident Membership: 8  
Total Baptisms: 5  
Weekly Worship Attendance: 4  
Online Worship:   
Other Additions: 7

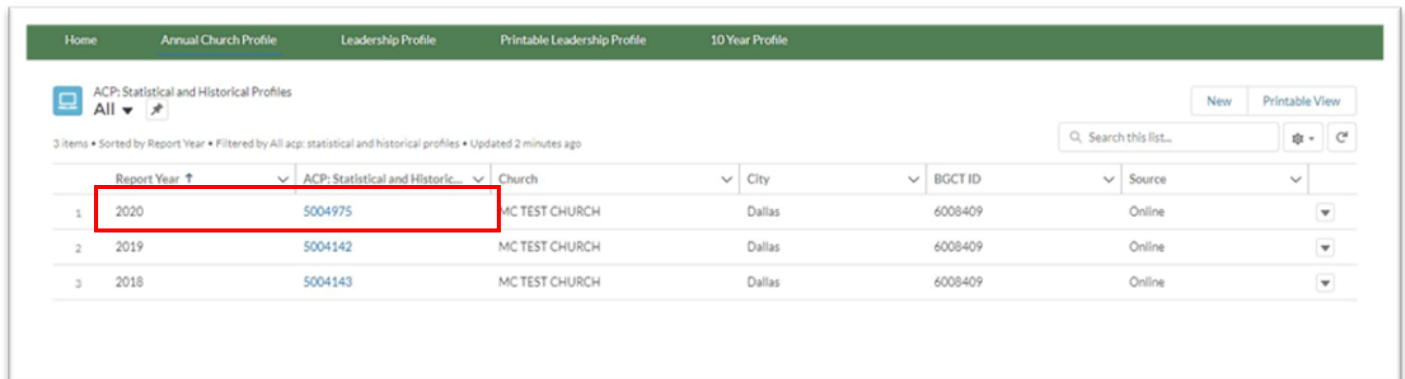
**Bible Study/Sunday School/Small Group**

Bible Study Enrollment: 2  
VBS Enrollment: 1  
Weekly Bible Study Attendance: 5  
Online Bible Study:

**Total Mission Projects Participation**

Total Mission Projects Participation: 5  
a. Local Community: 5  
b. State:   
c. U.S. & Canada:   
d. International:

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 for 'ACP: Statistical and Historical Profiles'. At the top, there is a green navigation bar with 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 dropdown menu set to 'All'. There are buttons for 'New' and 'Printable View'. A search bar with the placeholder 'Search this list...' and a settings icon are also present. Below the search bar, a status line reads '3 items • Sorted by Report Year • Filtered by All acp: statistical and historical profiles • Updated 2 minutes ago'. The main content is a table with the following columns: 'Report Year', 'ACP: Statistical and Historic...', 'Church', 'City', 'BGCT ID', and 'Source'. The table contains three rows of data. The first row, for the year 2020, is highlighted with a red box. The data in the table is as follows:

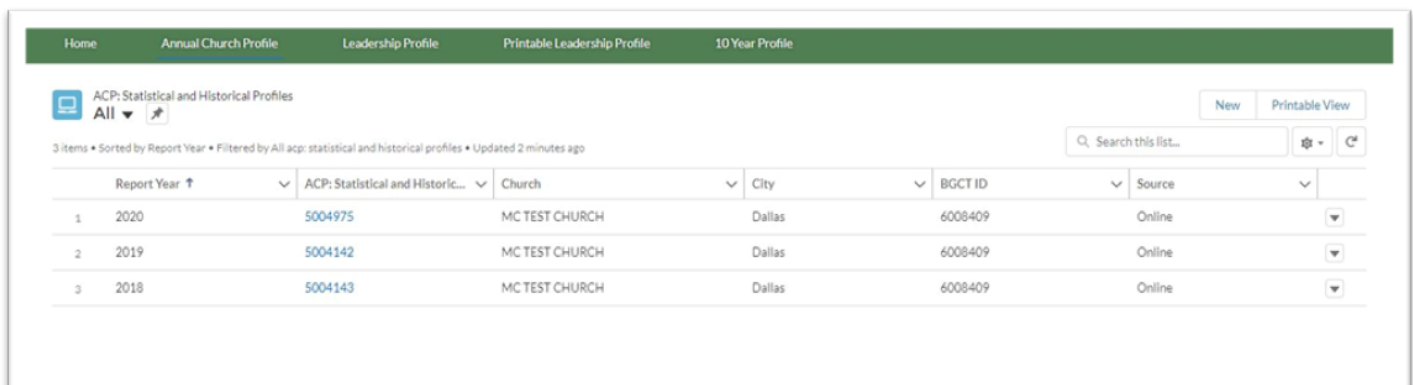
	Report Year	ACP: Statistical and Historic...	Church	City	BGCT ID	Source
1	2020	5004975	MC TEST CHURCH	Dallas	6008409	Online
2	2019	5004142	MC TEST CHURCH	Dallas	6008409	Online
3	2018	5004143	MC TEST CHURCH	Dallas	6008409	Online

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 BLUE numbers in the first 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](mailto:imt@texasbaptists.org).

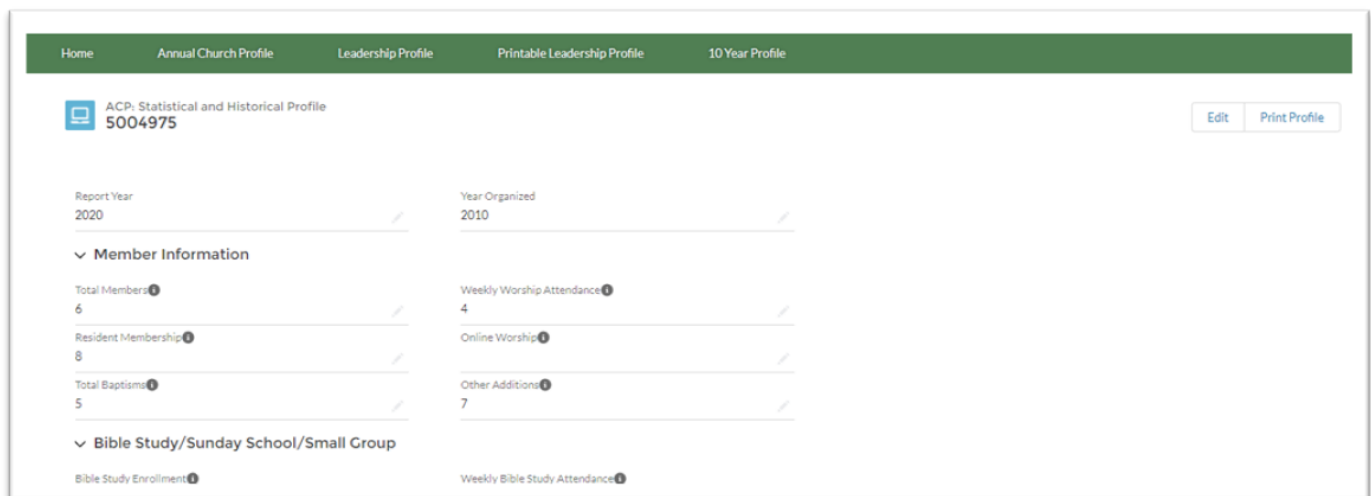
Note: If you do not see an ACP for the year you are looking for, follow the instructions for **Completing the Annual Church Profile** on page 5.



The screenshot shows the 'Annual Church Profile' tab selected in the top navigation bar. Below the navigation bar, there is a header section with a search bar and buttons for 'New' and 'Printable View'. The main content area displays a table with 3 items, sorted by Report Year. The table has columns for Report Year, ACP: Statistical and Historical Profile (with blue numbers), Church, City, BGCT ID, and Source. The first row shows the 2020 profile for MC TEST CHURCH in Dallas, with BGCT ID 6008409 and Source Online.

	Report Year	ACP: Statistical and Historical Profile	Church	City	BGCT ID	Source
1	2020	5004975	MC TEST CHURCH	Dallas	6008409	Online
2	2019	5004142	MC TEST CHURCH	Dallas	6008409	Online
3	2018	5004143	MC TEST CHURCH	Dallas	6008409	Online

By selecting the BLUE numbers in the first 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.



The screenshot shows the 'Annual Church Profile' page for ACP 5004975. The top navigation bar is the same as the previous screenshot. The main content area has a header with the ACP name and ID, and buttons for 'Edit' and 'Print Profile'. Below the header, there are two columns of input fields. The left column contains 'Report Year' (2020) and 'Member Information' (Total Members: 6, Resident Membership: 8, Total Baptisms: 5). The right column contains 'Year Organized' (2010), 'Weekly Worship Attendance' (4), 'Online Worship' (7), and 'Other Additions' (7). At the bottom, there are fields for 'Bible Study/Sunday School/Small Group' (Bible Study Enrollment) and 'Weekly Bible Study Attendance'.

Report Year	Year Organized
2020	2010

Member Information	Worship Attendance
Total Members: 6	Weekly Worship Attendance: 4
Resident Membership: 8	Online Worship: 7
Total Baptisms: 5	Other Additions: 7

Bible Study/Sunday School/Small Group	Weekly Bible Study Attendance
Bible Study Enrollment	Weekly Bible Study Attendance

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.

The screenshot shows a web form titled "Edit ACP: Statistical and Historical Profile". The form is divided into several sections with input fields for various statistics. At the top, there are two dropdown menus: "Report Year" (set to 2020) and "Year Organized" (set to 1959). Below these are three sections: "Member Information", "Bible Study/Sunday School/Small Group", and "Total Mission Projects Participation". Each section contains two input fields. The "Member Information" section has fields for "Total Members", "Resident Membership", "Total Baptisms", "Weekly Worship Attendance", and "Other Additions". The "Bible Study/Sunday School/Small Group" section has fields for "Bible Study Enrollment", "VBS Enrollment", and "Weekly Bible Study Attendance". The "Total Mission Projects Participation" section has fields for "Total Mission Projects Participation", "a. Local Community", "b. State", "c. U.S. & Canada", and "d. International". At the bottom right of the form are two buttons: "Cancel" and "Save".

Section	Field	Value
Report Information	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
	a. Local Community	
	b. State	
	c. U.S. & Canada	
	d. International	

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 BLUE 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.




Home   Annual Church Profile   Leadership Profile   Printable Leadership Profile   10 Year Profile							
ACP: Statistical and Historical Profiles							
All ▾							
3 items • Sorted by Report Year • Filtered by All acp: statistical and historical profiles • Updated 2 minutes ago							
Q Search this list...							
	Report Year ↑	ACP: Statistical and Historic...	Church	City	BGCT ID	Source	
1	2020	5004975	MC TEST CHURCH	Dallas	6008409	Online	▾
2	2019	5004142	MC TEST CHURCH	Dallas	6008409	Online	▾
3	2018	5004143	MC TEST CHURCH	Dallas	6008409	Online	▾

By selecting the BLUE 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	
5004975	
Edit   Print Profile	
Report Year	Year Organized
2020	2010
▼ Member Information	
Total Members	Weekly Worship Attendance
6	4
Resident Membership	Online Worship
8	
Total Baptisms	Other Additions
5	7
▼ Bible Study/Sunday School/Small Group	
Bible Study Enrollment	Weekly Bible Study Attendance

By selecting the Print button, you will be taken to the PDF view of the page. In the top right corner select the printer icon to print or select the download arrow to download the ACP.

[Home](#) [Annual Church Profile](#) [Leadership Profile](#) [Printable Leadership Profile](#) [10 Year Profile](#)

ACPRReportPDF 1 / 2 100%   

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BAPTIST GENERAL CONVENTION OF TEXAS

**Baptist General Convention of Texas**  
7557 Rambler Rd. #1200  
Dallas, TX - 75231-2388

[www.texasbaptists.org](http://www.texasbaptists.org)  
(888) 244-9400

**ANNUAL CHURCH STATISTICAL PROFILE for 2020**

<b>Congregation:</b> MC TEST CHURCH	<b>BGCT ID:</b> 6008409
<b>Phone:</b>	<b>SBC ID:</b> TESTid
<b>Email:</b> wade.vickers@texasbaptists.org	<b>Association:</b> BGCT Test Association
<b>Web Address:</b>	<b>Year Organized:</b> 2010
<b>Fax:</b>	<b>Sr. Pastor Name:</b>
<b>Largest Ethnic Group:</b> Anglo	<b>Yr. Sr Pastor Came:</b>
<b>Mailing Address:</b> 7557 Rambler Road Suite 1200 Dallas, TX 75231	<b>Physical Address:</b> 7557 Rambler Road Suite 1200 Dallas, TX 75231

<b><u>MEMBER/BIBLE STUDY INFORMATION</u></b>	<b><u>MISSIONS INFORMATION</u></b>
<b>1a. Total Members:</b> 6	<b>6. VBS Enrollment:</b> 1
<b>1b. Resident Members:</b> 8	<b>7. Total Mission Project Participation:</b> 5
<b>2. Total Baptisms:</b> 5	<b>a. Local Community:</b> 5
<b>3. Other Additions:</b> 7	<b>b. State:</b> 5
<b>4. Weekly Worship Attendance:</b> 4	<b>c. US and Canada:</b>
<b>5a. Total Group Enrollment:</b> 2	<b>d. International:</b>

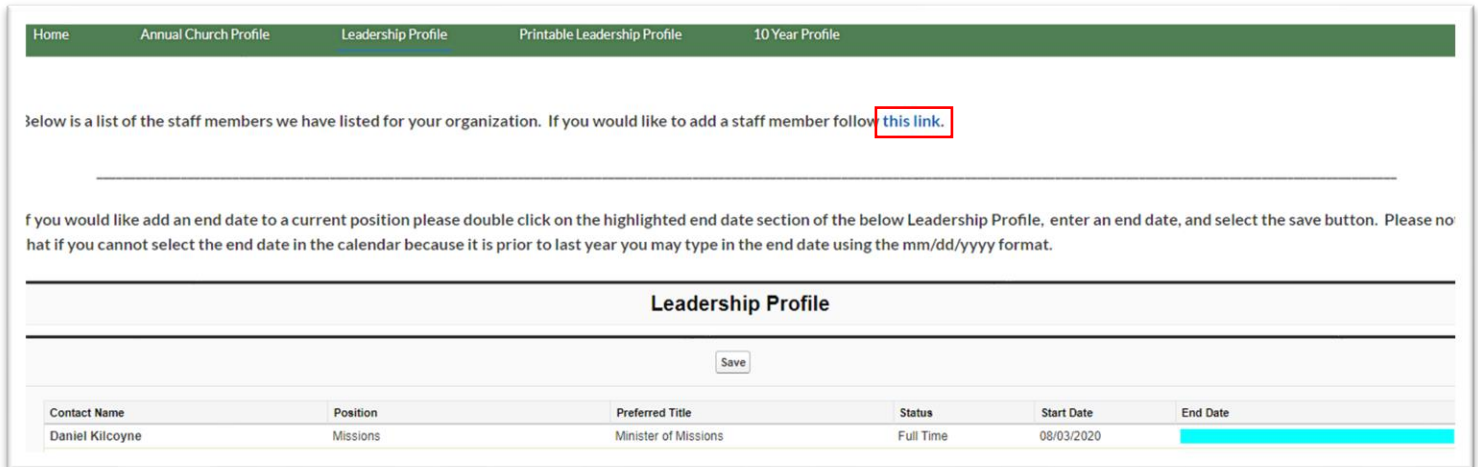
When done, you can click on the church name on the top right and log out, or you can simply close the window to exit.

## Section 3: Leadership

### To add a Staff member

Select the Leadership Profile tab in the menu across the top.

If you need to add a new staff member, click on “[this link](#)” and it will take you to a new tab to add a staff member. You may add up to 4 new staff members at one time.

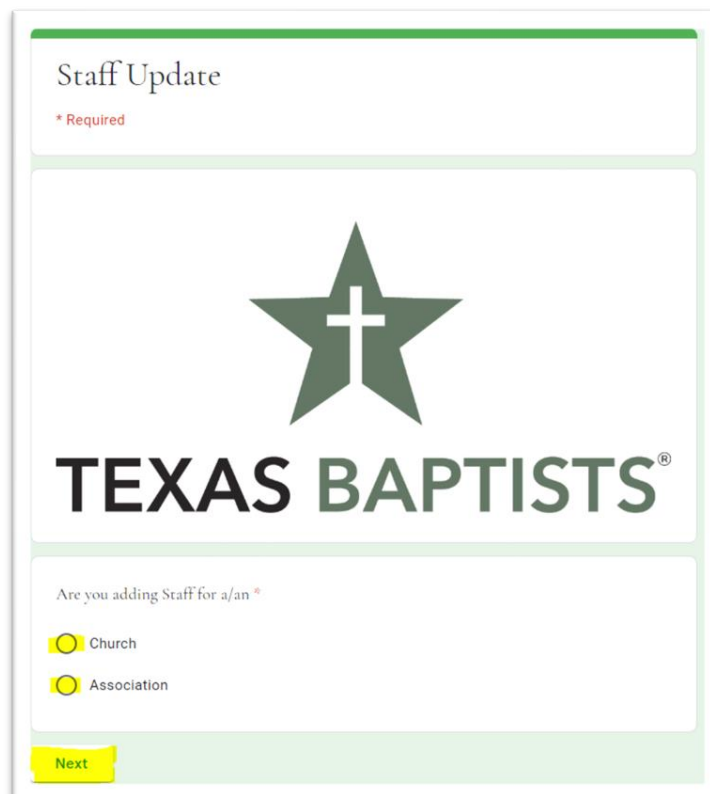


Below is a list of the staff members we have listed for your organization. If you would like to add a staff member follow [this link](#).

If you would like add an end date to a current position please double click on the highlighted end date section of the below Leadership Profile, enter an end date, and select the save button. Please note that if you cannot select the end date in the calendar because it is prior to last year you may type in the end date using the mm/dd/yyyy format.


Contact Name	Position	Preferred Title	Status	Start Date	End Date
Daniel Kilcoyne	Missions	Minister of Missions	Full Time	08/03/2020	

This link will open a new tab that looks like this. Choose if you are submitting a new Church Staff or new Association staff. Then click the “Next” button at the bottom left.



Staff Update

\* Required

  
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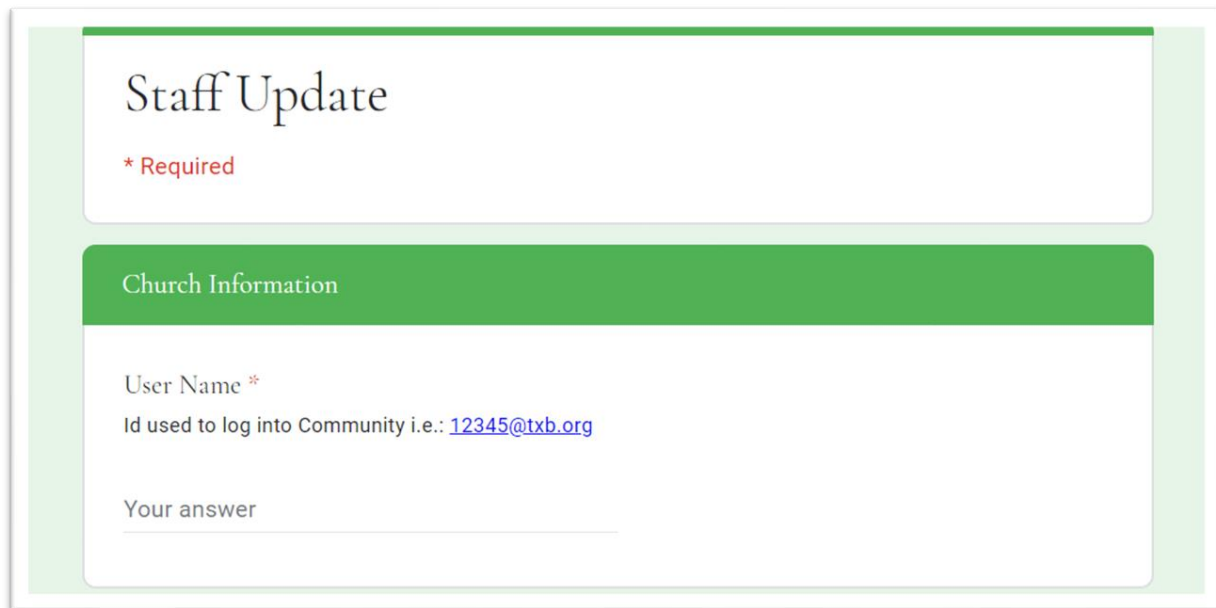
Are you adding Staff for a/an \*

☒ Church

☐ Association

Next

The first thing you will need to do is to enter the Username. This is the Username you used to access the Online Community. The Username will be your BGCT ID followed by “@txb.org”.



The image shows a web form titled "Staff Update". Below the title is a red asterisk and the word "Required". A green header bar contains the text "Church Information". Under this header, the label "User Name \*" is followed by an instruction: "Id used to log into Community i.e.: [12345@txb.org](#)". At the bottom of this section is a text input field with the placeholder text "Your answer".

Staff Update

\* Required

Church Information

User Name \*

Id used to log into Community i.e.: [12345@txb.org](#)

Your answer

You will then fill out the Church information. This is the name of the church where the staff member is currently on staff. Then Click “Next”

“\*” indicates this field is required.

Church Name \*

Please spell out the full name of the church.

First Baptist Church Big

Church Street Address \*

1234 Main St

Church City \*

Big

Church State

TX

Church Zip

77123

Back Next

The next page will be the Staff Member’s information. “\*” indicates this field is required.

New Staff Information

Preferred Title\*

Your answer

First Name\*

Your answer

Last Name\*

Your answer

Employment Status\*

Full Time

Part Time

Bivocational

Interim

Volunteer

Status

☐

☐

☐

☐

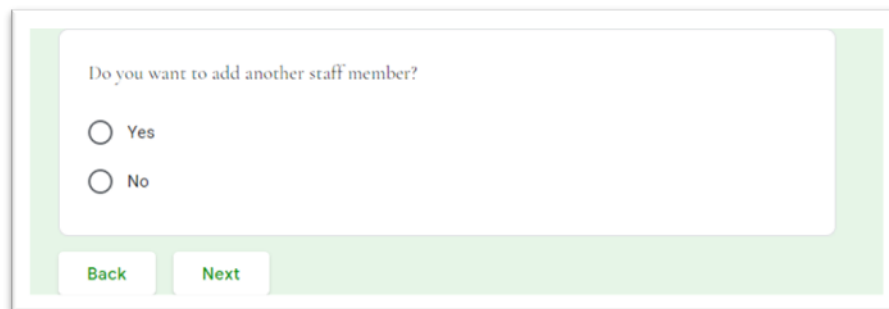
☐

Start Date\*

The required fields for the staff member are:

- Preferred Title
- First Name
- Last Name
- Employment Status
- Start date
- Work Email
- Preferred Email

For the last question you will need to choose if you would like to add another Staff Member.



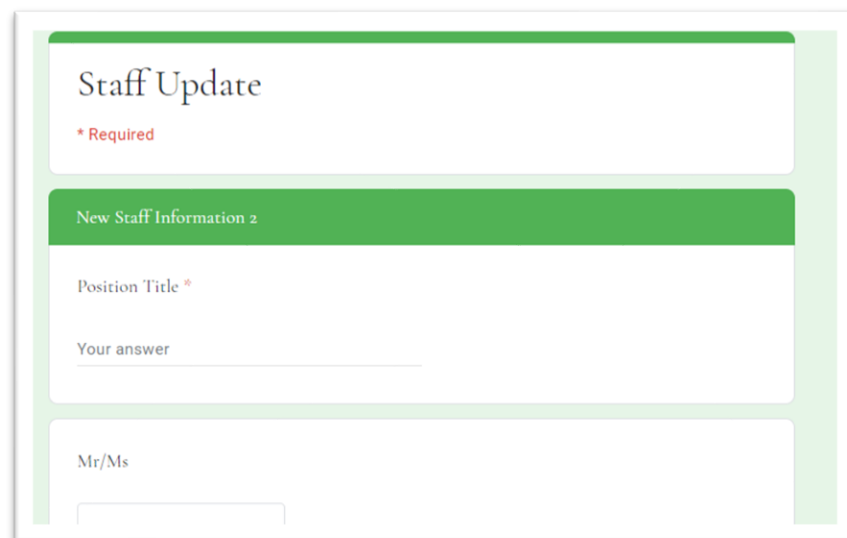
Do you want to add another staff member?

☐ Yes

☐ No

[Back](#) [Next](#)

If you choose “Yes” you will be able to complete the form for the next Staff Member.



Staff Update

\* Required

New Staff Information 2

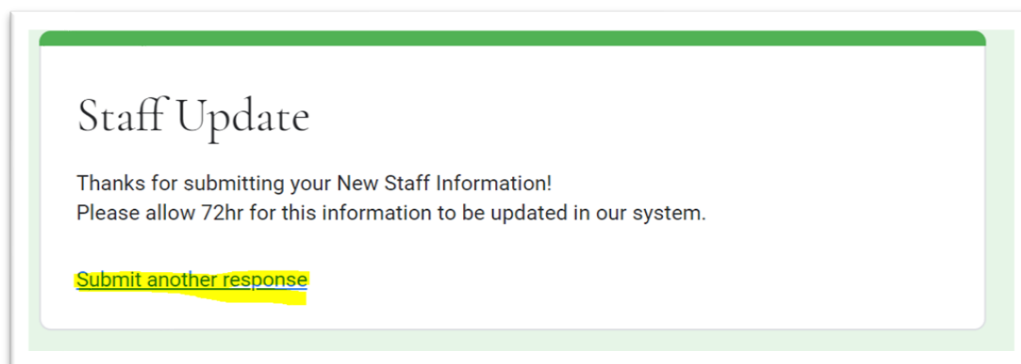
Position Title \*

Your answer

Mr/Ms

If you choose “No” you will be taken to the submit page.

After clicking Submit you will be directed to a page that indicates your staff member has been submitted and will be updated within 72hrs. At this point you can either close the window and return to the community or you can follow the link at the bottom and submit more new staff members.



Staff Update

Thanks for submitting your New Staff Information!  
Please allow 72hr for this information to be updated in our system.

[Submit another response](#)

## Ending a Staff Member

On the Leadership Profile tab, scroll down to see the staff we currently have for your church.

Leadership Profile					
Save					
Contact Name	Position	Preferred Title	Status	Start Date	End Date
John Smith	Administration	Administrative Pastor	Full Time	04/30/2020	
Amesha Coleman	Children	Director of Children and Families	Current	10/01/2017	
Bob Freeber	Evangelism	Minister of Outreach	Full Time	04/28/2020	4/29/2020
Daniel Kilcoyne	Mission Pastor	Minister of Community Relations	Full Time	01/01/2020	4/1/2020
Colin Colburn	Music	Worship Director	Current	09/01/2016	
Brian Everett	Pastor	Pastor	Current	03/01/2018	
Brenda Kiser	Secretary	Office Manager	Volunteer	01/01/2010	
Donna Williams	Secretary	Church Secretary	Part Time	10/01/2000	
Jared Clem	Youth	Director of Student Ministries	Current	10/01/2017	

On this page you will see all the staff we currently have for your church.

If you need to end a staff member, select the blue area next to the staff member's name. A calendar will appear, and you can choose the end date for that staff member. The end date and the staff member will remain on the profile until you refresh the page. This will help if there are any corrections that need to be made.

le	Status	Start Date	End Date
e Pastor	Full Time	04/30/2020	5/3/2020
utreach	Full Time	04/28/2020	4/29/2020
ommunity Relations	Full Time	01/01/2020	4/1/2020
ector	Full Time	09/01/2016	
Vorship and Arts	Full Time	11/01/2019	
	Full Time	03/01/2018	
ger	Volunteer	01/01/2010	
retary	Part Time	10/01/2000	
tudent Ministries	Bivocational	10/01/2017	

Save

May

2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today

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.

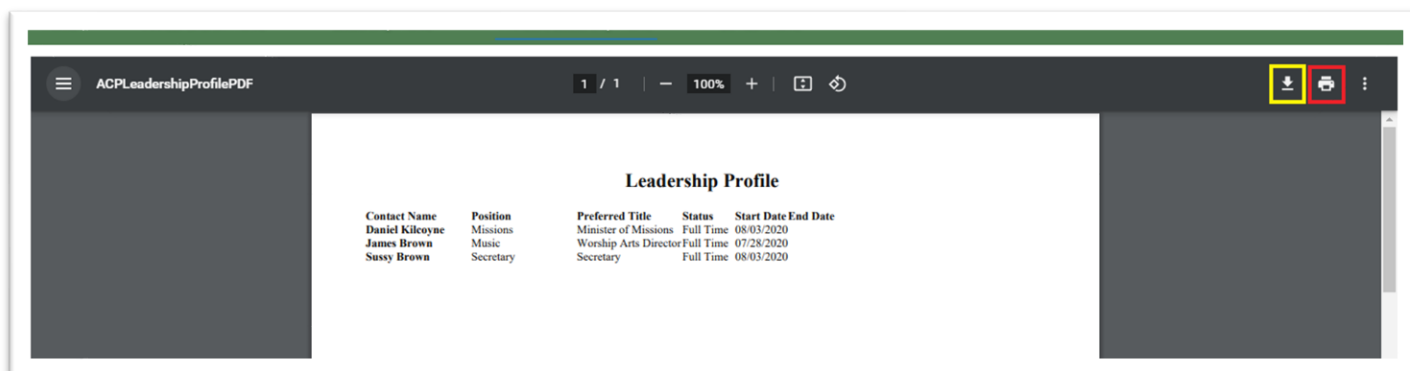
## Section 4: Printing Leadership and 10 Year Profile

### Printing Leadership

In the menu across the top, you will see a tab for “Printable Leadership Profile”. Select this tab.



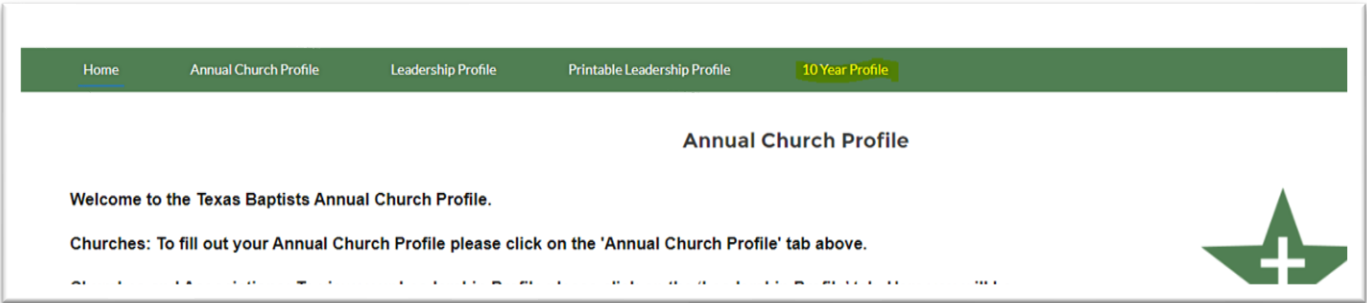
This will bring you to a downloadable and printable view of your church’s leadership. Select the printer icon to print the leadership. Select the download arrow to download your leadership.



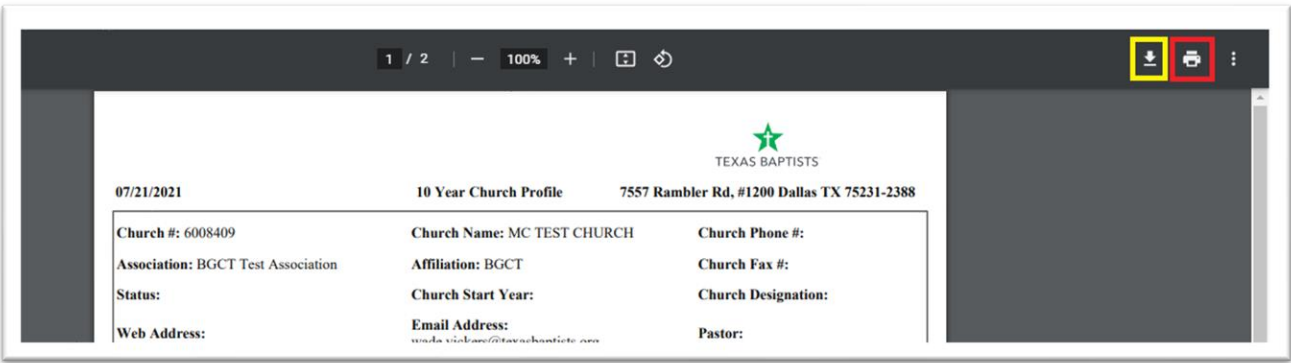
**Printing 10 Year Profile**

The 10 year profile will show the last 10 ACPs we have for your Church. This will give you a good idea of how your church has been doing over the last 10 years. It will also let you know the years we do not have ACPs in the system for your church.

In the menu across the top, you will see a tab for “10 Year Profile”. Select this tab



This will bring you to a downloadable and printable view of your church’s 10 Year Profile. Select the **printer icon** to print the 10 Year Profile. Select the **download arrow** to download your 10 Year Profile.



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.