



EVANGELICAL LUTHERAN CHURCH IN CANADA THE CONGREGATIONAL REPORTS – 2015

Each year we ask for your assistance with preparing the annual congregational report. We greatly appreciate the effort and care that is put into preparing this report as it allows us to take stock of what has transpired over the past year against the backdrop of the data collected in previous years. Each form highlights a different aspect of your congregation's ministry. Synodical and national leaders need this information so that they may make decisions based on our current reality.

Attachments

Please find attached the following four congregational report worksheets and two survey questionnaires which you are requested to complete and **submit online by March 31, 2016**:

- Form A0 - Congregation Update
- Form A1 - Information about the People who are Members
- Form A2 - Information about the Congregation's Financial Stewardship
- Form A3 - Information about your Congregation's Programming
- Form Q1 – Stewardship Questionnaire
- Form Q2 – Communication Questionnaire

Detailed instructions for completing online reporting and for Forms A1, A2, and A3 are also attached.

Form A0 - Congregation Update

Form A0 indicates the contact information (mailing address, phone, fax, email, website, etc.) currently stored in the databases used by synodical and national offices. Please review and update this information for your congregation.

Note: Please ensure that the contact information is updated for the church leaders elected at your congregation's annual meetings taking place in early 2016. Information on other congregational contacts should also be for those serving in 2016.

Find A Church.ca

Previously, a section of the Parochial Reports pertained to updating information for the online searchable congregational database. In 2015, this information was moved over to <http://www.findachurch.ca/>.

To keep this information as up to date as possible, please visit [findachurch.ca](http://www.findachurch.ca/) and review the information for your congregation. If updates are required, please use the link at the bottom of your congregation's page (look for the text: Update and Correct) to submit changes. If you are unable to access your congregation's information on this site, please email info@elcic.ca.

Submitting Reports

After completing the four worksheet forms and two survey questionnaires noted above and ensuring that the information is accurate, we request that you enter your data into the online version of these forms located on the ELCIC website at www.elcic.ca. You are able to save your work and return to it later. Although several people at your congregation may fill out the different worksheets and questionnaires, we would ask that one person be responsible for entering all the information online and submitting it to the national office.

Remember to print out a copy for your records. Once you have checked your work, please send it to the national office by hitting the "Submit" button. Closing and saving your work does not submit the forms to

us, you must choose the “Submit” button. *The online reports will be available on the website on February 16, 2016.*

To guide you through this process, please see the attachment “*Instructions for Completing the Online Parochial Reports*” that have been provided in this package. You will also require the online password and user name provided on Form A0.

Have Questions?

Additional copies of the forms and the instructions can be downloaded from www.elcic.ca. On the home page, under the “Resources” tab, choose the ‘Parochial Reports’ option. If you have any questions about how to fill in the forms, email Barb Wiebe at bwiebe@elcic.ca or call toll-free at 1.888.786.6707 ext 177 (in Winnipeg, 984.9177).

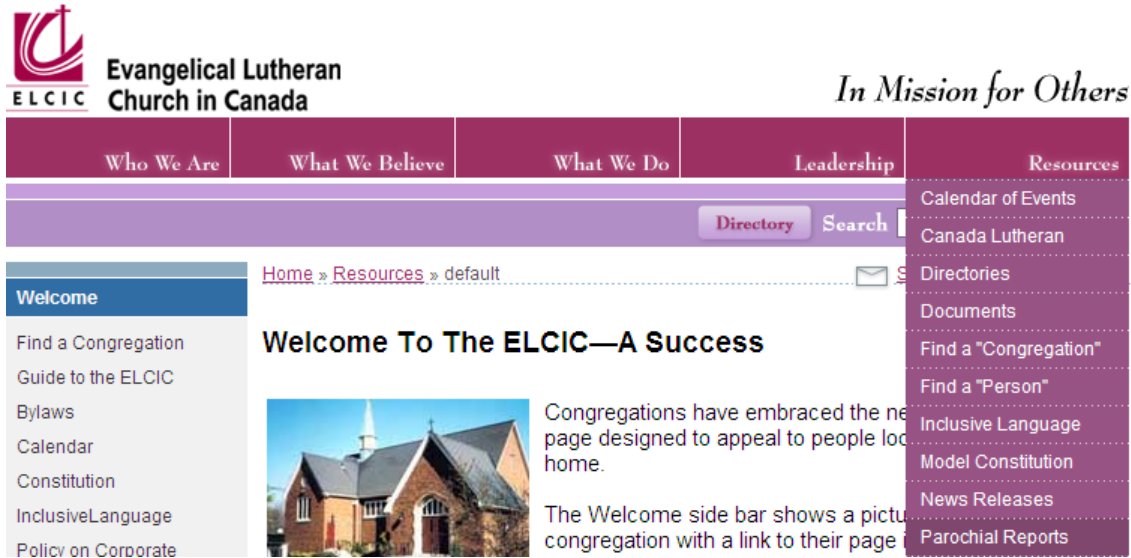
If you are having technical difficulties with the online reporting process, contact Rick Natividad at rnatividad@elcic.ca or call toll-free at 1.888.786.6707 ext 191 (in Winnipeg, 984.9191).

Please include your congregation name and number in all communication with the national office to ensure a timely response.

INSTRUCTIONS FOR COMPLETING THE ONLINE PAROCHIAL REPORTS

The online parochial reports will be available on the ELCIC website on February 16, 2016. At any time during data entry and before submitting your reports, you can save your work and return to it later. Click on the “Save as Draft” button.

1. Go to the ELCIC website at www.elcic.ca and on the home page under the “Resources” tab, choose “Parochial Reports.”



2. Under the option for “Online Parochial Reports”, click on the [Link to Online Parochial Reports](#) (Password Restricted).

Online Parochial Reports
– [Link To Online Parochial Reports](#). (Password Restricted)

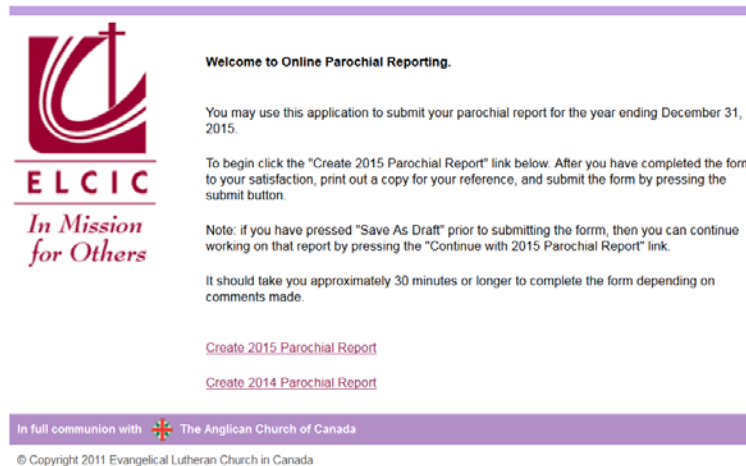
3. Enter your user name and password which can be found on “Form A0 – Find A Congregation Update” that was included in this annual report package. Note that the password is case sensitive.



- You will then be prompted to change your password. Enter your old password (password that was provided on Form A0) in the old password field, and then enter a new password in the new password field. Again enter your new password in the confirm password field, and click on the submit button. If successful, you will be notified that your password change has been submitted, and you will be redirected to the start of the Welcome to Online Parochial Reporting” page.



- After reading the instructions provided on the “Welcome to Online Parochial Reporting” screen, click on the link to “Create 2015 Parochial Report” to begin entering your information.



- On the next screen that will appear, please read the ‘Online Parochial Reporting – General Instructions’ before starting. On Form A-1 Membership, please remember to click on the button “Set Previous Numbers” to bring forward the ending numbers for baptized and confirmed members from the previous report. Please fill in all boxes.
- On each screen, you will find a floating tool bar with five “Form #” buttons and a “Next Page” button which will enable you to move forward and back through each screen. To go back to a previous screen, click on the “Form #” button for that page. The “Save As Draft” button will allow you to save your work and return to it later.



- Once you have completed your data entry, click on the “Preview & Submit” button to print out a copy of your reports. Once you are on the Preview and Submit screen, a “Submit” button will appear on the right side of the floating tool bar. Click on the “Submit” button to send the online reports to our office. Note that the “Save As Draft” button will not send the reports to the national office. You need to click on the “Submit” button to send the reports to us.



CONGREGATION _____ **NAME** _____ **CITY** _____ **PROVINCE** _____
 Congregational Code No.: _____ Synod: _____

INFORMATION ABOUT THE PEOPLE WHO ARE MEMBERS

1. **Membership as of December 31, 2014**
Important: These totals must match the totals last reported
2. **New members received during 2015**
 - a. By baptism: children (15 yrs and younger)
 - b. By baptism: adults (16 yrs and older)
 - c. By affirmation of faith from responsibility or adherent list
 - d. By transfer from ELCIC member congregations
 - e. By transfer/affirmation of faith from Anglican or other Lutheran congregations
 - f. By affirmation of faith from non-Lutheran congregations
 - g. Statistical adjustment
 - h. TOTAL members received during 2015 (2a through 2g)
3. **Members who affirmed their baptism through confirmation during 2015**
4. **Members removed during 2015**
 - a. By death
 - b. By transfer to other ELCIC congregations
 - c. By transfer to other Lutheran or Anglican congregations
 - d. To non-Lutheran congregations
 - e. To responsibility list (inactive members)
 - f. Statistical adjustment
 - g. TOTAL members removed during 2015 (4a through 4f)
5. **TOTAL Membership - December 31, 2015 (1 + 2h + 3 - 4g)**
6. **Responsibility list and adherent List**
 - a. Responsibility list (members but not active)
 - b. Adherent list (active but not members)
7. **Communing members**
 Members who communed at least once this year
8. **Total number of each service held during 2015**
 - a. Sunday worship services _____
 - b. Weekday worship services _____
 - c. Services with Holy Communion _____
 - d. Average worship attendance each week _____
9. **Households** - Number in total membership _____
10. **Multipoint parish**, - how many points made up the parish in 2015? _____

	BAPTIZED	CONFIRMED
1.	1.	1.
2a.		
2b.		
2c.		
2d.		
2e.		
2f.		
2g.		
2h.	2h.	2h.
3.		3.
4a.		
4b.		
4c.		
4d.		
4e.		
4f.		
4g.	4g.	4g.
5.		

	UNBAPTIZED	BAPTIZED	CONFIRMED
a.			
b.			

	CONFIRMED	UNCONFIRMED

11. **Person years** - How many person years of employment were supported by the congregation in 2015?
 - a. For rostered leadership _____
 - b. For all other salaried positions _____
12. **Vacancy in rostered positions**
 - a. Vacant positions at December 31, 2015? _____
 - b. If any vacancy in rostered leadership was experienced during the year, what was the duration of the vacancy in months? _____

Submit by March 31, 2016. Enter information online at www.elcic.ca by choosing on the home page under "Resources", the "Parochial Reports" link. Need help with this form? Visit www.elcic.ca, "Resources", "Parochial Reports" for detailed instructions, or email bwiebe@elcic.ca or call toll free 1.888.786.6707, ext 177 (in Winnipeg 984-9177), Monday through Friday from 8:30 a.m. to 4:30 p.m. CST.



EVANGELICAL LUTHERAN CHURCH IN CANADA
CONGREGATIONAL REPORT FOR THE YEAR ENDING DECEMBER 31, 2015

FORM A2

CONGREGATION _____
 NAME CITY PROVINCE
 Congregational Code No.: _____ Synod: _____

BENEVOLENCE COMMITMENT FOR 2016 \$ _____ .00

INFORMATION ABOUT THE CONGREGATION'S FINANCIAL STEWARDSHIP

10. Receipts during 2015

- a. Regular giving \$ _____ .00
- b. Special giving (including memorial gifts) \$ _____ .00
- c. Earned income (interest, dividends, rentals, etc.) \$ _____ .00
- d. Grants and program assistance \$ _____ .00
- e. Cash borrowed \$ _____ .00
- f. Other receipts \$ _____ .00
- g. **TOTAL receipts (10a through 10f)** \$ _____ .00

11. Disbursements during 2015

LOCAL

- a. Current operating expenses \$ _____ .00
- b. Capital improvements \$ _____ .00
- c. Debt retirement (both principal and interest) \$ _____ .00

BENEVOLENCE

- d. ELCIC regular (Funds remitted to your Synod for use in the Synod and ELCIC) \$ _____ .00
- e. ELCIC directed gifts (Funds remitted to your Synod designated for a specific use) \$ _____ .00
- f. \$ _____ .00
- g. Canadian Lutheran World Relief (CLWR) (Funds remitted to your Synod designated for CLWR) \$ _____ .00
- h. Gifts to Other Registered Charities \$ _____ .00
- i. **TOTAL disbursements (11a through 11h)** \$ _____ .00

12. Assets as of December 31, 2015

- a. Church buildings and land \$ _____ .00
- b. Church furnishings and equipment \$ _____ .00
- c. Parsonage(s) and land \$ _____ .00
- d. Other real estate \$ _____ .00
- e. Endowment and memorial funds \$ _____ .00
- f. Cash, savings, bonds, etc. \$ _____ .00
- g. Other assets \$ _____ .00
- h. **TOTAL assets (12a through 12g)** \$ _____ .00

13. TOTAL indebtedness \$ _____ .00

14. Bequests received during 2015

- a. Number of bequests received (estimate if necessary) _____
- b. Total value of bequests received \$ _____ .00

Pastor or Interim Pastor _____

Office Secretary _____

Congregation Chairperson _____

Submitted by _____ Date _____

(Please print)

Submit by March 31, 2016. Enter information online at www.elcic.ca by choosing on the home page under "Resources", the "Parochial Reports" link. Need help with this form? Visit www.elcic.ca, "Resources", "Parochial Reports" for detailed instructions, or email bwiebe@elcic.ca or call toll free 1.888.786.6707, ext 177 (in Winnipeg 984-9177), Monday through Friday from 8:30 a.m. to 4:30 p.m. CST.



EVANGELICAL LUTHERAN CHURCH IN CANADA
CONGREGATIONAL REPORT FOR THE YEAR ENDING DECEMBER 31, 2015

FORM A3

CONGREGATION _____
 NAME _____ CITY _____ PROVINCE _____
 Congregational Code No.: _____ Synod: _____

INFORMATION ABOUT YOUR CONGREGATION'S PROGRAMMING

Please report the numbers of pupils in each age grouping in your program. Estimate if necessary.
 Please use whole numbers not percentages (%), fractions or words.

PUPILS

Age Group	Sunday School	Vacation Bible School	Weekday	Confirm	Other
Nursery Class (age 3)					
Kindergarten (age 4 & 5)					
Grade 1					
Grade 2					
Grade 3					
Grade 4					
Grade 5					
Grade 6					
Grade 7					
Grade 8					
Grade 9					
Grade 10					
Grade 11					
Grade 12					
Adults					
Totals					

LEADERS

Program	
Sunday School	
Vac. Bible School	
Weekday	
Confirm	
Other	
Totals	

CURRICULUM USED

Materials Used (include title, author, publisher and/or source where practical)	Class groupings and programs which used this material

Submit by March 31, 2016. Enter information online at www.elcic.ca by choosing on the home page under "Resources", the "Parochial Reports" link.
 Need help with this form? Visit www.elcic.ca, "Resources", "Parochial Reports" for detailed instructions, or email bwiebe@elcic.ca or call toll free 1.888.786.6707, ext 177 (in Winnipeg 984-9177), Monday through Friday from 8:30 a.m. to 4:30 p.m. CST.



EVANGELICAL LUTHERAN CHURCH IN CANADA
CONGREGATIONAL REPORT FOR THE YEAR ENDING DECEMBER 31, 2015

FORM A3

CONGREGATION

NAME _____

CITY _____

PROVINCE _____

Congregational Code No.: _____ Synod: _____

INFORMATION ABOUT YOUR CONGREGATION'S PROGRAMMING - CONTINUED

Please indicate whether the following ministries or groups are active in your congregation. (Check all that apply)

Ministries or Groups

Men's	
Women's	
Mixed Adult	
Children's Play or Day Care	
Youth	
Young Adult	
Senior's	
Refugee Sponsorship	
Food Bank/Community Feeding Programs	
Leadership Development	
Music – specify groups that practise or lead _____	
Workshops – specify _____	
Other – specify _____	

Please indicate the community ministries that are actively supported by your congregation. (Check all that apply.)

Community Ministries

Breakfast/Lunch Programs in our school(s)	
Boys & Girls Clubs	
Youth Drop-in	
Meals on Wheels	
Day Programs for Seniors	
12 Step Recovery Programs	
Other – specify _____	

In response to the action of National Convention Motion NC-2011-22, ([see http://www.elcic.ca/In-Convention/2011-Saskatoon/documents/2011ConventionMinutes.pdf](http://www.elcic.ca/In-Convention/2011-Saskatoon/documents/2011ConventionMinutes.pdf)), please summarize your congregation's participation in relationship-building activities with Indigenous and non-Indigenous peoples.

Submit by March 31, 2016. Enter information online at www.elcic.ca by choosing on the home page under "Resources", the "Parochial Reports" link. Need help with this form? Visit www.elcic.ca, "Resources", "Parochial Reports" for detailed instructions, or email bwiebe@elcic.ca or call toll free 1.888.786.6707, ext 177 (in Winnipeg 984-9177), Monday through Friday from 8:30 a.m. to 4:30 p.m. CST.



Congregation Name: _____

City: _____ Province: _____

Congregational Code No.: _____ Synod: _____

Stewardship Questionnaire

1. Which of the following applies to your congregation? (Select one)
 - The pastor is responsible for all stewardship initiatives.
 - A lay person is responsible for all stewardship initiatives.
 - We have an active stewardship committee.
 - There is no one in our congregation responsible for stewardship initiatives.

2. Which of the following stewardship programs did your congregation use last year? Select all that apply.

<ul style="list-style-type: none"> <input type="checkbox"/> "Giving" magazine/accompanying resources <input type="checkbox"/> "Consecration Sunday" <input type="checkbox"/> A yearlong stewardship program <input type="checkbox"/> Other: Specify _____ 	<ul style="list-style-type: none"> <input type="checkbox"/> Every member visit <input type="checkbox"/> A program developed by your congregation <input type="checkbox"/> None
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3. Does your stewardship ministry include a focus on giving time and talent in addition to financial giving? Yes No

4. Does your congregation:
 - Ask members to make an annual written financial pledge or commitment? Yes No
 - Actively promote planned giving? Yes No
 - Regularly thank members for their contribution to the ministry of the church? Yes No
 If you answered yes to the last question, please indicate how?
 - Through a public thank you event A mailed thank you Regular reports
 - Other: Specify _____

5. Did your congregations hold an ELCIC Praise Appeal Sunday in 2015? Yes No

6. What feedback would you like to share with us with regarding this national appeal? _____

7. Does your congregation support mission opportunities outside of your congregation (not including benevolence to your synod or the National Office)? Yes No

 If yes, what percentage of your budget supports these opportunities? _____%

8. What percentage of your members utilize Pre-Authorized Payments (PAP) or Pre-Authorized Remittance (PAR)? _____%

9. Is stewardship education included as a part of the following activities?
- | | | | |
|---------------------------|--|----------------------|--|
| Sunday school | <input type="checkbox"/> Yes <input type="checkbox"/> No | Sermons | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| New-member orientation | <input type="checkbox"/> Yes <input type="checkbox"/> No | Newsletter | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Confirmation | <input type="checkbox"/> Yes <input type="checkbox"/> No | Once a year emphasis | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Youth/adult study classes | <input type="checkbox"/> Yes <input type="checkbox"/> No | Worship | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Council meetings/retreats | <input type="checkbox"/> Yes <input type="checkbox"/> No | Other: | _____ |

10. Has your congregation:
- Been in contact with your Synod Stewardship Consultant or Conference Stewardship Resource Contact in the past three years? Yes No
If no, why not? _____
 - Used the services of the Synod stewardship consultant or conference stewardship resource person in the past three years? Yes No
If no, why not? _____

11. Each year the National Church sends out a package of stewardship materials, which include the "Giving" Magazine and accompanying resources. Does your congregation use these materials?
- Yes
– Please indicate how: _____
– How useful to you find these resources? Not Useful Somewhat Useful Very Useful
- No – Please indicate what would make these resources more useful to your congregation. Are there other resources that would be more helpful? _____

12. As a part the ELCIC's *Stewardship of Creation* initiative, has your congregation taken steps to become a "greening congregation"? Yes No
- If yes, please give examples.

13. Over the past three years has your congregation experienced:
- An increase in total giving A decrease in total giving About constant total giving

14. What factors do you believe have affected this giving? (Describe)
- _____
- _____

15. Do you believe your congregation has a clear sense of its mission? Yes No

16. What is the best way the ELCIC's synods and the National Office can best assist you and your congregation in promoting and improving education about stewardship? (Select all that apply.)
- | | |
|--|--|
| <input type="checkbox"/> Provide resources on stewardship (such as the current stewardship resource package) | <input type="checkbox"/> Improved stewardship materials/programs |
| <input type="checkbox"/> Training events about stewardship | <input type="checkbox"/> Receiving a regular stewards newsletter |
| <input type="checkbox"/> Assistance from a synod stewardship consultant | <input type="checkbox"/> Improved teaching of stewardship in seminaries |
| <input type="checkbox"/> Improved stewardship web site | <input type="checkbox"/> Provide tips in E-Communique and on social media sites such as Facebook and Twitter |
| <input type="checkbox"/> Other (Describe below) | |
- _____
- _____

17. Is your congregation planning to participate in the ELCIC Reformation Challenge? Yes No

If no, why not? _____

If yes, in what areas? (Please indicate the amount your congregation is committed to assisting with beside each initiative)

Planting Trees: \$ _____

Scholarships for ELCJHL Schools: \$ _____

Refugee Sponsorship: \$ _____

LWF Endowment: \$ _____

18. Is there anything else you would like to share with us about your congregation's stewardship initiatives?

Thank you for completing this questionnaire!



Congregation Name: _____

City: _____ Province: _____

Congregational Code No.: _____ Synod: _____

Communication Questionnaire

1. Are you aware of the following communication tools from the National Office:

- | | | |
|---|------------------------------|-----------------------------|
| ELCIC website: www.elcic.ca | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| E-Communique newsletter | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Canada Lutheran | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ELCIC Facebook Page | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ELCIC Twitter Profile | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ELCIC Instagram Account | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

2. How often would you say you access/use the ELCIC website?

- | | |
|-------------------------------|--------------------------|
| Daily | <input type="checkbox"/> |
| Weekly | <input type="checkbox"/> |
| Monthly | <input type="checkbox"/> |
| Couple times a year | <input type="checkbox"/> |
| I don't use the ELCIC website | <input type="checkbox"/> |

3. If you use the ELCIC website, what would you say you most commonly use it for?

4. Is there anything you would like to share with us about the ELCIC website?

5. Do you and/or your congregation receive a copy of the E-communicue newsletter? Yes No
If no, please provide your email address if you would like us to sign you up for the monthly newsletter:

6. Does your congregation subscribe to Canada Lutheran? Yes No
If no, why not? _____

7. What sections of Canada Lutheran do you find most helpful/interesting? What sections do you find not helpful/not interesting?

- | | | |
|-------------------------------|--|--|
| Editor's Message | <input type="checkbox"/> Helpful/Interesting | <input type="checkbox"/> Not Helpful/Not Interesting |
| Letters to the Editor | <input type="checkbox"/> Helpful/Interesting | <input type="checkbox"/> Not Helpful/Not Interesting |
| Our Church in Mission | <input type="checkbox"/> Helpful/Interesting | <input type="checkbox"/> Not Helpful/Not Interesting |
| Q&A | <input type="checkbox"/> Helpful/Interesting | <input type="checkbox"/> Not Helpful/Not Interesting |
| Practicing Our Faith | <input type="checkbox"/> Helpful/Interesting | <input type="checkbox"/> Not Helpful/Not Interesting |
| Kindling: A Bible Study | <input type="checkbox"/> Helpful/Interesting | <input type="checkbox"/> Not Helpful/Not Interesting |
| Feature Stories | <input type="checkbox"/> Helpful/Interesting | <input type="checkbox"/> Not Helpful/Not Interesting |
| Synod Sections | <input type="checkbox"/> Helpful/Interesting | <input type="checkbox"/> Not Helpful/Not Interesting |
| News from the National Office | <input type="checkbox"/> Helpful/Interesting | <input type="checkbox"/> Not Helpful/Not Interesting |
| Transitions Section | <input type="checkbox"/> Helpful/Interesting | <input type="checkbox"/> Not Helpful/Not Interesting |
| National Bishop's Message | <input type="checkbox"/> Helpful/Interesting | <input type="checkbox"/> Not Helpful/Not Interesting |

8. Would you be interested in reading *Canada Lutheran* in an online format (i.e. for a tablet device)?
 Yes No

9. Is there anything you would like to share with us about *Canada Lutheran* magazine?

10. Do you or your congregation subscribe to *Eternity for Today*? Yes No
If no, why not? _____

11. Did you know that there is an *Eternity for Today* App that allows you to receive this devotional series on your computer, smartphone device and table? Yes No

12. Is there anything you would like to share with us about *Eternity for Today*?

13. Who is primarily responsible for communication in your congregation (i.e. pastor, council chair, office administrative personnel): _____

14. Does your congregation have any of the following?

- | | | |
|--------------------------|--|------------------------------------|
| Website | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, please indicate URL: _____ |
| Regular email newsletter | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Regular print newsletter | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Facebook Page | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, please indicate URL: _____ |
| Twitter Profile | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, please profile name: _____ |
| Instagram Account | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, please profile name: _____ |

15. Are you aware that the ELCIC National Office published an Annual Report for the first time in 2014? Yes No

If yes, did you share this with members of your congregation? Yes No

If yes, is there anything you would like to share with us about this document? _____

16. What could the ELCIC National Office communication more or better about?

What communication tools would you suggest we focus on (select all that apply)?

- ELCIC website: www.elcic.ca
- E-Communique newsletter
- Canada Lutheran
- ELCIC Facebook Page
- ELCIC Twitter Profile
- ELCIC Instagram Account

Other: _____

17. What else would you like to share with us regarding communication at the National Office?

Thank you for completing this questionnaire!

INSTRUCTIONS – FORMS A1, A2 & A3 CONGREGATIONAL REPORTS

FORM A1 - INFORMATION ABOUT THE PEOPLE WHO ARE MEMBERS

1. Membership as of December 31, 2014

The membership report begins with the number of baptized and confirmed reported in your most recent parochial report.

Baptized: Include all members on your congregational roster who have been baptized. This includes *all confirmed* members.

Confirmed: Include all members who are both baptized and confirmed. This is equal to or less than the number of baptized members.

These numbers are found at the top of Form A0 Find a Congregation Update provided with this annual reports package or on your copy of the Congregation Reports submitted last year. If your congregational records do not agree with the provided numbers, use the statistical adjustment areas (h or f) to correct the values.

As you report the additions and removals to the membership list, be careful to report changes to confirmed members in both the baptized and confirmed columns.

2. New Members received during 2015

New members are added to the congregational roster by one of three methods - baptism, affirmation of faith (formal or informal) and transfer.

• 2a, 2b - Baptism

- If 15 or younger, enter in '2a) By Baptism: children', Baptized column only

- If 16 or over, enter in '2b) By Baptism: adults', both Baptized & Confirmed columns. See No. 1 above.

• 2d, 2e - Transfer

- From ELCIC cong, enter in '2d) By Transfer from ELCIC...', Baptized or Baptized & Confirmed as appropriate.

- From Anglican or other Lutheran, enter in '2e) By transfer/affirmation of faith...', Baptized or Baptized & Confirmed as appropriate.

• 2c, 2f - Affirmation of Faith

- If a former active member or regular attendee, enter in '2c. By affirmation of faith from responsibility or adherent list', Baptized or Baptized & Confirmed as appropriate.

- If from a Christian denomination other than Anglican or Lutheran, enter in '2f) Affirmation from non-Lutheran congregation', Baptized or Baptized & Confirmed as appropriate.

Remember new confirmed members must be added to the baptized roster as well as the confirmed roster.

• 2g. Statistical Adjustment

If congregational records indicate that there are more members than were previously reported on the congregational parochial report, use this space

to increase membership to the correct value.

• 2h. Total members received during 2015

- Add the baptized members received from each category reported from 2a to 2g. Report in 2h in the BAPTIZED column.

- Add the confirmed members received from each category reported from 2b to 2g. Report in 2h in the CONFIRMED column.

3. Baptized members confirmed during 2015

Enter baptized members participating in the Affirmation of Baptism (Rite of Confirmation) during the year in the CONFIRMED column.

4. Members removed during 2015

• 4 a, 4b, 4c, and 4d.

Persons who were removed from membership during the year. Losses of baptized but unconfirmed persons decrease BAPTIZED membership only. Losses of confirmed persons decrease both BAPTIZED and CONFIRMED membership.

• 4e. To responsibility list (inactive)

Persons who are no longer active members.

• 4f. Statistical adjustment

If congregational records indicate that there are fewer members than were previously reported on the congregational parochial report, use this space to decrease membership numbers to the correct value.

• 4g. Total members removed during 2015

- Add the baptized members removed from each category reported from 4a to 4f. Report in 4g in the BAPTIZED column.

- Add the confirmed members removed from each category reported from 4a to 4f. Report in 4g in the CONFIRMED column.

5. Total Membership as of December 31, 2015

- Under Baptized: Add 1, plus 2h, then subtract 4g.

- Under Confirmed: Add 1, plus 2h, plus 3, subtract 4g. *Remember confirmed members must be removed from baptized roster as well as the confirmed roster*

6. Responsibility list and adherent list

• 6a Responsibility list

Enter the total of baptized and confirmed persons (formerly active members) on your congregation's responsibility list, including those removed during the year and reported in 4e. Should the congregation not have such a list, mark "no record."

• 6b Adherent list

Enter the total of unbaptized, baptized and confirmed persons active with your congregation but not members. Should the congregation not have such a list, mark "no record."

7. Communing Members

Record the numbers of confirmed and unconfirmed members who communed at least once during the year. Should the congregation not have such records, mark "no record."

whatever category.

8. Worship Services

•8a Sunday worship services

Total the number of all Sunday congregational corporate worship opportunities (a.m. and p.m.) held during the year. Marriages and funeral services should not be included.

• 8b. Weekday worship services

Total the number of all weekday congregational worship opportunities including Lenten, Advent, Thanksgiving, etc. Include services held on Saturday. Marriages and funeral services are not included.

• 8c. Services with Holy Communion

Total all corporate communion opportunities provided for the congregation during the year.

• 8d. Average worship attendance each week

Total the number of individuals present for regularly scheduled Sunday and weekday services during the year and divide by 52. **Do not** include seasonal weekday, Advent and Lenten services, Good Friday or special services such as marriage, funeral, congregational anniversary services, etc. Estimate if necessary. Please use a whole number rather than a percentage or fraction.

9. Number of households in total membership

A household is all persons who occupy a housing unit. A housing unit is a house, an apartment, a group of rooms, or a single room providing separate living quarters for one or more persons. This figure may be estimated by using the number of addresses on the membership mailing list.

10. Multipoint parish

Enter the number of congregations in the multipoint parish as of December 31, 2015.

11. Person years

A person year is the amount of work that would employ one person for a year. A person year allows us to compare widely different employment situations easily. This is sometimes referred to as "equivalent full time" position (EFT). Here are some examples:

- Full-time for the whole year	1.0	
- Full-time for 9 months	0.75	
- Half-time for the whole year		0.5
- Full-time for whole year for a two-point parish serving each Congregation equally	0.5	

• 11a. For rostered leadership

Report all salaried and hourly employment for all rostered (ordained or diaconal) persons employed by the congregation whether they are rostered with the ELCIC or another Christian denomination.

• 11b. For all other salaried positions

Report all salaried and hourly employment for all other persons employed by the congregation in

12 Vacancy in rostered positions

• 12a. Vacant positions at December 31, 2015?

If your congregation was without any rostered (ordained or diaconal) pastor on December 31st, enter the number one, whether or not the congregation was currently involved in the call process.

• 12b. If any vacancy in rostered leadership was experienced in the year, what was the duration of the vacancy in months?

Enter the number of months for each rostered (ordained or diaconal) positions that experienced vacancy during the year.

FORM A2 - INFORMATION ABOUT THE CONGREGATION'S FINANCIAL STEWARDSHIP

Please report only those monies **received** and/or **disbursed** by the treasurer of the congregation. Please report amounts in the detail requested according to the categories on the report. Please check your arithmetic. Please verify the totals against the congregation's yearly cash flow statement. THANKS!

Benevolence Commitment for 2016

Indicate your congregation's budgeted commitment for benevolence to your synod for the 2016 year.

10. Receipts during 2015

•10a. Regular giving

Include envelope offerings for current operating expenses, regular benevolence, building fund and debt retirement; loose offerings; church school offerings; payments on previous years' pledges.

• 10b. Special giving

Include memorial gifts, special gifts from living donors and contributions to special ELCIC benevolence, the ELCIC Praise Appeal, Canadian Lutheran World Relief, etc.

• 10c. Earned income

Include such items as interest, dividends and rentals. Also include here income received from other programs operated by the congregation including fundraising activities or child care facilities that are not separately incorporated.

• 10d. Grants and assistance

Include all grants and assistance received from the synod or other church wide agencies or from other sources including government, foundations, and other charitable organizations.

• 10e. Cash borrowed

Record the total amount borrowed in 2015 in the name of the congregation, whether or not the money was entered into the congregation's treasury. Sources of loans may be the Church Extension Capital Fund (CECF), lending institutions, individuals, other.

- **10f. Other receipts**

Include such items as funds transferred to the congregation's treasury from the principal of endowment and memorial assets; contributions given by congregational organizations for the support of current operating expenses, including ordinary repair and replacement items. Bequests received during the year should be reported on line 14b.

- **10g. Total receipts**

Total of 10a-f. This equals all receipts for the year.

11. Disbursements during 2015

- **11a. Current operating expenses**

Include disbursements for program expenses for learning (such as church school curriculum and supplies), worship/music, witness and service ministries; staff travel allowance and other travel; youth and adult activities; staff expenses, including salaries, housing, pension and honoraria; office expenses, including supplies, printing, telephone and postage; general expenses, including heat, light, water, sewage, cleaning, maintenance, insurance and taxes.

- **11b. Capital improvements**

Include expenditures for church edifice; educational unit; parsonage(s); other real estate; equipment (but not to replace worn, obsolete or damaged items). All funds paid for capital improvements, both out of the building fund and out of money borrowed, are reported here.

- **11c. Debt retirement**

Include both principal and interest payments.

- **11d. ELCIC regular benevolence**

All money remitted to the SYNOD for benevolence in support of the Synod and the ELCIC.

- **11e. ELCIC directed gifts**

Money remitted to the SYNOD for special causes, for example, Global Mission sponsorship, Canadian Mission sponsorship, ELCIC Praise Appeal.

- **11f. Blank**

No information required here.

- **11g. Canadian Lutheran World Relief**

Money remitted to the SYNOD designated for CLWR or money sent directly to CLWR.

- **11h. Gifts to Other Registered Charities**

Include here all disbursements not noted above given to other registered charities **not** affiliated with the ELCIC.

- **11i. Total disbursements**

Total of 11a-h. This amount equals all disbursements for the year. NOTE: This is a total of **ALL** disbursements not just of the benevolence categories.

12. Assets as of December 31, 2015

Show real estate assets in terms of insurable **replacement** value on buildings and market value of land to nearest one hundred dollars (\$100). **THESE VALUES SHOULD BE REVIEWED ANNUALLY.**

- **12a. Church buildings and land**

Include the value of the church building(s) and educational unit, whether they are attached or not.

- **12b. Church furnishings and equipment**

Include the value of all furnishings and equipment relating to the buildings reported in a above.

- **12c. Parsonage(s) and land**

If owned by more than one congregation, indicate the proper proportionate value on the report of each congregation involved and write "shared" before the dollar value.

- **12d. Other real estate**

Real estate not included in 12a or c above. The valuation of property should be on a replacement basis.

- **12e. Endowment and memorial funds**

Endowment consists of securities, or cash held in trust by the church council. Securities should be stated at their market value as of the end of the year. To these amounts the cash in the endowment fund as of the end of the year is to be added. Only principal funds expressly for endowment of the congregation or of some phase of its program are to be reported here.

- **12f. Cash, savings, bonds, etc**

Include cash on hand from the regular operation account. Also include funds being held for improvements, new buildings, new equipment, etc. which were raised in cash and are in hand but not yet expended. Include securities and investments other than for endowment. Securities should be stated at their market value as of the end of the year. Include a bank overdraft here as a negative number.

- **12g. Other assets**

Include any other assets not reported elsewhere.

- **12h. Total assets**

Total of 12a-g. This figure will not match the total assets from the congregation's balance sheet for the yearend as real estate assets on the balance sheet are recorded at historical cost.

13. Total indebtedness as of December 31, 2015

Include all financial obligations for which the congregation is liable, e.g., all mortgages, loans, notes, liens, unpaid/overdue taxes and interest and unpaid bills as of the end of the year. This figure should match the total liabilities from the congregation's balance sheet for the yearend.

14. Bequests received during 2015

NOTE: A bequest is a gift received from a deceased person through his/her will. *Memorial gifts are not bequests –please include them in 10b.*

•14a. Number of bequests received

Indicate the **NUMBER** of individual bequests received. *Include only those where the transfer of the gift was completed in the year.* Estimate if necessary.

•14b. Total value of bequests received

Indicate the total *received* **VALUE** of bequests received in year.

FORM A3 – INFORMATION ABOUT YOUR CONGREGATION’S PROGRAMMING

PROGRAM CATEGORIES

• Sunday Church School

Your congregation’s main educational program for all ages no matter what day of the week the classes are held. Sunday church school records are usually based on a September to June program year rather than the calendar year. Use the enrollment and attendance records of the September through December quarter of the present program year.

• Vacation Bible School (VBS)

Educational and fellowship activities for all ages held during the summer months. If you participate in an ecumenical or co-operative church school then record only the number of leaders and pupils from your congregation.

• Weekday

Educational and fellowship programs for all ages that are supplemental to the main educational program. If your Sunday school meets on weekday in place of Sunday, please use the Sunday column to report participation.

• Confirmation

Educational and fellowship programs that are part of a program of preparation for affirmation of baptism or confirmation.

• Other

Report other educational and fellowship activities sponsored by the congregation that does not fit into any of the previous categories.

LEADERS

For each program category - Sunday school, Vacation Bible School, Weekday, Confirmation and Other – record the number of people participating as leaders. You can count all people who played a significant role in leading or organizing the educational or fellowship activity.

PUPILS

Report enrollment for each age grouping on the form.

• Nursery to Grade 12

Please do not lump groupings together even if your church school uses different class groupings. Estimate if necessary.

•Adults

Adult Education is an important part of the life of a congregation. Please report all forms of education - Bible Study, Discussion Groups, Learning Groups, Support Groups, etc.

CURRICULUM USED

List the primary materials used in your congregation’s program. Include as much detail as practical. This may include the title, author(s), publisher and/or source. Indicate which class groupings and program used the material.

MINISTRIES OR GROUPS

Check off from the list provided on Form A3 all the ministries or groups that are active in your congregation.

COMMUNITY MINISTRIES

Check off from the list provided on Form A3 all the community ministries that are actively supported by your congregation.

INDIGENOUS AND NON-INDIGENOUS PEOPLES

On Form A3, summarize your congregation’s participation in relationship-building activities with Indigenous and non-Indigenous peoples.

SUBMISSION OF FORMS

Deadline for submission is **March 31, 2016**.

Once you have reviewed and checked the information recorded on your worksheets for accuracy, the information should be submitted online at the ELCIC website. On the home page at www.elcic.ca, under the ‘Resources’ tab, choose “Parochial Reports” to access the online reporting link.

To guide you through the online process, please see the attachment “Instructions for Completing the Online Parochial Reports”. You will also need the online password and user name provided on Form A0.

You will be able to save your work and go back to it later. Remember to print out a copy for your records. Although several people may fill out the different worksheet forms, we would ask that one person be responsible for entering all the information online and submitting it to the national office.

For further information on completing the congregational parochial reports contact the national office of the ELCIC. For questions on completing the form, contact:

Barb Wiebe at bwiebe@elcic.ca or call toll-free 1.888.786.6707, ext 177 (in Winnipeg 984.9177)

For technical difficulties with the online process or if you have misplaced or forgotten your online password, contact:

Rick Natividad at rnatividad@elcic.ca or call toll-free 1.888.786.6707, ext 191 (in Winnipeg 984.9191)