

FILING INSTRUCTIONS

Your completed form must be submitted by March 1, 2025. We encourage you to file online.

Online filing

If you have access to the internet, please file the Annual Congregation Report Form A online. To access the system—which will open by mid-January—go to [ELCA.org/congregationreport](https://elca.org/congregationreport). You will need your congregation ID and password, both printed in the letter you received in early January. If you don't have this letter, contact research@elca.org.

As you are completing the report, your data will save automatically after you click the “Save and Continue” button at the bottom of each screen. You can also access different portions of the report by clicking on Table of Contents in the upper left corner and selecting the section you need to access. If you are not able to enter all of the data in one sitting, you can come back to enter new data or update data you have already entered.

Please DO NOT click the “Final Submit” button until your data is complete and correct. You will not be able to make changes to your data after you click the “Final Submit” button. Please enter the name and email address of the person who completed the report and click the “Final Submit” button. This will submit your data including any congregation contact information updates you made. A copy of your report will be sent to the email address provided.

Paper filing

If you cannot file electronically, please download and print a copy of Form A from [ELCA.org/reportinstructions](https://elca.org/reportinstructions). Alternately, you can request a copy of Form A, containing information unique to your congregation, by emailing us at research@elca.org. Be sure to include your congregation ID, name, and location. If you'd like a paper copy mailed to you (not emailed), please include the mailing address.

When you have completed your report, please mail it to your synod office. You can find your synod's address by going to [ELCA.org/about/synods](https://elca.org/about/synods) and using the Find Your Synod drop-down tool. Remember to keep a copy of the completed form for your records before returning the original.

INSTRUCTIONS FOR REVIEWING CONTACT INFORMATION

If you are filing online, you will have the opportunity to view the current contact information your congregation has on file with the churchwide organization. If you need to make any corrections, please do so through this online system. If you are filing on paper, please write in the correct information on your form.

In addition to your congregation's phone, FAX, email and website, please review both the location and mailing addresses.

Location address: This address indicates the physical location of the congregation's place of worship. Please do not use a description such as “Main Street at 2nd Avenue.”

Mailing address: Your congregation's mailing address may be different from your location address, so please review it for accuracy.

Click the “Final Submit” button at the very end of your data report to forward any updates to the Office of the Secretary.

INSTRUCTIONS FOR FORM A

1. Baptized membership at end of 2023:

Baptized members are those persons who have been received by the Sacrament of Holy Baptism in this congregation or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.

This figure is taken from your congregation's last filed report. If it does not accurately reflect the membership at the end of 2023, please use item 2e to make adjustments to the number of additions and item 3c to make adjustments to the number of removals.

2. Baptized members received during 2024:

- a. By baptism: Children (15 years and younger). Record the number of children baptized, whether or not their parents were members.
- b. By baptism: Adults (16 years and older).
- c. By affirmation of faith:
 - Baptized people received into membership by the congregation who are NOT transferring from another ELCA or non-ELCA congregation.
 - People who had been removed from the membership roll previously and were reinstated this year.
 - Baptized youth whose parents are not members and who are received into membership with their own consent and that of a parent/guardian.
- d. By transfer: All people who were received from ELCA or non-ELCA congregations with a letter of transfer.
- e. From other sources and statistical adjustment: Any persons received in a manner other than those listed above. Also, if this congregation received additional baptized members in previous years (e.g., through baptism, affirmation of faith, or transfer) and these were not recorded, record them here.
- f. Total members received this year. Report the total of 2a through 2e. If you are submitting your data online, this will automatically total for you.

3. Baptized members removed during 2024:

- a. By death: Record the number of all baptized members who died in 2024.
- b. By transfer: Record the number of those who asked for their membership to be transferred to another ELCA or non-ELCA congregation.
- c. For other reasons and statistical adjustment: Record the number of members removed due to their own request, inactivity, discipline, or other reason. If this congregation removed baptized members in previous years for any reason, and these were not recorded, record them here.
- d. Total members removed this year. Report the total of 3a through 3c. If you are submitting your data online, this will automatically total for you.

4. Baptized membership, end of 2024:

Line 1 + 2f – 3d = 2024 membership. If you are submitting your data online, this will automatically total for you. Please adjust your 2024 baptized membership by adjusting data entered in 2a through 2e and 3a through 3c.

5. Total confirmed membership, end of 2024:

Confirmed members are baptized persons who have previously been confirmed in this congregation, those who have been received by adult baptism, those received by transfer as confirmed members from other Lutheran congregations, or those older youth or adults received by affirmation of faith. This number should be less than or equal to baptized membership.

6. Number of baptized youth who were confirmed in 2024:

This refers to people who participated in the confirmation rite this year.

7. Number of weeks worshipping:

- a. The number of weeks during which services were held on-site in 2024.
- b. The number of weeks during which services were held online in 2024.

8. Average weekly worship attendance in 2024: This figure is the average number of people participating in all weekly worship services at this congregation. It should not include attendance at Thanksgiving, Christmas Eve or Good Friday, or special services such as weddings, funerals or midweek Lenten or Advent services (unless you hold midweek services throughout the year). Estimate if necessary. Report whole numbers only.

- a. On-site worship: Total number of people, including children and non-members, physically present for regularly scheduled on-site Sunday and regularly recurring weekday services (e.g., every Saturday, Wednesday), divided by the number of weeks during which services were held on-site this year (line 7a).
- b. Online worship: If your streaming platform provides viewership statistics, use those numbers for the seven-day period following the service. If not, consider

using this or a similar formula that reflects the makeup of your congregation's households: Total number of devices connected to each livestreamed worship service plus the number of views or downloads of recorded services during a seven-day period following the service, multiply that sum by two, then divide by the number of weeks during which online services were held this year (line 7b). If this figure does not make sense for your context, please estimate to the best of your ability.

9. Total number of people actively participating in the life of the congregation in 2024: Count anyone, including children and non-members, who actively participates in worship, Bible study, choir, youth events, Christian education, volunteers for service opportunities, etc. Do not count groups that use the church building (e.g., Alcoholics Anonymous; Scouts) unless they are otherwise participating in the life of the congregation. Do not count members who may not be active participants.

10. Race/ethnic origin of active participants: The TOTAL must equal active participants on line 9.

This is not an exact count but an informed estimate. The number should reflect the participant's self-identification of race and ethnic origin as much as possible. "Multiracial" is provided for people of mixed race/ethnicity. This information is collected to monitor progress toward the ELCA's goal of authentic diversity (i.e., its ethnic and racial diversity when compared to the demographic data of its community or territory; ELCA Constitution 5.01.D16).

The information collected in items 11-12 is used for the "Find a Congregation" feature on the ELCA website.

11. Languages: List the languages in which this congregation regularly conducts liturgies (make 1 the most-used language, 2 the next most-used language, etc.). Do not include languages used for special services or by other congregations using the building.

12. Disability access: Please mark all assistance/programming that this congregation provides to people with disabilities.

13-18. See the Financial Stewardship Worksheet for specific descriptions of what each line-item includes.

CONGREGATIONAL LEADERSHIP DIRECTORY

This directory identifies your congregation's lay leaders so they can receive important information from the ELCA churchwide organization. It should be kept up-to-date throughout the year to ensure that the right people are receiving these communications. You will receive more specific information about updating this directory in spring 2025.