

# Congregation Profile 2009



## General Information *Please fill in all relevant information.*

**Profile For:** (Check One)  Church  Mission **Location Type** \_\_\_\_\_ (see page 4 for location types)

Name Of Church/Mission \_\_\_\_\_ Ethnicity \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_ Web Site \_\_\_\_\_

Mailing Address (St., PO Box No.) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Street Add. (Physical Add. or "911" Add. - do not use PO box) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

County \_\_\_\_\_ Association \_\_\_\_\_

## Primary Mission's Sponsor Information *If Mission Is Sponsored:*

Sponsor Name \_\_\_\_\_

Mailing Address (St., PO Box No.) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ SBC ID Sponsor \_\_\_\_\_

## ACP Statistical Profile *Please fill in all relevant information. (instructions on page 3 and 4)*

### Member Information

1. Total Membership \_\_\_\_\_
2. Resident Mem. \_\_\_\_\_
3. Total Baptisms \_\_\_\_\_
  - a. Ages Birth - 5 \_\_\_\_\_
  - b. Ages 6 - 8 \_\_\_\_\_
  - c. Ages 9 - 11 \_\_\_\_\_
  - d. Ages 12 - 17 \_\_\_\_\_
  - e. Ages 18 - 29 \_\_\_\_\_
  - f. Ages 30 - 59 \_\_\_\_\_
  - g. Ages 60 & Up \_\_\_\_\_
4. Other Additions \_\_\_\_\_
5. New Mem. Training \_\_\_\_\_
6. Year Organized \_\_\_\_\_
7. Year Pastor Came \_\_\_\_\_
8. AM Wor. Serv. Att. \_\_\_\_\_
9. C-Type Miss. Started \_\_\_\_\_
10. C-Type Miss. Oper. \_\_\_\_\_
11. Lost/Unchurched: yes=1 / no=0
12. Ass. Miss. on % Basis: yes=1 / no=0
13. Intercessory Prayer: yes=1 / no=0

### Program Information

14. Total SS Enrollment \_\_\_\_\_
  - a. Ages Birth - 5 \_\_\_\_\_
  - b. Ages 6 - 11 \_\_\_\_\_
  - c. Ages 12 - 17 \_\_\_\_\_
  - d. Ages 18 - 24 \_\_\_\_\_
  - e. Ages 25 - 34 \_\_\_\_\_
  - f. Ages 35 - 54 \_\_\_\_\_
  - g. Ages 55 - 64 \_\_\_\_\_
  - h. Ages 65 and Up \_\_\_\_\_
  - i. General Officers \_\_\_\_\_
  - j. Other Bible Study \_\_\_\_\_
15. SS Avg. Wkly. Att. \_\_\_\_\_
16. SS Not Cong. Mem. \_\_\_\_\_
17. Vac. Bible School \_\_\_\_\_
18. Total DT enrollment \_\_\_\_\_
  - a. Total Preschool (0-5) \_\_\_\_\_
  - b. Total Children (6-11) \_\_\_\_\_
  - c. Total Youth (12-17) \_\_\_\_\_
  - d. Total Adult (18-up) \_\_\_\_\_
19. Total Music Enroll. \_\_\_\_\_
  - a. Ages 3 - 5 \_\_\_\_\_
  - b. Ages 6 - 11 \_\_\_\_\_

- c. Ages 12 - 17 \_\_\_\_\_
- d. Ages 18 & Up \_\_\_\_\_
- e. Other Music Grps. \_\_\_\_\_
20. Missions Proj. Part. \_\_\_\_\_
  - a. Local Comm. \_\_\_\_\_
  - b. State \_\_\_\_\_
  - c. US/Canada \_\_\_\_\_
  - d. International \_\_\_\_\_
21. Total WMU Enroll. \_\_\_\_\_
 

Check here if NO WMU program

  - a. Ages Birth - 5 \_\_\_\_\_
  - b. Ages 6 - 11 \_\_\_\_\_
  - c. Ages 12 - 17 \_\_\_\_\_
  - d. Ages 18 & Up \_\_\_\_\_
  - e. WMU Lead. Team \_\_\_\_\_
  - f. WMU Missions \_\_\_\_\_
22. Total Bro. Enroll. \_\_\_\_\_
  - a. Ages 6 - 11 \_\_\_\_\_
  - b. Ages 12 - 17 \_\_\_\_\_
  - c. Ages 18 & Up \_\_\_\_\_
  - d. Miss. Action Grps. \_\_\_\_\_
23. Other Miss. Educ. \_\_\_\_\_

### Financial Information

24. Total Receipts \_\_\_\_\_
  - a. Undesignated Gifts \_\_\_\_\_
  - b. Designated Gifts \_\_\_\_\_
  - c. Other Receipts \_\_\_\_\_
25. Total Mission Exp. \_\_\_\_\_
  - a. Cooperative Program \_\_\_\_\_
  - b. Assoc Missions \_\_\_\_\_
  - c. State Missions \_\_\_\_\_
  - d. Annie Armstrong \_\_\_\_\_
  - e. Lottie Moon \_\_\_\_\_
  - f. Other SBC Miss. Exp. \_\_\_\_\_
  - g. Non SBC Miss. Exp. \_\_\_\_\_
26. Cong. Property Value \_\_\_\_\_
27. Cong. Debt \_\_\_\_\_

### Misc. Information

28. Church Literature \_\_\_\_\_
29. Ong. Bible Study \_\_\_\_\_





# Congregation Profile Instructions

## Survey 2009

### ACP Item Information

#### Member Information

**1. Total Membership** The total members should be the total of both Resident Members and Nonresident Members added together. Do NOT include in Items 1 and 2 persons who are members of any church-type missions which your congregation may be sponsoring. (These members should appear on the Congregation Profile (CP) completed by the church-type mission.)

**2. Resident Membership** Resident members are those members who live close enough to your congregation to attend. Do NOT include members from any church-type missions which your congregation may be sponsoring. (These members should appear on the Congregation Profile (CP) completed by the church-type mission.)

**3. Total Baptisms** Total number of baptisms during the 2008-2009 associational year. (Add Items 3a through 3g.)

**a-g.** Ages Number of people, by Age groups, who were baptized.

**4. Other Additions** Number of people who became members of your congregation by ways other than baptism (letter of transfer, statement) during the 2008-2009 reporting year.

**5. New Member Training** Total number of persons of all ages who participated in any class, group, or individual study for new members of your congregation at any time during the year. Resources used may have included: *Taking the Next Step, Survival Kits, Basics for New Baptists, Now That I'm a Christian*, or any other resource for new members.

**6. Year Organized** What year did your congregation begin (constitute) for the first time as a church? If you are a church-type mission, what year did you organize as a mission?

**7. Year Pastor Came** In what year did your current pastor start work at your congregation? If your congregation does NOT presently have a pastor, leave this item blank. Do not count as pastor someone who is just preaching until the congregation finds a pastor.

**8. AM Worship Service Attendance** The average number of persons in Sunday morning (or primary) worship service(s). If weekly attendance was not kept, then give attendance for the last Sunday of 2008-2009 reporting year.

**9. Church-Type Missions Started** Number of church-type missions that your congregation started during the year (2008-2009) and your congregation is the primary sponsor (that guides or gives help). A church-type mission is defined as a body of baptized believers having a distinct identity that meets regularly for worship, engages in Bible study and evangelism, and provides opportunity for stewardship and fellowship but has not yet constituted as a church.

**10. Church-Type Missions Operating** Number of church-type missions that are still active, no matter when you started them and your congregation is the primary sponsor (include those from item 9 as appropriate). Please see that a Congregation Profile (CP) is completed for each one you sponsor.

**11. Lost/Unchurched** Does your congregation have an intentional plan for reaching the lost and unchurched in your community? The plan may include such activities as regular evangelistic visitation, special events, targeted mailings, special study/ministry groups, etc.

**12. Associational Missions on % Basis** Does your congregation give a specified percentage of its budget or undesignated gifts to associational missions?

**13. Intercessory Prayer** Does your congregation have an ongoing ministry of intercessory prayer?

#### Program Information

**14. Total SS Enrollment** Total number of all persons enrolled in the Sunday School (SS) ministry or any similar ongoing strategy, including small groups and cell groups (j). Base enrollment on the last regular meeting of the 2008-2009 reporting year. **Add Items 14a through 14j below.** Include officers and teachers in the totals. Persons should be counted in the total enrollment (14a-14j) only one time.

**a. Ages Birth-5** Number of babies/children, kindergarten and under. Include workers. Also include home visitation ministries to preschoolers, such as First Contact, Cradle Roll, etc.

**b. Ages 6-11** Number of children, 6-11 years of age or grades 1-6. Include workers.

**c. Ages 12-17** Number of youth, 12-17 years of age or grades 7-12. Include workers.

**d. Ages 18-24** Number of young adults, 18-24 years of age (or high school graduation through 24 years of age). Include workers. Also include any ministry to adults (of any age) who are away for extended periods of time, such as the Adults Away program.

**e. Ages 25-34** Number of young adults, 25-34 years of age. Include workers.

**f. Ages 35-54** Number of adults, 35-54 years of age. Include workers.

**g. Ages 55-64** Number of adults, 55-64 years of age. Include workers.

**h. Ages 65 and Up** Number of adults, 65 years of age and over. Include workers. Also include any ministry to homebound adults, such as the Sunday School Homebound program.

**i. General Officers Number of Sunday School** general officers (or persons involved in the administrative duties) who are not already counted elsewhere in the Sunday School enrollment. Include pastor and staff as appropriate.

**j. Other Bible Study** Number of persons enrolled in other ongoing Bible study groups not included above (14a-14i). These include cell groups, study groups such as apartment and other multi-housing Bible study classes, and ongoing Bible study for special groups (such as Special Education classes, Sunday Schools held at various times/places, etc.). If an enrollment figure is not kept, please give the best estimate of the *total number* of persons who attend on a regular basis.

**15. Sunday School Weekly Average** Average number of persons attending Sunday School (Item 14a through 14j) during the 2008-2009 reporting year.

#### 16. Sunday School Not Congregation

**Members** Number of persons (10 years of age and older) enrolled in Sunday School (Item 14 Above) who are not members of any local congregation.

**17. Vacation Bible School** Number of persons who were enrolled in your congregation's Vacation Bible School. Do NOT include VBS enrollments from any church-type missions which your congregation may be sponsoring. (These enrollments should appear on the Congregation Profile (CP) completed by the church-type mission.)

**18. Total DT Enrollment** Total number of all persons (counted only once) who participate in one or more Discipleship Training studies, activities, or groups. Include

workers. This number includes both ongoing/continuous groups and short term activities. Persons should be counted only once regardless of how many studies in which they participated.

**a.** Total Preschool (0-5) Number of preschool children (kindergarten and under) who participate in one or more Discipleship Training studies, activities, or groups. Include workers. This number includes both ongoing/continuous groups and short term activities. Persons should be counted only once regardless of how many studies in which they participated.

**b.** Total Children (6-11) Number of children (6-11 years of age or grades 1-6) who participate in one or more Discipleship Training studies, activities, or groups. Include workers. This number includes both ongoing/continuous groups and short term activities. Persons should be counted only once regardless of how many studies in which they participated.

**c.** Total Youth (12-17) Number of youth (12-17 years of age or grades 7-12) who participate in one or more Discipleship Training studies, activities, or groups. Include workers. This number includes both ongoing/continuous groups and short term activities. Persons should be counted only once regardless of how many studies in which they participated.

**d.** Total Adult (18-up) Number of adults (18 years of age or high school graduation and over) who participate in one or more Discipleship Training studies, activities, or groups. Include workers. This number includes both ongoing/continuous groups and short term activities. Persons should be counted only once regardless of how many studies in which they participated.

**19. Total Music Enrollment** Total participants in Music Ministry. Persons may be counted more than once (counted for each group in which they participated). Base enrollment on the last regular meeting of the reporting year. Add items 19a through 19e to get Total Music Enrollment.

**a. Ages 3-5** Number of choir members, 3-5 years of age, plus all leaders, accompanists, and age-group coordinators.

**b. Ages 6-11** Number of choir members, 6-11 years of age, plus leaders, accompanists, and agegroup coordinators.

**c. Ages 12-17** Number of choir members, 12-17 years of age, plus leaders, accompanists, and age group coordinators.

**d. Ages 18 & up** Number of choir members, 18 years of age (or high school graduate) and over, plus leaders, accompanists. Include members of any separate senior adult choirs. Include music director, church pianist, and church organist.

**e. Other Music Groups** Number of persons who participate in handbells (includes choir chimes groups), vocal ensembles, and instrumental group(s), plus leaders and accompanists.

**20. Missions Projects Participants** Number of individuals (males and females) in your congregation who gave of their time to physically participate in mission projects (such as World Changers, Acteens Activators, Volunteer Connection, construction, church planting, evangelism, Bible clubs, surveys, etc.). This does NOT include making migrant and/or prisoner packets, giving money to mission projects, etc. The mission

projects may have been sponsored by your church, association, state convention, or SBC entity. They may have been conducted within your community, your state (province), the United States and its territories, Canada, or other countries. Persons may be counted more than once (counted for each mission project in which they participated) and this should be reflected in the TOTAL. Add Items 20a-d to get the Total.

**a. Local Community** Number of persons (males and females) from your congregation who participated in missions projects conducted *in your local community*.

**b. State** Number of persons (males and females) from your congregation who participated in missions projects conducted within your state (province), but outside of your congregation's local community.

**c. US/Canada** Number of persons (males and females) from your congregation who participated in missions projects conducted within the United States and its territories or Canada, but outside of your state (province).

**d. International** Number of persons (males and females) from your congregation who participated in missions projects conducted outside the United States, its territories, and Canada.

**21. Total WMU Enrollment** Total number of WMU members and leaders enrolled. Base enrollment on the last regular meeting of the 2008-2009 reporting year. WMU enrollment includes members and leaders of Mission Friends, Girls in Action, Children in Action, Acteens, Youth on Mission, Women on Mission including Sisters Who Care, Adults on Mission, WMU officers, and persons engaged in ongoing missions involvement sponsored by WMU other than through WMU age-level organizations. Add Items 21a through 21f.

*\*If no WMU program, please use age breakout.*

**a. Ages Birth-5** Number of members, 5 years of age and under enrolled in Mission Friends. Include the leaders in the number.

**b. Ages 6-11** Number of persons, 6-11 years of age or grades 1-6 enrolled in Girls in Action or Children in Action (a missions organization for both girls and boys in grades 1-6). Include the leaders in the number.

**c. Ages 12-17** Number of persons, 12-17 years of age or grades 7-12 enrolled in Acteens or Youth on Mission (a missions organization for both girls and boys in grades 7-12). Include the leaders in the number.

**d. Ages 18 & Up** Number of persons, 18 years of age (or high school graduation) and over, enrolled in Women on Mission (include leaders) or Adults on Mission (a missions organization for both women and men ages 18 and above).

**e. WMU Lead Team** Number of WMU leadership team members only. All age-level leaders should be included in the above age-level totals. Leadership team members include: WMU director, assistant WMU director, WMU congregation-wide missions coordinator, a representative from each age-level organization (WMU coordinator, Acteens directors, Girls in Action director, Mission Friends director).

**f. WMU Missions** Number of Persons engaged in ongoing missions involvement sponsored by WMU other than through WMU age-level organizations. Include ongoing activities such as small groups with a missions focus and ongoing ministries.

**22. Total Brotherhood Enrollment** Total number of all persons enrolled in the Brotherhood Activities. (These are now under the leadership of the North American Mission Board.) Base enrollment on the last regular meeting of the associational year. This is the total of Items 22a through 22d.

**a. Ages 6-11** Number of children, 6-11 years of age or grades 1-6 enrolled in ongoing brotherhood activities, such as Lad Royal Ambassadors, Crusader Royal Ambassadors, or coed MissionKids (a coeducational approach to missions activities for children). Include workers such as counselors, RA director, and RA Committee members.

**b. Ages 12-17** Number of youth, 12-17 years of age or grades 7-12, enrolled in ongoing Brotherhood activities (study, fellowship, or missions activities), such as Challengers or World Changers (co-ed youth). Include leaders.

**c. Ages 18 & up** Number of men, 18 years of age (or high school graduation) and over, enrolled in ongoing Brotherhood activities, such as Baptist Men/ Men's Ministry who meet regularly for study and fellowship. Include officers/leaders.

**d. Mission Action Groups** Number of individuals (males and females) involved in ongoing mission action groups (i.e., witness, prayer, disaster relief, lay renewal, lay-led revivals, Experiencing God, weekend retreats, construction teams, medical teams, etc.).

**23. Other Mission Education** Total number of individuals (males and females) enrolled in ongoing mission education programs/activities other than WMU or Brotherhood.

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## Financial Information

Please round all dollar amounts to the nearest dollar. This is not a financial report. It is just a report that deals with facts and numbers for the associational year. Expenditures (money spent) may include some money left over from last year. All the money received and all the money spent doesn't have to balance. Note that many TOTALS are not the sum of other items.

**24. Total Receipts** Total amount of all monies received by the congregation (undesignated gifts, designated gifts, and other receipts).

**a. Undesignated Gifts** Total amount of all undesignated gifts given by individuals to the congregation. Undesignated receipts are those gifts which the congregation decides how the money will be spent (by use of its budget or some other means). This would probably include regular budget offerings as well as loose monies received in the collection plate.

**b. Designated Gifts** Total amount of all designated gifts given by individuals to the congregation for a specific use. Designated receipts are those gifts which the giver, not the congregation decides how the money will be spent. Examples of designated gifts include special offerings designated to Lottie Moon Christmas Offering, Annie Armstrong Easter Offering, State Missions, building funds, debt retirement, or any other offering or gift designated for a specific use.

**c. Other Receipts** Amount of money that comes from ways other than gifts. The money may be income from rentals, day schoolor kindergarten fees, savings, pastoral aid, parking fees, etc. It should not include gifts from people. Gifts from people should be reported as either undesignated or designated gifts.

**25. Total Mission Expenditures** Total amount of all designated and undesignated funds given by the congregation to any/all mission causes (Southern Baptist and other mission causes) by the congregation. This includes monies given to: Southern Baptist Church-type missions; any associational, state convention or Southern Baptist or non-Southern Baptist mission cause. (Item 25 should be equal to or larger than the sum of items a-g.)

**a. Cooperative Program** Total amount of money given through the Cooperative Program.

**b. Associational Missions** Total amount of money given to Associational Missions.

**c. State Missions** Total amount of money given to the North Carolina Missions Offering (State Missions Offering).

**d. Annie Armstrong** Total amount of money given to the Annie Armstrong Easter Offering for North American Missions.

**e. Lottie Moon** Total amount of money given to the Lottie Moon Christmas Offering for International Missions.

**f. Other SBC Mission Expenditures** Total amount of money given by your congregation to other Southern Baptist Convention mission causes (those not reported in Items a-e above). This includes monies given to Southern Baptist church-type missions; to any associational, state convention, or Southern Baptist Convention ministries; or to any other SBC mission cause. Only report monies given to SBC mission causes (monies given to non-Southern Baptist Convention mission causes should be reported in Item g).

**g. Non SBC Missions Expenses** Total amount of money given to non-Southern Baptist Convention mission causes by your congregation.

**26. Cong. Property Value** Total value of all property owned by the congregation. This may include property owned by the congregation for a pastor's home, a church-type mission, or any other property owned by the congregation. Use realtor's current estimate of replacement value if possible.

**27. Cong. Debt** Total amount of money that this congregation owed at the end of the 2008-2009 associational year. Be sure to include monies owed for the purchase of congregational property, congregational furniture, mission property, pastor's home, or any other debt from monies borrowed by the congregation.

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## Misc. Information

**28. Church Literature** Amount of monies paid by your congregation for church literature during 2008-2009 reporting year. Church literature includes study materials for leaders and learners in all Bible study groups. Sunday School, Discipleship Training, leadership training, mission education, Vacation Bible School, and bulletins. Do NOT include in this amount paid for printed or recorder music, record forms, or supplies.

**29. Ong. Bible Study** Total number of new ongoing, intentionally evangelistic Bible study groups/units (e.g. Sunday School classes, home Bible studies, cell groups, work-place Bible studies, multi-housing missions, or campus Bible studies) started by your congregation during the 2008-2009 reporting year. Also include all such new units related to church plants sponsored by your congregation.

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**Location Types (A-J)** Choose one of the statements below that best tells where your congregation is located. Put the appropriate letter (A through J) on the line.

A- Open country/Rural area: A place away from a village, town, or city. Most church members live in the country.

B- Village: A place (up to 499 people) with open country around it, not near or next to a town or city.

C- Town: A place (500 to 2,499 people) with open country around it, not near or next to a city.

D- Small City: A place that has 2,500 to 9,999 people.

E- Medium City/Downtown: A place that has 10,000 to 49,999 people - home and factory areas between downtown area and outside areas.

F- Medium City/Neighborhood: A place that has 10,000 to 49,999 people - home and factory areas between downtown area and outside areas.

G- Medium City/Suburbs: A place that has 10,000 to 49,999 people - outside areas near older areas of city. Often new home areas are right at city line. These areas may or may not be within city limits.

H- Large City/Downtown: A place that has 50,000 or more people - central business or main store area.

I- Large City/Neighborhood: A place that has 50,000 or more people - home and factory areas between downtown area and outside areas.

J- Large City/ Suburbs: A place that has 50,000 or more people - outside areas near older areas of city. Often new home areas are right at city line. These areas may or may not be within city limits.

# Biographical Information Please fill in all relevant information.

## Congregational Leaders

- Please list persons for the NEW associational year (2009-2010).
- List preferred title if different than given title.
- Please circle appropriate salutation for all persons (Dr, Rev, Mr, Mrs, Ms, or Miss).
- Please give zip codes and telephone numbers (including area codes) along with the person's address. Give the address where the person desires to receive mail. Also, where possible, give the e-mail address for the individual.

### For congregational staff positions:

- Be sure to indicate whether the position is volunteer or paid (part-time or full-time). A volunteer director is a person who leads the program and receives no regular salary from the congregation. A full-time minister is a person who works full-time for the congregation and receives a regular salary from the congregation. A staff member is considered part-time if they receive a part-time salary from the congregation.

- Be sure to indicate whether ministers are licensed, ordained, or bivocational.
- If one person occupies more than one staff position, put his/her name in each place on the form. (For example, one person may serve as both Minister of Education and Minister of Youth. That person's name/address should be put in both places).
- If two people occupy a staff position, put one person's name in the appropriate place on the form and put the second person's name in the space labeled "Additional Information." DO NOT put Mr & Mrs on the name line. List each separately.
- If your congregation employs any professional staff member(s) not listed on the form, please list name, address, and title of each on the "Other Positions or Roles" section.
- Please enter the start date of when a person started serving in their role/position.

### Senior Pastor

Preferred Title: \_\_\_\_\_ Start Date: \_\_\_\_\_

- Bivocational    Licensed    Ordained    Interim

*Be sure to give your main pastor's name, address, and telephone number. If pastor is there only for a short time until your congregation finds a pastor, do NOT give his name here (Please add to other ordained ministers-part time interim-PI). Check Bivocational if your pastor is employed at another job in addition to your congregation.*

Salutation: Dr, Rev, Mr, Mrs, Ms, Miss \_\_\_\_\_ Name \_\_\_\_\_

Mailing Address (St., Rt, Box No.) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

### Person filling out this form

Preferred Title: \_\_\_\_\_ Start Date: \_\_\_\_\_

Salutation: Dr, Rev, Mr, Mrs, Ms, Miss \_\_\_\_\_ Name \_\_\_\_\_

Mailing Address (St., Rt, Box No.) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

### Associate Pastor

Preferred Title: \_\_\_\_\_ Start Date: \_\_\_\_\_

- Volunteer (Not Paid)    Part-Time (paid)    Full-Time    Ordained    Licensed    Bivocational

Salutation: Dr, Rev, Mr, Mrs, Ms, Miss \_\_\_\_\_ Name \_\_\_\_\_

Mailing Address (St., Rt, Box No.) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

### Music

Preferred Title: \_\_\_\_\_ Start Date: \_\_\_\_\_

- Volunteer (Not Paid)    Part-Time (paid)    Full-Time    Ordained    Licensed    Bivocational

Salutation: Dr, Rev, Mr, Mrs, Ms, Miss \_\_\_\_\_ Name \_\_\_\_\_

Mailing Address (St., Rt, Box No.) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

### Mission Pastor

Preferred Title: \_\_\_\_\_ Start Date: \_\_\_\_\_

- Volunteer (Not Paid)    Part-Time (paid)    Full-Time    Ordained    Licensed    Bivocational

Salutation: Dr, Rev, Mr, Mrs, Ms, Miss \_\_\_\_\_ Name \_\_\_\_\_

Mailing Address (St., Rt, Box No.) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Education**

Preferred Title: \_\_\_\_\_ Start Date: \_\_\_\_\_

 Volunteer (Not Paid)  Part-Time (paid)  Full-Time  Ordained  Licensed  Bivocational

Salutation: Dr, Rev, Mr, Mrs, Ms, Miss \_\_\_\_\_ Name \_\_\_\_\_

Mailing Address (St., Rt, Box No.) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Youth**

Preferred Title: \_\_\_\_\_ Start Date: \_\_\_\_\_

 Volunteer (Not Paid)  Part-Time (paid)  Full-Time  Ordained  Licensed  Bivocational

Salutation: Dr, Rev, Mr, Mrs, Ms, Miss \_\_\_\_\_ Name \_\_\_\_\_

Mailing Address (St., Rt, Box No.) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Children**

Preferred Title: \_\_\_\_\_ Start Date: \_\_\_\_\_

 Volunteer (Not Paid)  Part-Time (paid)  Full-Time  Ordained  Licensed  Bivocational

Salutation: Dr, Rev, Mr, Mrs, Ms, Miss \_\_\_\_\_ Name \_\_\_\_\_

Mailing Address (St., Rt, Box No.) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Preschool**

Preferred Title: \_\_\_\_\_ Start Date: \_\_\_\_\_

 Volunteer (Not Paid)  Part-Time (paid)  Full-Time  Ordained  Licensed  Bivocational

Salutation: Dr, Rev, Mr, Mrs, Ms, Miss \_\_\_\_\_ Name \_\_\_\_\_

Mailing Address (St., Rt, Box No.) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Recreation** *Minister of Recreation (Director of Activities) is the person most responsible for recreational activities (fellowships, socials, sports, drama, camps, etc.).*

Preferred Title: \_\_\_\_\_ Start Date: \_\_\_\_\_

 Volunteer (Not Paid)  Part-Time (paid)  Full-Time  Ordained  Licensed  Bivocational

Salutation: Dr, Rev, Mr, Mrs, Ms, Miss \_\_\_\_\_ Name \_\_\_\_\_

Mailing Address (St., Rt, Box No.) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Church Secretary**

Preferred Title: \_\_\_\_\_ Start Date: \_\_\_\_\_

 Volunteer (Not Paid)  Part-Time (paid)  Full-Time*Your congregation may have more than two secretaries. If so, give the names of the secretaries who handle most congregational matters*

Salutation: Dr, Rev, Mr, Mrs, Ms, Miss \_\_\_\_\_ Name \_\_\_\_\_

Mailing Address (St., Rt, Box No.) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Church Secretary**

Preferred Title: \_\_\_\_\_ Start Date: \_\_\_\_\_

 Volunteer (Not Paid)  Part-Time (paid)  Full-Time

Salutation: Dr, Rev, Mr, Mrs, Ms, Miss \_\_\_\_\_ Name \_\_\_\_\_

Mailing Address (St., Rt, Box No.) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Media Library Director** Preferred Title: \_\_\_\_\_ Start Date: \_\_\_\_\_

Volunteer (Not Paid)  Part-Time (paid)  Full-Time

*Person responsible for all the library work. Your congregation may use another name, such as librarian, for this person.*

Salutation: Dr, Rev, Mr, Mrs, Ms, Miss \_\_\_\_\_ Name \_\_\_\_\_

Mailing Address (St., Rt, Box No.) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

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**Church Organist** Preferred Title: \_\_\_\_\_ Start Date: \_\_\_\_\_

Volunteer (Not Paid)  Part-Time (paid)  Full-Time

Salutation: Dr, Rev, Mr, Mrs, Ms, Miss \_\_\_\_\_ Name \_\_\_\_\_

Mailing Address (St., Rt, Box No.) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

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**Church Pianist** Preferred Title: \_\_\_\_\_ Start Date: \_\_\_\_\_

Volunteer (Not Paid)  Part-Time (paid)  Full-Time

Salutation: Dr, Rev, Mr, Mrs, Ms, Miss \_\_\_\_\_ Name \_\_\_\_\_

Mailing Address (St., Rt, Box No.) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

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**Sunday School Leader** Preferred Title: \_\_\_\_\_ Start Date: \_\_\_\_\_

Volunteer (Not Paid)  Part-Time (paid)  Full-Time

Salutation: Dr, Rev, Mr, Mrs, Ms, Miss \_\_\_\_\_ Name \_\_\_\_\_

Mailing Address (St., Rt, Box No.) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

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**Discipleship Training Leader** Preferred Title: \_\_\_\_\_ Start Date: \_\_\_\_\_

Salutation: Dr, Rev, Mr, Mrs, Ms, Miss \_\_\_\_\_ Name \_\_\_\_\_

Mailing Address (St., Rt, Box No.) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

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**Brotherhood Leader** *Enter RA director if you have RAs but no Brotherhood director.*

Preferred Title: \_\_\_\_\_ Start Date: \_\_\_\_\_

Volunteer (Not Paid)  Part-Time (paid)  Full-Time

Salutation: Dr, Rev, Mr, Mrs, Ms, Miss \_\_\_\_\_ Name \_\_\_\_\_

Mailing Address (St., Rt, Box No.) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

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**Embrace Women's Ministry or Woman's Missionary Union (WMU) Leader** *Please choose your Women's Ministry.*  Embrace  WMU

Preferred Title: \_\_\_\_\_ Start Date: \_\_\_\_\_

Volunteer (Not Paid)  Part-Time (paid)  Full-Time

Salutation: Dr, Rev, Mr, Mrs, Ms, Miss \_\_\_\_\_ Name \_\_\_\_\_

Mailing Address (St., Rt, Box No.) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

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**Deacon Chairperson** Preferred Title: \_\_\_\_\_ Start Date: \_\_\_\_\_  
Salutation: Dr, Rev, Mr, Mrs, Ms, Miss \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address (St., Rt, Box No.) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

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**Church Treasurer** Preferred Title: \_\_\_\_\_ Start Date: \_\_\_\_\_  
Salutation: Dr, Rev, Mr, Mrs, Ms, Miss \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address (St., Rt, Box No.) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

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**Stewardship Chairperson** *The Stewardship Chairperson may also be known as Budget Chairperson, Finance Committee Chairperson, etc.*  
Preferred Title: \_\_\_\_\_ Start Date: \_\_\_\_\_  
Salutation: Dr, Rev, Mr, Mrs, Ms, Miss \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address (St., Rt, Box No.) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

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**Evangelism Council** *Give the name and address of the Chairperson of the Congregation's Evangelism Council.*  
Preferred Title: \_\_\_\_\_ Start Date: \_\_\_\_\_  
Salutation: Dr, Rev, Mr, Mrs, Ms, Miss \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address (St., Rt, Box No.) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

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**Missions Development Director/Chairperson** *The Missions Development Committee may also be known as the Mission Committee.*  
Preferred Title: \_\_\_\_\_ Start Date: \_\_\_\_\_  
Salutation: Dr, Rev, Mr, Mrs, Ms, Miss \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address (St., Rt, Box No.) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

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**Church Clerk** Preferred Title: \_\_\_\_\_ Start Date: \_\_\_\_\_  
Salutation: Dr, Rev, Mr, Mrs, Ms, Miss \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address (St., Rt, Box No.) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

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**Prayer Ministry Coordinator** Preferred Title: \_\_\_\_\_ Start Date: \_\_\_\_\_  
Salutation: Dr, Rev, Mr, Mrs, Ms, Miss \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address (St., Rt, Box No.) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

# Other Ordained Ministers

Use this part to enter the names and addresses of ordained persons who have NOT been listed above in Congregational Leaders. (If you need space for additional names, include them in the space labeled "Additional Information"). Give the address where they would prefer to receive denominational business mail. Be sure to give the correct code which indicates their present status.

Use the correct codes after the name of each ordained minister.

Codes are:

- PI Part-time, interim (for a short time)
- CH Chaplain (military, hospital, factory, institution, etc.)
- EM Evangelist - Music
- EP Evangelist - Preaching
- R Retired

- I Inactive
- AW Associational Worker
- SW State Worker (person working in any Southern Baptist state agency or institution)
- CW Convention Worker (person working for North American Mission Board, International Mission Board, SBC seminary, or any SBC agency)
- O Other church-related work (seminary student, teacher of Bible, etc.)

## Ordained Minister

Title \_\_\_\_\_ Code \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address (St., Rt, Box No.) \_\_\_\_\_ Start Date: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

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## Ordained Minister

Title \_\_\_\_\_ Code \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address (St., Rt, Box No.) \_\_\_\_\_ Start Date: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

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## Ordained Minister

Title \_\_\_\_\_ Code \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address (St., Rt, Box No.) \_\_\_\_\_ Start Date: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

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# Other Positions or Roles *For additional positions, please use a separate sheet of paper.*

Position \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address (St., Rt, Box No.) \_\_\_\_\_ Start Date: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

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Position \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address (St., Rt, Box No.) \_\_\_\_\_ Start Date: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

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Position \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address (St., Rt, Box No.) \_\_\_\_\_ Start Date: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

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Position \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address (St., Rt, Box No.) \_\_\_\_\_ Start Date: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

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Contact your association for your user name and password.  
To enter online, go to:  
<http://askned.ncbaptist.org>

Ask  
North Carolina Electronic Database **NEED**

**If you have any questions or concerns, please contact:**

**Russell Schwab**  
[rschwab@ncbaptist.org](mailto:rschwab@ncbaptist.org)  
**(800) 395-5102 ext. 5582**

**Judy Autry**  
[jautry@ncbaptist.org](mailto:jautry@ncbaptist.org)  
**(800) 395-5102 ext. 5592**



**North Carolina Baptists**  
*Caring. Sharing. Daring.*

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