



EVANGELICAL LUTHERAN CHURCH IN CANADA THE CONGREGATIONAL REPORTS - 2011

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. Congregational, 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 three questionnaires which you are requested to complete and **submit by March 31, 2012**:

- 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 - Worship Questionnaire
- Form Q3 - Call to Spiritual Renewal Questionnaire

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

Form A0 - Congregation Update

The home page of the ELCIC national website, www.elcic.ca, receives approximately 5,000 hits a month. Some of these people are looking for a church to visit, worship with or join. 'Find a Congregation', an option under the "Resources" tab on the ELCIC's homepage, allows your congregation to share relevant information with this audience. The 'Congregation Update' form ensures that your congregation's information on the ELCIC website is current.

This form also checks that the contact information (mailing address, phone, fax, email, website, etc.) stored in the databases used by synodical and national offices are accurate. Form A0 enclosed with this package shows the current information for your congregation ready for editing and revision. While you are updating this form, it would also be a good time to ensure that your congregation has submitted an image of your church for this area on the website. If you have not submitted an image, or if you would like to update your congregation's picture on the website, please provide a hard copy photo with your form or email matividad@elcic.ca a jpeg of the image you would like displayed.

Submitting Reports

After completing the four worksheet forms and the three 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 worksheet forms, 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 January 24, 2012.***

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.

Need More Answers?

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 matividad@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.