



# CONGREGATIONAL REPORT WORKSHEET

This worksheet is for those who prefer to work on paper before filling out the online report or for those who are planning to submit the report outside of the online system (*see directions on last page*).

## INTRODUCTION

For the purposes of this report, the working definition of a ‘congregation’ is broader than that of an established parish. A congregation is “a unique worshiping community where the Word is preached, and the sacraments are celebrated.” In the past, some congregations have not reported when they could have because they assumed that they needed to be fully independent. If you are not sure whether your worshiping community is a ‘congregation’ please reach out to your diocesan administrator. You can also find more information on the reporting process here: [www.acna.org/help](http://www.acna.org/help)

There are five sections to the Congregational Report: Contact, Membership, Worship, Stewardship, and Ministry. You can use this document as a worksheet and then fill in the results for your congregation online, or you can send the completed report to the provincial office by mail, email, or fax.

## CONTACT

1. Name of Congregation:
2. Mailing Address:  
(street, city, state, zip)
3. Meeting Address:  
(street, city, state, zip)
4. Congregation Email:
5. Congregation Phone Number:
6. Congregation Website:
7. Year of Founding:

8. What is the name of the person responsible for ministry to children (0-12 years old)?
9. Email address of children's ministry contact:
10. What is the name of the person responsible for ministry to youth (13-18 years old)?
11. Email address of youth ministry contact:
12. What is the name of the person responsible for international missions support?
13. Email address of the international missions support contact:
14. What is the name of the Sr. Warden (or equivalent)?

*Sr. Warden is a title that some congregations use for the person who leads the congregation's vestry/board/parish council or holds the title/position of senior lay leader.*

15. Phone number of the Sr. Warden (or equivalent)?
16. Email address of the Sr. Warden (or equivalent)?
17. What is the name of the Treasurer?
18. Email address of the Treasurer?

## MEMBERSHIP

19. Do you currently have a supporting Parent Congregation?

*For our purposes, an active Parent-Daughter Congregation relationship requires a dependency (financial, staffing, facilities, etc.) between the founding and planted congregation. Answer 'No' if there is not a current dependency.*

20. If "Yes," list the Parent Congregation's name, city, and state:

21. Do you currently have a supported Daughter Congregation?

22. If "Yes" list the Daughter Congregation's name, city, and state:

23. Number of ordained ACNA Priests (active in ministry, both paid and non-stipendiary) in your congregation:

24. Number of ordained ACNA Deacons (active in ministry, both paid and non-stipendiary) in your congregation:

25. Total church membership as of December 31, 2024:

26. *If applicable*, what was the total number of adult, confirmed communicants in good standing in your congregation on December 31, 2024?

*This question is optional for many congregations. If you are unsure if this applies to your congregation, please reach out to your diocesan office.*

## WORSHIP

27. What was your Average Principal Service Attendance (APSA) in 2024?

*For most congregations this total will be the average attendance of their Sunday service(s). (e.g., 8:30am traditional language & 11:00am contemporary). For those churches who have a principal service on a different day of the week, this service should also be included (e.g., 6pm Saturday Night Eucharist). This should include children in attendance even if those children only attend a nursery or a portion of the service. Please include Christmas Eve and Christmas services in this total.*

28. On average, how many individual children (0-12 years old) participate in any weekly church activities?

29. On average, how many individual youth (13-18 years old) participate in any weekly church activities?

30. Number of Baptisms (0-18 years old) in 2024:

31. Number of Baptisms (19+ years old) in 2024:

32. Number of Confirmations (0-18 years old) in 2024:

33. Number of Confirmations (19+ years old) in 2024:

34. Total number of Reaffirmations in 2024:
35. Total number of Receptions in 2024:
36. Number of Marriages performed by clergy in your congregation in 2024?
37. Number of funerals (i.e., Services of Christian Death and Burial, *BCP 2019*) performed by clergy in your congregation in 2024?

## STEWARDSHIP

38. Are your finances handled by a parent congregation?

*Some congregations have their finances handled by a parent congregation that will also be reporting. In the interest of not having duplicate reporting, only parent congregations need to report financial statistics.*

*If you answered "Yes" to this question you can skip the 'Stewardship' section.*

39. Operating Income for 2024:

*The total income used for operations including fulfilled pledges, plate, regular offerings; as well as principal or interest from savings and trusts used for operations.*

40. Non-Operating Income for 2024:

*This includes capital funds and other non-operating designated funds.*

41. How much, if any, of your savings or reserve accounts were used as Operating Income in 2024?

42. Operating Income given to your Diocese in 2024:

43. What is the total dollar amount given to missions (domestic and international) in 2024?

44. Did your congregation complete a financial inspection (e.g., audit, review, or agreed-upon procedures engagement) in 2024?

45. Does your congregation own its own worship facility?

*Ownership includes either fully owned or in process through a mortgage loan*

46. Projected Operating Income for 2025:

47. Projected giving to your Diocese 2025:

48. Projected total dollar amount given to missions (domestic and international) in 2025:

## MINISTRY

49. How many Cross-Cultural Workers/Missionaries did your church support financially and/or through prayer this year?

*If you are supporting a couple or family (including those whose home church is another congregation). Please include each individual in the total. (i.e., St. John's supports Mr. and Mrs. Smith and their three children as missionaries in Uganda. They also support Mr. Jones, a missionary in Asia. St. John's total would be 6)*

50. How many of those Cross-Cultural Workers/Missionaries have been sent out from your church with a long-term partnership?

*The previous question asked about the total number of missionaries a congregation supports including those raised up from within their congregation, and those whose home church is another congregation. This question is asking about which of those missionaries have been raised up from within your congregation. A "long-term partnership" is defined as a worker whose intention is to remain overseas for at least three years.*

51. In which countries do your congregation have mission partnerships?

Afghanistan, Albania, Algeria, Argentina, Australia, Azerbaijan, Bangladesh, Belize, Bolivia, Brazil, Burundi, Cambodia, Cameroon, Central African Rep, Chad, Chile, China, Colombia, Democratic Republic of the Congo, Costa Rica, Croatia, Cuba, Czech Republic, Dominican Republic, Ecuador, Egypt, El Salvador, Ethiopia, France, Gabon, Germany, Ghana, Greece, Guatemala, Haiti, Honduras, Hungary, Iceland, India, Indonesia, Iran, Iraq, Ireland, Israel, Italy, Ivory Coast, Jamaica, Japan, Jordan, Kazakhstan, Kenya, South Korea, Kuwait, Kyrgyzstan, Latin America (Region), Laos, Lebanon, Liberia, Libya, Madagascar, Malawi, Mali, Mexico, Mongolia, Morocco, Mozambique, Myanmar, Namibia, Nepal, Netherlands, New Zealand, Nicaragua, Niger, Nigeria, Norway, Oman, Pakistan, Panama, Papua New Guinea, Paraguay, Peru, Philippines, Poland, Portugal, Qatar, Romania, Russia, Rwanda, Saudi Arabia, Senegal, Serbia, Sierra Leone, Singapore, Somalia, South Africa, Spain, Sri Lanka, Sudan, South Sudan, Sweden, Switzerland, Syria, Tanzania, Thailand, Trinidad & Tobago, Tunisia, Turkey, Uganda, Ukraine, United Arab Emirates, United Kingdom, Uruguay, Uzbekistan, Venezuela, Vietnam, Yemen, Zambia, Zimbabwe, Other (Please Specify)

52. Please select the ethnic majority of your congregation:

African American, Burundian, Caucasian, Chinese, Filipino, First Nation (CAN), Ghanaian, Hispanic, Indian, Jamaican, Karen (Burmese), Kenyan, Korean, Laotian, Liberian, Native American (USA), Nigerian, Pakistani, Polynesian, Scottish-French-English Metis, Sierra Leonean, Sudanese/South Sudanese, Syrian, Taiwanese, Ugandan, Vietnamese, Other (Please Specify)

53. Does your congregation have a significant (5% or more) number of attendees from any of these ethnicities or nationalities?

African American, Burundian, Caucasian, Chinese, Filipino, First Nation (CAN), Ghanaian, Hispanic, Indian, Jamaican, Karen (Burmese), Kenyan, Korean, Laotian, Liberian, Native American (USA), Nigerian, Pakistani, Polynesian, Scottish-French-English Metis, Sierra Leonean, Sudanese/South Sudanese, Syrian, Taiwanese, Ugandan, Vietnamese, Other (Other Specify)

54. Is the majority of your congregation first generation immigrant?

55. Do you offer worship services in a language other than English?

56. If "Yes," please enter the language(s):

57. Are you in the process of planting a new congregation?

A congregation is defined as a unique worshiping community where the scriptures are taught, and the sacraments are celebrated. A parish may consist of more than one congregation. If a congregation begins a service designed for a specific age demographic or ethnic group this is a new congregation.  
(e.g., if a primarily Caucasian congregation supports a new service for Spanish speakers this is a new congregation. If a congregation begins a weekly service at an assisted living facility this is a congregation. If a congregation adds a traditional language service prior to its contemporary service this is NOT a new congregation.)

58. If "Yes," what is its name, city, and state?

59. If "Yes," and not yet meeting, how long until you anticipate the new congregation launches?

## Final Instructions, Mailing Address, & Fax Number:

After completing your worksheet, you can submit your online report at [www.acna.org](http://www.acna.org)

For those who prefer to not use the online system, please keep a copy for your own records, send one copy to the provincial office either by mail, email, or fax, and one copy to your diocesan office:

### PROVINCIAL MAILING ADDRESS:

Anglican Church in North America  
PO Box 447  
Ambridge, PA 15003

### EMAIL:

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