Click one of the links below to select a section.

ACP Instructions

Blank ACP form

2016 Florida Baptist State Convention Registration Instructions

If you need help with this document, registering for the convention or filling out your ACP, here

INSTRUCTIONS FOR COMPLETING THE ANNUAL CHURCH PROFILE ON FL.SBCWORKSPACE.COM

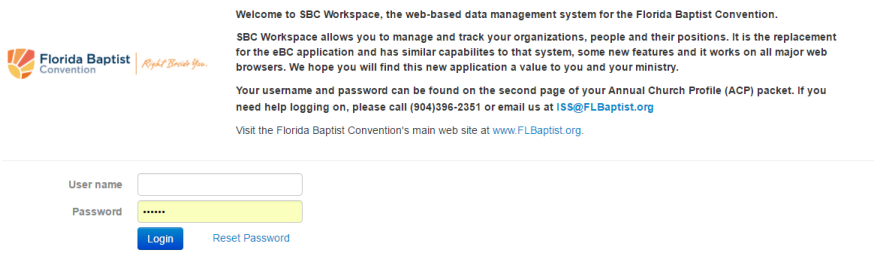


FIGURE 1

Figure 1 is the log-in screen at https://fl.sbcworkspace.com

If you do not know your log in Username and/or Password for Workspace, please email Melissa Patterson at mpatterson@flbaptist.org to receive it.

Once you log in, you should be directed to your church home screen, as seen in Figure 2.

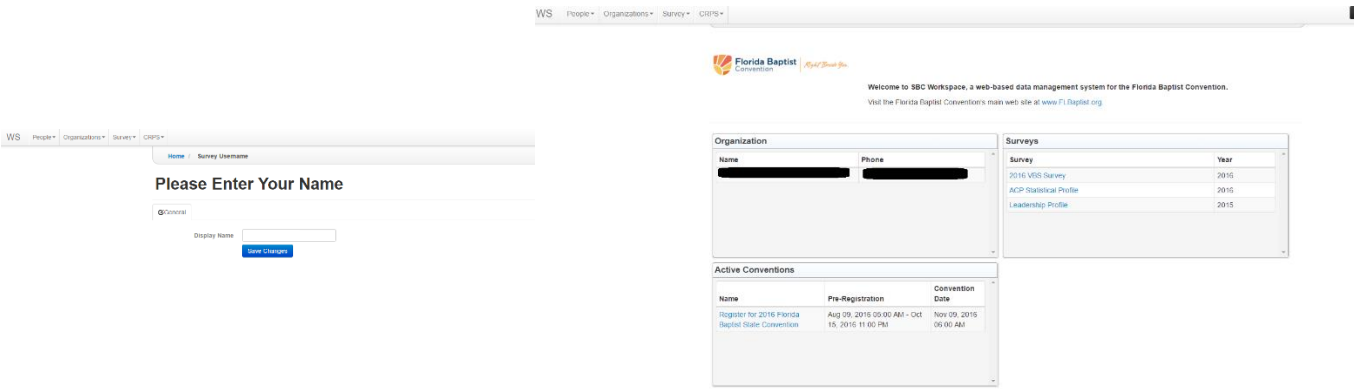


Figure 2

From your Church home screen, you can access the Annual Church Profile in the box labeled "Surveys." Click on the "ACP Statistical Profile." As you will see on this screen, you can also register your church's Messengers for the Annual State Convention with the link in the box "Active Conventions."

Full Survey | Member | Program | Financial (Round to Whole Dollar) | Save | Reports

Member

		Current Year	Prior Year
1	**Total members**	0	1,396
2	**Total Baptisms(sum of a-e)**		
a	Baptisms - 11 years and under	0	6
b	Baptisms - 12 to 17	0	2
c	Baptisms - 18 to 24	0	
d	Baptisms - 25-29	0	
e	Baptisms - 30 to 54	0	6
f	Baptisms - 55 years of age and up	0	1
	Total - Total Baptisms(sum of a-e)	0	17
3	**Worship Service Attendance**	0	800

Program

		Current Year	Prior Year
4	**Sunday School/Bible Study/Small Group Enrollment**	0	1,353
5	**VBS Enrollment**	0	0

Financial (Round to Whole Dollar)

		Current Year	Prior Year
6	**Total Receipts**		
a	Undesignated/Budget Gifts.	0	0
b	Designated Receipts.	0	0
	Total - Total Receipts	0	0
7	**Other SBC Great Commission Giving**	0	0

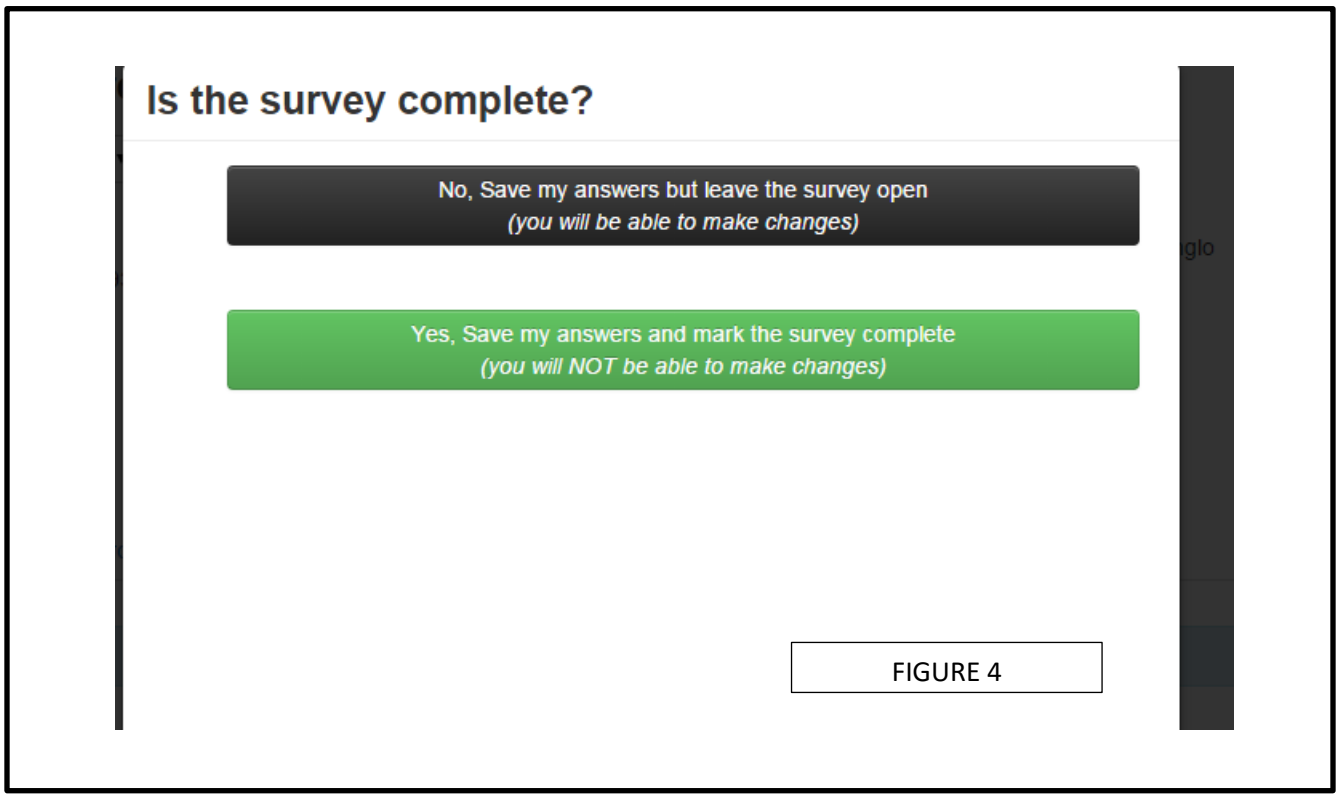
FIGURE 3

Figure 3 is an example of the Statistical Profile page. You will fill in each blank that you have information for (not all categories will be filled in for all churches). Once you are finished, click on the blue tab labeled "Save."

Figure 4: Once you click on the "Save" tab you will be asked if you want to save completely and close the survey (green tab) or if you want to save the information you've entered, but leave it open to go back and work on it again (black tab). If you have to stop in the middle of completing the survey, please click the black tab. If you have totally completed the survey, you will click on the green tab to save and close the survey.

Note: Unless you save and close the Statistical Profile, it remains open and the data from that particular church will not be included in any Associational or Convention Reports.

Note: If you have saved and submitted the Statistical Profile but then find out that some information is inaccurate, email Melissa Patterson at mpatterson@flbaptist.org with the church's name, SBC ID number (if you have it) and the information that needs to be corrected.



To access the Leadership Profile, go to the Survey Tab at the Top and click on the Leadership Profile from the drop-down menu. Figure 5 shows a church's Leadership Profile. Due to privacy, information has been deleted for this church's leadership, but if there is a filled position, the name and information will appear under each position. You can choose to leave it as is, update it, or remove it.

1. If the information for the person in the position has changed (address, phone number, email, etc.), then click on the "Update Contact Information for …." and update the information.

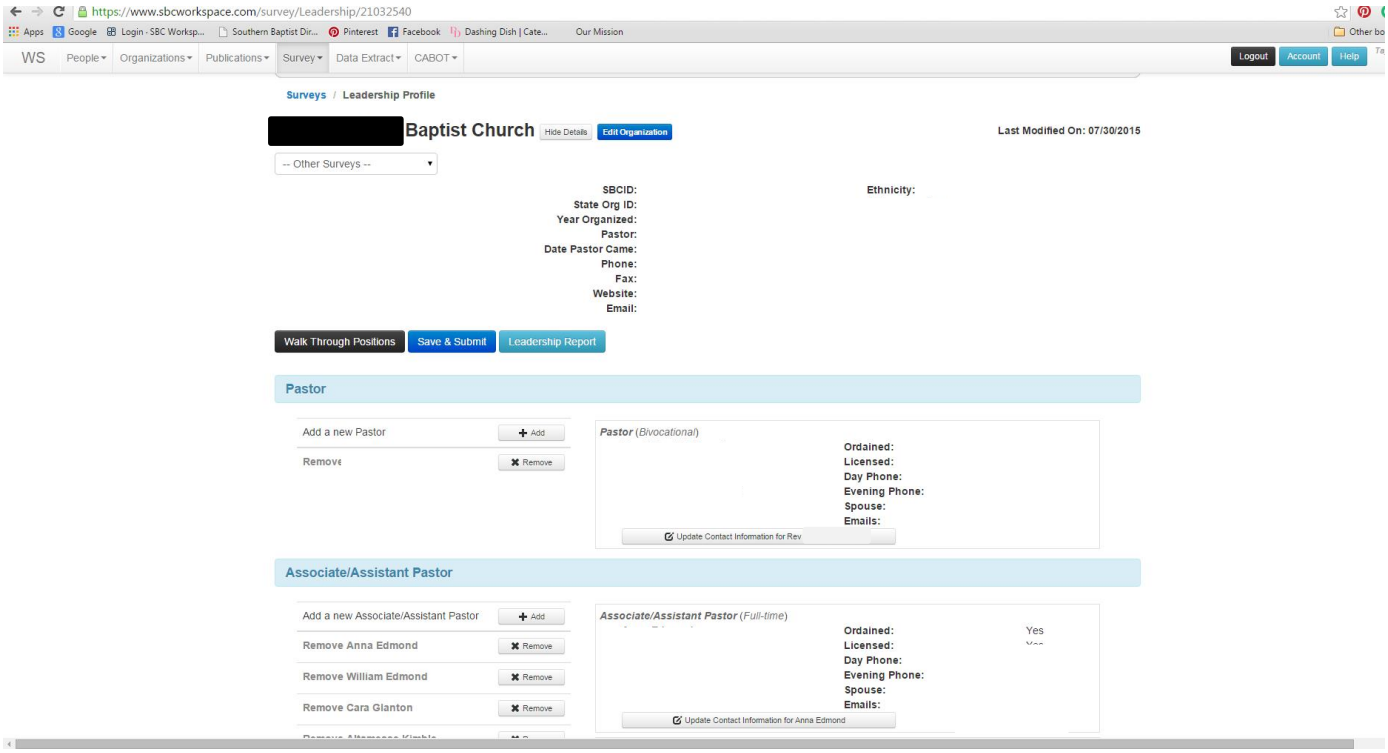


FIGURE 5

2. If the person listed in the position is no longer in that position, click the "Remove" button. You will be given two choices: (1) choose when they left the position and this will give the person a stop date, or (2) choose that the assignment of the person to this position was a mistake (this choice (#2) will require you to call Technology Services at 1-800-226-8584 so they can make the correction).

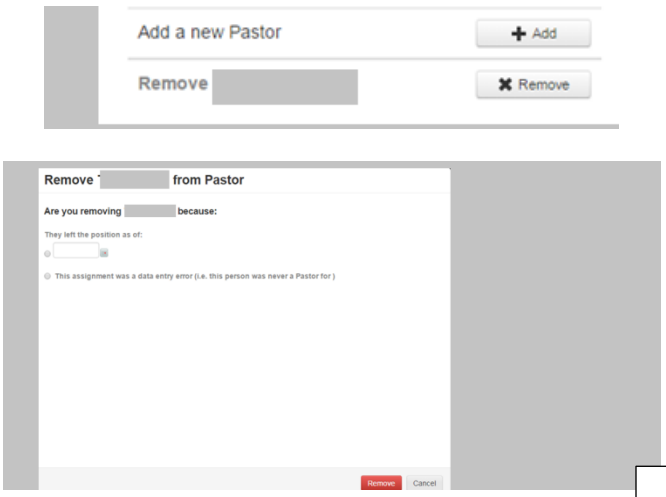


FIGURE 6

If there is a new person in the position, first remove the person listed by one of the methods above, then click the "+Add."

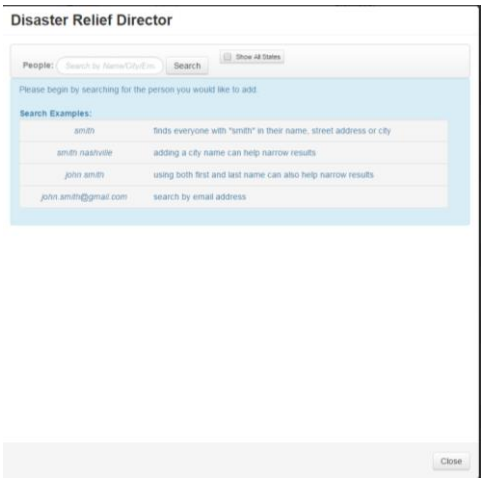


FIGURE 7

Figure 7 shows the screen that appears to add a new Disaster Relief Director, but it will look the same for any position you choose. Type in the person's full name in the Search box, then click "Search." Unless you know for sure that the person is coming from another state, such as a pastor, DO NOT click on "Show All States" or you will get too many results.
If you see the correct person on the search listing, choose that person (you may have to go back and update some contact information, as was mentioned earlier).

If you cannot find the person in your search, then click the "Create a New Contact" button.

In Figure 8 a & b, you can see that there are 3 tabs, "General", "Addresses", and "Position Details". On the "General" and "Position Details" tabs you will need to fill in *at least* the red highlighted areas. We prefer, as I'm sure the Associations do too, the most information we can get, but all that is required by Workspace is the red highlighted information. The address tab does not need to be filled in unless the person you are adding wants to receive their mail at an address other than the church's address. (The address needs to be added before you move on to the "Position Details" tab so that it will be listed as a choice under the "Mailing Location" space.
*Note: When you view the drop-down menu of the "Mailing Location" tab, you may only see an *Org: Physical* address, this is because the mailing and physical addresses of the church are the same.

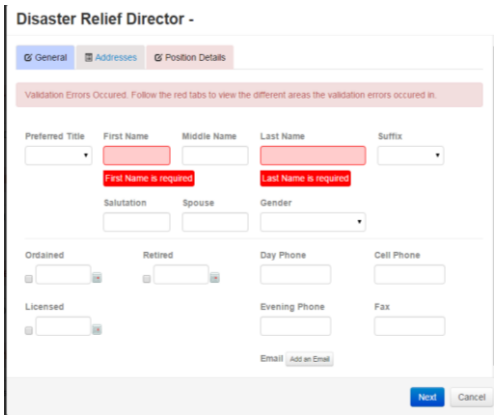


FIGURE 8a

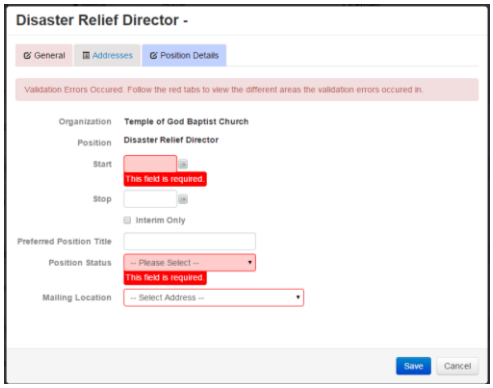


FIGURE 8b

When you are finished, click "Save."

The Leadership Profile does not close out, so you will not be redirected to Save and Submit as you are with the Statistical Profile. You can update the Leadership information for your church anytime during the year.

FLORIDA BAPTIST CONVENTION
2016 ANNUAL CHURCH PROFILE

CHURCH NAME: _____ FBC ID: _____

ASSOCIATION: _____ SBC ID: _____

MAILING ADDRESS: _____ PHYSICAL ADDRESS: _____

_____ _____

PHONE: _____ EMAIL: _____

_____ 1. TOTAL MEMBERS. The total of both Resident and Nonresident members.

_____ 2. TOTAL BAPTISMS. October 1, 2015 – September 30, 2016 or other 12-month period used by the church. (add items 2A-2F)

_____ A. Baptisms 10 yrs. and under
_____ B. Baptisms 11-17 yrs. of age
_____ C. Baptisms 18-24 yrs. of age
_____ D. Baptisms 25-29 yrs. of age
_____ E. Baptisms 30-54 yrs. of age
_____ F. Baptisms 55 yrs. and up of age

_____3. AVERAGE NUMBER IN WEEKLY, PRIMARY WORSHIP SERVICE(S). If not kept, use figure for last Sunday of associational year.

_____4. DISCIPLESHIP. Sunday School/Bible Study/Small Group Enrollment. These are the church's discipleship programs involving on-going, open Bible study groups including cell groups. Count persons only once in total, including the leaders of the discipleship programs.

_____ 5. VACATION BIBLE SCHOOL ENROLLMENT for your congregation.

_____ 6. TOTAL CHARITABLE RECEIPTS. (Add items 6A and 6B) TOTAL amount of money received by the church. This amount should be the total of budget/undesignated gifts and designated gifts.

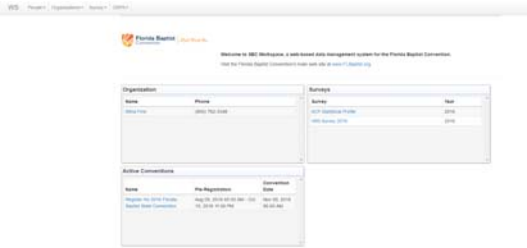
_____ A. Budget/Undesignated Gifts
_____ B. Designated Gifts

_____ 7. OTHER SBC GREAT COMMISSION GIVING. Total amount given during the 2015-2016 reporting year to SBC mission causes sent directly to an SBC organization. Do not include any gifts sent through the Florida Baptist Convention.

CHURCH LEADERS

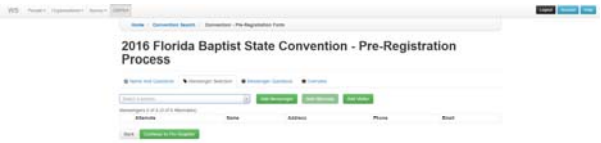
SENIOR PASTOR: _____(O) _____ (C) _____
Email: _____
Address: _____
CHURCH SECRETARY: _____ (O) _____ (C) _____
Email: _____
Address: _____
ACP CONTACT: _____ (O) _____ (C) _____
Email: _____
Address: _____

Instructions for Registering Messengers to the State Convention

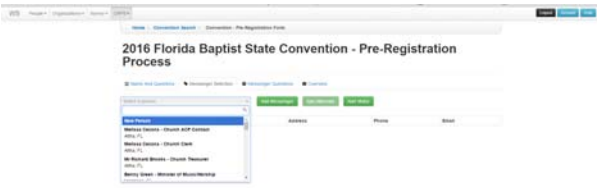


Once you have logged in, you can choose to complete your ACP Statistical Profile, or to register for the 2016 Florida Baptist State Convention. To register your messengers and visitors to the State Convention, click on the link under "Active Conventions."

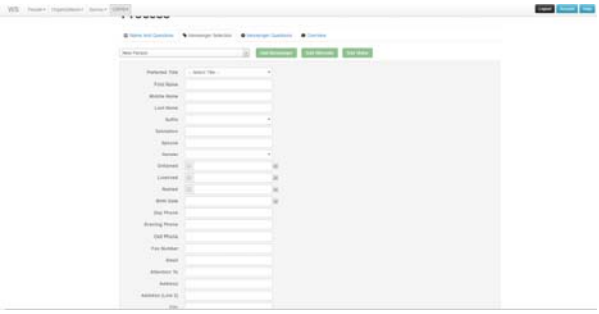
This next screen shows the allowable messengers. Click on the green button-"Continue to Pre-Register."



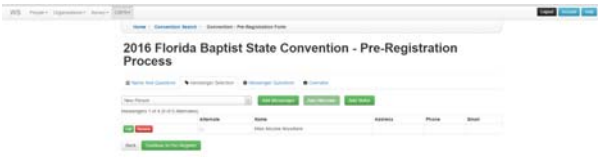
This screen is where you will select your messengers. Click on the arrow to the right of the "Select a person" and it will produce a drop-down list of people from your church. Click on a person's name then click the green "Add Messenger" box to add them as a messenger.



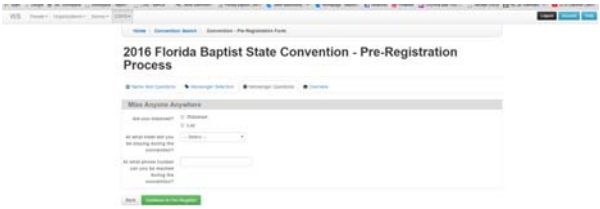
If you cannot find the person's name in the list, you can add them by selecting the first item on the list – "new person" then clicking the green "Add Messenger" box next to it.



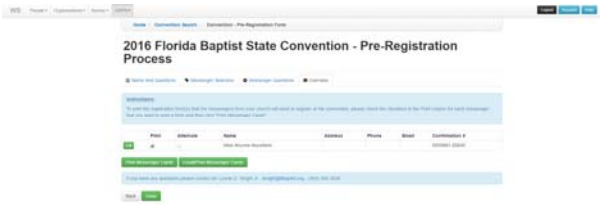
Next, you will add as much information as you can about the individual you are adding. When you have finished, click the blue "create person" box at the bottom.



Their name will now appear in your messenger list (the example here is Miss Anyone Anywhere). Click the green “Continue to Pre-Register” button if you have finished selecting all your messengers and visitors.



When you have completed the information on this page (it does not all have to be filled out in order to complete the registration process), click, once again, on the green “Continue to Pre-Register” button.



On this page you will be able to print out messenger cards and email/print messenger cards.