

INSTRUCTIONS FOR COMPLETING THE LEADERSHIP PROFILE

The **Leadership Profile** identifies all current leadership positions. Follow the two steps below to review your leaders and update accordingly. **Please include the preferred mailing address where the Leader desires to receive mail pertaining to church business.**

USE OF LEADER INFORMATION: The names and contact information collected through the ACP process are used to compile the official denominational lists of staff and other positions. Associations, state conventions, the SBC Executive Committee, SBC agencies, boards, seminaries, commissions, and auxiliary organizations use this list to communicate.

- *Persons receiving such communications may contact the sender and request to be removed from futures mailings.*
- *At the national and state levels, lists are not made available to individuals or groups outside of the denomination.*
- *Congregations are asked to communicate to the leaders whose information they submit that their names/addresses have been (or will be) submitted for use by denominational entities (association, state and national).*

Step 1: Consider the questions below when completing the **Leadership Profile**.

Does the person listed in the leadership position have incorrect or incomplete information?

ONLINE: **If yes**, edit the information in the person record and save.

PAPER: **If yes**, mark through the incorrect information and write appropriate changes/additions on the form.

Is another person listed in the leadership position?

ONLINE: **If yes**, hit the red trashcan button and enter the stop date when the person stopped serving in the position. Then add the new person for this position including their **start date** and **position status** (Bi-vocational, full-time, etc.).

PAPER: **If yes**, then mark through the previous leader's information and note the stop date; then, write the current leader's information on the form. Please include the **start date** and **position status** (Bi-vocational, full-time, part-time, volunteer, etc.).

Is the leadership position now vacant?

ONLINE: **If yes**, hit the red trashcan button and enter a stop date for the person currently listed.

PAPER: **If yes**, then mark through the previous leader's information, note the stop date, and write vacant.

Has a previously vacant position been filled?

ONLINE: **If yes**, enter the new person for the position, including their start date and position status.

PAPER: **If yes**, please provide the current leader's information on the form. Please include their start date and position status.

Does more than one person occupy the leadership position?

ONLINE: **If yes**, add another new person for this position, including their start date and position status.

PAPER: **If yes**, then add the leader(s) information using a blank piece of paper. Use the names of leadership positions to identify the leadership positions as printed on the leadership pages and include state date, position status, preferred mailing address, phone, etc.

Step 2: When you have finished making all leadership changes:

ONLINE: Print a copy for your use (optional) by clicking on Leadership Report. Then click on **Save & Submit**.

PAPER: Return all pages of the Leadership Profile, along with the ACP Statistical Profile to:

Mail to: Attn: Melissa Patterson
Florida Baptist Convention
6850 Belfort Oaks Place
Jacksonville, FL 32216

Email to: mpatterson@flbaptist.org