

December 19, 2024

From: Central Services

To: All Clerks of Sessions or other designated persons

Re: Instructions for the Preparation and Submission of Annual Statistical Reports for the year 2024

Central Services has several options for ways to prepare and submit your Annual Statistical Reports for the year 2024. The computer program that will be used is called Access ACS. Following are instructions on how to use Access ACS to prepare and submit your Reports.

1. Please have a copy of your 2023 Annual Statistical Reports available to help guide you in preparing your 2024 Annual Statistical Reports. Also, print out a copy of the Statistical Reports sent to you in the .pdf format file to help you fill out the Report in the Access ACS program.
2. Click on this link to access the Access ACS program.

https://secure.accessacs.com/access/eventlogin.aspx?id=/8WIT7K/SZfpsJoCdxkUVQ==&site=96075&ReturnUrl=events%2fwz_people.aspx&ChurchID=2398&EventID=236366&sn=96075

3. Register with the Access ACS program by entering your E-Mail address in the box under **Sign Up** and then click on the blue **Continue** button
4. Indicate who is registering and enter the first and last name. Click on **Add**.
5. On the next page click on **Next**.
6. Enter the requested information and follow the prompts to complete the Form and to submit it. If you have problems please call 864-232-8441 or E-Mail stanner@arpsynod.org.
7. Once completed, you can find your information by going to the link in your email. Sign in with the email you used and enter a password or confirmation number to continue. You can print the pages for your records.

Additional Instructions

1. **Church Finances** - Put all values in US dollars, rounded to nearest dollar (i.e., \$2145.65 would be \$2146) All values are for the calendar year, January 1 – December 31, 2024. Please update all values and not simply use balances from previous years.
2. **Church Directory Information** - The ARP Office of Central Services maintains a database for preparing the Minutes of Synod. For accuracy, the information entered into the Statistical Report Form must be current and accurate. Please update and make any necessary changes from previous years.
3. **Glossary** – For help understanding the Statistical Report Form terms, please refer to the explanations below.

Please reach out to Susan Tanner with any questions, stanner@arpsynod.org, 864-232-8441.

Glossary

Communicant – (FOG 4.1) A communicant church member is one who has made public his profession of faith in Jesus Christ, who has been baptized, and who has submitted to Christ's Lordship and to the authority of the Church. The communicant member is entitled to all the rights and privileges of the congregation, including:

- A. Voting in congregational meetings.
- B. Holding office if qualified as defined in this document.
- C. Participating in the Sacrament of the Lord's Supper.
- D. Presenting his children for the Sacrament of Baptism.

Non-communicant - (FOG 4.2) A non-communicant member is a baptized minor or dependent child of a communicant member of the church. All children of communicant members are entitled to the pastoral care, government, and nurture of the church with a view to entering communicant church membership.

Accessions – Additions to your church membership through baptism, transfer, or profession of faith. (FOG 4.5, 4.5D, 4.6, 4.7)

Associate Church members – (FOG 4.3) An associate church member is one who expects to reside in the area of the church for a time or expects to make extended periodic visits to that area, but chooses not to transfer his church membership from his home congregation.

Submission of Reports

If you used the online form for the statistical reports, you are finished. If you used the excel or PDF format, please save a copy and email the form to stanner@arpsynod.org and to your Presbytery Clerk.

Clerks of Presbytery

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