**2025 ACP Overview for Churches**

*Basic “how-to” of completing the hardcopy ACP Packet*

**📅 ACP Packet Availability**

* **Available**: **Mid-July** each year.
* **Delivery**: Through your Association’s office **or** directly from the **Mississippi Baptist Convention Board (MBCB)** (depending on your association's preference).

**⚠️ Why It's Important**

* Missing or incomplete ACPs = **blank info** in Association and State reports.
* These reports determine **messenger representation** at SBC and MBCB annual meetings.

**📦 ACP Packet – Three IMPORTANT Parts (Please complete ALL 3)**

**Part 1: General Congregation Information (page 1)**

✅ **Review carefully**: Verify **all** organizational info for accuracy.

🖊️ **TIP**: Use a **red pen** to mark any needed corrections.

* **Congregation:** Short name (remove Baptist and Church), Physical location
* **Full name:** Formal name of church

\***Congregation & Full name** can only be updated by MBCB, call if correction needed.

* **Mailing Address:**
* If mail is sent somewhere **other than the church**, include:
  + **c/o Name** of recipient, **Position/Title**
  + Example:

Church name is generated by the system

123 Hall Lane

c/o Susie Hall, Secretary

Hall City, MS 12345

* **Physical Address:**
* **Actual church location**
* Used by MBCB Website to locate your church
* **Phone and email address** whenever available – they allow for fast and effective communication.

**Also on page one of packet**

📌 Submit online via [**www.sbcworkspace.com**](http://www.sbcworkspace.com) or return a completed **paper copy** to your Association.

🔐 **Access Info**: Username & password for **SBC Workspace** provided. The username and password for your church are the same every year.

📅 **Reporting Year Notes:**

* Many associations recommend a **specific timeframe** for their churches
* **Best Practice**: Use the **same timeframe each year** for consistency
* **If unsure**, check with your **association**

📬 **Due Date & Return Address**: Included in your packet (check that section).

**Part 2: 2025 ACP Statistical Profile** **(pages 2-3)**

📊 This year’s form includes **12 statistical questions**.

**🔄 Key Changes:**

* **Total Membership** is now **REQUIRED**. Use zero if you choose not to report actual membership.
* **Two questions removed:** 
  + Online Weekly Worship Question
  + Congregation debt
* **Question #12: Total Giving to SBC**

This section is **prepopulated with** **actual financial receipts submitted through the Mississippi Baptist Convention for the following**:

* Cooperative Program
* Annie Armstrong Easter Offering
* Lottie Moon Christmas Offering
* Margaret Lackey State Missions Offering

🗓 **Reporting Period: October 1, 2024 – September 30, 2025**

* This timeframe is used by the Mississippi Baptist Convention Board to determine messenger eligibility for the Annual Meeting.
* The numbers included in your ACP Packet for the offerings above reflect actual giving from October 1, 2024, through the most recent month processed in 2025. Final giving will be locked after September 30, 2025.

🖊️ **TIPS:**

* Answer **every question** (use **0** if not applicable or if you do not wish to answer).
* **Do NOT** use commas or decimals.
* Financial fields: round to the nearest dollar.

**Part 3: Leadership Profile Update (Final Pages)**

✅ Check the List of Positions carefully as **NEW** **Church Leadership Positions** are listed.

📱 **Contact Info**:  
Please provide **cell numbers** and **email addresses** whenever available – they allow for fast and effective communication.

🖊️ **TIPS**:

* ✅ Use **one block per person**.
* 🚫 Don’t use all caps.
* 🚹🚺 Separate entries for individuals (don’t combine "Mr. & Mrs.")
* 🕒 Include: Title, Role, Start/Stop Dates, Status (Full-time, Bivo, etc.)
* ✉ Include emails for better communication.

**Online Entry (SBC Workspace)**

* Use your church’s **permanent login** credentials.
* It’s best to **complete the paper form first**, then transfer data online.
* The **Leadership Profile** can be updated year-round online.

**❓ Questions?**

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