

2026 ACP Overview for Churches

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



ACP Packet Availability

- **Available:** Mid-July each year packets are made available to the Association for distribution to their churches. If you HAVE NOT received your packet by early August, follow-up with your association as packets can get lost in the mail.
 - **Delivery:** Through your Association’s office **or** directly from the **Mississippi Baptist Convention Board (MBCB)** (depending on your association's preference).
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ACP Packet – Three IMPORTANT Parts (Please complete ALL 3)

1. General Congregation/Organization Information
2. 2026 ACP Statistical Profile
3. Leadership Profile

All three parts are equally important



Questions?

Contact: **Vesta Clary**



601-292-3310



vclary@mbcb.org

OR Contact your Association

Part 1: General Congregation/ Organizational Information (page 1)

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

 **TIP 1:** Using a **red pen**, carefully check each item and apply one of the following actions:

- CORRECT – No change needed (put a check by that item)
- ADD – any new information (add new information)
- CHANGE/UPDATE – (mark through the information to change/update and provide the new information)
- REMOVE – (put a line through the information)

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

- ❖ **Congregation:** Short name, Physical location
- ❖ **Full name:** Formal name of church
- ❖ **DBA** – if your church is “Doing Business As” another name, please contact Vesta with the information.

- ❖ **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:**
 - **Church’s physical location**
 - Needed for “Find a Church” on MBCB and SBC websites.
 - This is the church’s **911 emergency service address**. If you are unsure of the correct physical address, contact your **County Emergency Management Office** for verification.

- ❖ **Phone and email address** whenever available – they allow for faster and more effective communication.

Also on page one of packet

✦ Submit online via 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:** also included in your packet

Part 1 Sample

The next page is a sample of page one of your 2026 ACP Packet

Online Entry (SBC Workspace)

- Use your church's **permanent login** credentials.
- **Complete the paper form first**, then enter data online.
- The **Leadership Profile** can be updated **ANYTIME** online.

2026 ACP Statistical Profile			
Congregation:	Bluff Springs, Ashland ✓	SBC ID:	0123456 *
Full Name:	Bluff Springs Baptist Church ✓		
Mailing Address:	PO Box 485 Ashland, MS 38603-0485 ✓	Street Address:	364 Bluff Spring Road Ashland, MS 38603-7815
Phone:	(662) 416-1692 261-6677	Fax:	X
Email: need		Website:	http://www.bluffsprings.org
Largest Ethnicity:	White (Non-Hispanic)	Year Organized:	1877
		Church/Mission:	C OK ✓
Facebook:		Instagram:	X
Communication Language: English Preferred language for your congregation to be contacted with communications when possible. Worship Languages: All languages in which your congregation offers worship services. ☒ English ☐ Spanish ☐ Korean ☐ Haitian ☐ American Sign Language ☐ Others			

Welcome to the 2026 Annual Church Profile! Two options are available for completing the 2026 ACP. SBC Workspace is available for online entry or this ACP packet may be completed and returned to the address found in the box below. To expedite online entry, it is recommended that the paper form be completed first.

- Go to the website: www.sbcworkspace.com or www.mbcconnect.com - click the blue **Start Your Annual Church Profile** at the top of the web page.
- Enter your username and password:

Username: 0123456 * ← this is your SBC ID #
 Password: 987654 UN + PW same every year
- Click the **Login** button.
- Click **ACP Statistical Profile** to complete the 2026 Annual Church Profile Survey.
- Click **Leadership Profile** to update the leaders' names and addresses. This information may be kept current throughout the year.

Reporting year: The 2025 - 2026 reporting year is the 12 month period included in this report. In many cases this will correspond to the associational year. Membership and enrollment should be given as of the last day of the reporting year.

Questions about the ACP should be directed to your association or Vesta Clary, State ACP Contact, at connecthelp@mbcb.org or 601-292-3310. Additional resources for completing the ACP are located at www.mbcconnect.com.

DUE DATE: 10/12/2026

RETURN TO:

Benton-Tippah Baptist Association
 203 E First St
 Ripley MS 38663-2414

Part 2: 2025 ACP Statistical Profile (pages 2-4)

 This year's form includes **13 statistical questions**.

Key Changes and Reminders:

- **Total Membership is REQUIRED.** Use zero if you choose not to report actual membership. These reports determine **messenger representation** at SBC and MBCB annual meetings.
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- **Questions 8 and 9** now separate WMU and Men's/Boys missions involvement by age groups.
 - **Financial reporting is now divided into two questions:**
 - Question 12: **Association and State Mission Offerings**
 - Question 13: **National SBC giving and mission causes**
 - MBCB will pre-load financial data (**October 1, 2025 – September 30, 2026**), updated monthly through the reporting period.
 - **PLEASE NOTE:** In your ACP the pre-loaded numbers represent giving through the end of May or June depending on when giving numbers are loaded into Workspace.

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.
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Part 2 SAMPLE

The next page is a sample of pages 2-4 of your 2026 ACP Packet

2026 ACP Statistical Profile**Congregation:** Bluff Springs, Ashland**SBC ID:** 0123456**Full Name:** Bluff Springs Baptist Church

- Please complete all 12 questions 13
- Use a zero ("0") to indicate none.
- Church-type missions should complete their own ACP.
- A church with multiple campuses should be combined and reported in a single ACP Statistical Profile. In addition, complete the Multi Campus form located at www.mbcconnect.com to share location information for additional campuses.

MEMBERSHIP

1. **TOTAL MEMBERSHIP:** Total of both Resident and Non-Resident members. Membership should be given as of the last day of the reporting year. Required
2. **TOTAL BAPTISMS:** Total number of baptisms during the current reporting year. (Add 2a-2d).
 - a. Baptisms 11 and under (Children)
 - b. Baptisms 12-17 (Youth)
 - c. Baptisms 18-29 (Adults)
 - d. Baptisms 30 and up (Adults)
3. **OTHER ADDITIONS:** Number who became members of your congregation during the current reporting year by means other than baptism (letter of transfer, statement, etc.).
4. **IN-PERSON WEEKLY WORSHIP AVERAGE ATTENDANCE:** Average number attending the weekly (primary) worship service(s) in person for the weeks your congregation met during the current reporting year. If not counted, use your best estimate.

PROGRAM

5. **IN-PERSON SS/BIBLE STUDY/SMALL GROUP AVERAGE ATTENDANCE:** Average number attending Bible Study in person each week for the weeks your congregation met during the current reporting year. This may be a Sunday School class, Bible Study, Small Group, or similar group. Include all ages from babies to adults but do not count anyone twice. If attendance is not kept, use your best estimate.
6. **SUNDAY SCHOOL/SMALL GROUP ENROLLMENT:** Total number of all persons enrolled in (Total of 6a-6e) below. If exact enrollment numbers are not available, please provide your best estimate of the number of people who attend regularly.
 - a. Birth to 5 year of age, OR Birth-Kindergarten
 - b. Number of children, (6-12 years of age OR grades 1-6).
 - c. Number of students (13-18 years of age OR grades 7-12).
 - d. Number of Adults (19 years of age and over) including general officers (or persons involved in administrative duties), teachers and workers. Please include members who can not be physically present, including Homebound/Shut-ins and actively deployed military personnel.
 - e. Number of persons enrolled in other ongoing Bible study groups including groups not counted in 6a-6d. These include D-groups, home groups, apartment/multi-housing groups, and ongoing Bible studies for special groups (e.g., men's or women's groups).
7. **VBS ENROLLMENT:** Number enrolled in Vacation Bible School for your congregation (all participants and leaders who attended at least one session.)

8. **TOTAL NUMBER ENGAGED IN ONGOING MISSIONS INVOLVEMENT SPONSORED BY WMU:** Include all WMU age-level organizations/categories in 8a.-8e. below. Base involvement on the last regular meeting or missions experience of the reporting year.

- a. WMU
- b. Adult Missions (AOM/YOM)
- c. Student Missions (Acteens/YOM)
- d. Children's Missions (GA/CA)
- e. Preschool Missions

9. **TOTAL NUMBER OF PERSONS INVOLVED IN MEN & BOYS MISSIONS EDUCATION:** Include all men's groups with a missions and/or ministries focus in categories/items 9a.-9c.. Base involvement on the last regular meeting of the reporting year.

- a. Men's Missions
- b. Challengers (Boys - Grades 6-12)
- c. RAs (Boys-Grades 1-6)

FINANCIAL

10. **UNDESIGNATED RECEIPTS:** Total amount of all gifts given by individuals without any designated purpose. These funds may be used at the discretion of the congregation, typically through the church's approved budget or other authorized means. These receipts include: regular budget offering, loose monies collected during worship services, any contribution not marked or designated for a particular ministry, project, or offering.

11. **DESIGNATED GIFTS/OFFERINGS:** Total funds given by individuals to the congregation for a designated use. These receipts include any contribution in which the donor clearly indicates how the money is to be spent. Common examples include: Lottie Moon Christmas Offering, Annie Armstrong Christmas Offering, State missions offering, building funds or renovation projects, any special offering or gift marked for a particular ministry, event, or need.

12. **TOTAL GIVING TO MBCB AND ASSOCIATIONAL MISSION CAUSES:** Total amount of all money given to MBCB and Associational missions/ministries causes by the congregation listed in 12a-12c.

- MBCB a. a. MARGARET LACKEY STATE OFFERING: Total amount given through the MBCB to the Margaret Lackey State Offering 10/1/2025-to date OR 9/30/2026. (Pre-populated and updated by the MBCB Finance Department)

- b. ASSOCIATION GIVING: Total amount of all money given to the Association during the current reporting year. (Amount to be provided by the church.)

- c. **GIVING TO ANY OTHER MBCB OR ASSOCIATIONAL MISSION CAUSES:** Total amount of money given to any MBCB or Associational cause other than 12a-12b. This includes: Edwina Robinson WMU Offering, Associational Special Offerings, Baptist Children's Village and Family Ministries, Baptist Student Union, MS Disaster Relief, Blue Mountain University, Mississippi Christian University (MCU), Central Hills Baptist Retreat, and Garaywa Camp & Conference Center, etc. (Amount to be provided by the church.)

13. **TOTAL GIVING TO SBC CAUSES:** Total amount of all money given to missions through Southern Baptist avenues by the congregation in items 13a-13d below. If the church did not give to 13a-13c through the MBCB, add the total of those offerings in 13d. (This amount is requested when registering for the SBC Annual Meeting.)

- MBCB a. COOPERATIVE PROGRAM: Total amount given through the MBCB to the Cooperative Program 10/1/2025-to date OR 9/30/2026. (Amount pre-populated and updated by MBCB Finance Department)

- MBCB b. ANNIE ARMSTRONG EASTER OFFERING : Total amount given through the MBCB to the Annie Armstrong Easter Offering 10/1/2025-to date OR 9/30/2026. (Amount pre-populated and updated by the MBCB Finance Department)

#13 Question is asked when registering for SBC Annual meeting. 3

MBCB

c. LOTTIE MOON CHRISTMAS OFFERING: Total amount given through the MBCB to the Lottie Moon Christmas Offering 10/1/2025-to date OR 9/30/2026. (Amount pre-populated and updated by the MBCB Finance Department)

d. GIVING TO ANY OTHER SBC CAUSES: Total giving to any other national entities of the SBC. (NOTE FOR CHURCHES THAT DO NOT GIVE THROUGH THE MBCB: If the church did not give to Cooperative Program, Annie Armstrong Easter Offering, or Lottie Moon Christmas Offering through the MBCB, please add the total of those offering here. (Amount entered by the church)

Part 3: Leadership Profile Update (Final Pages)

✓ MBCB has shifted contact information from our internal system to Workspace. **Please verify ALL Church and Leadership Position contact details.**

Contact Info:

- **Cell numbers and email addresses** are used for quick and efficient communication, please include when available

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.
-

Contact Information Review

*To support statewide communication efforts, **we are requesting home addresses for the following positions for which you have someone serving.** These positions are not required, but will be used for targeted mailings (e.g., *Connections Magazine*).

- **Senior Pastor**
- **Church Treasurer**
- **Chairman of Deacons**
- **Stewardship/Finance Committee Chairman**
- **Church Clerk**
- **WMU Director**
- **Adults Missions Team Leader (AOM/WOM)**

Women's Ministry and Missions Leadership Updates

The WMU Department will NOT be mailing out a Leadership Position update form for you to fill out and return this year.

We ask that you use the ACP Leadership Profile Update to verify, add, update or remove the following positions as needed for your church:

- WMU Director (& Churchwide Missions)
 - Adult Mission Team Leader (AOM/WOM)
 - Men/Boys Missions Education Director
 - Preschool Missions Leader
 - Children's Missions Leader (GA/CA)
 - RA Leader (Boys-Grades 1-5)
 - Student Missions Leader (Acteens/YOM)
 - Challenger Leader (Boys-Grades 6-12)
 - Women's Ministry Coordinator/Leader
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Part 2 SAMPLE

Next you will find a sample of the Final pages of your 2026 ACP Packet

*Thank you for your diligence
to get this packet completed for
your church!*

LEADERSHIP PROFILE for
(SBC ID: 0165316) Bluff Springs, Ashland, PO Box 485, Ashland, MS, 38603-0485

Congregation Leadership positions to share...

ACP Contact Person	Evangelism Outreach Leader	Prayer Ministry Coordinator
Adult Missions Leader (AOM, WOM)	Instrumentalist - Pianist/Organist	Preschool Missions Leader
Associate Pastor	Media	RA Leader (Boys - grades 1-5)
Bible Drill Leader	Men/Boys Missions Education Director	Representative on Assn Board
Chairman of Deacons	Messenger to Association	Security Director/Coordinator
Challenger Leader (Boys - Grades 6-12)	Minister of Children	Senior Adult Coordinator
Children's Choir Worker	Minister of Education	Senior Pastor
Children's Missions Leader (GA/CA)	Minister of Music/Worship Leader	Stewardship/Finance Committee Chairman
Church Clerk	Minister of Preschool	Student Mission Leader (Acteens/YOM)
Church Secretary/Ministry Assistant	Minister of Youth/Students	Sunday School Director
Church Treasurer	Missions Pastor	VBS Director
Disaster Relief Coordinator	Missions Team Chairman/Leader	WMU Director & Churchwide Missions
	Other Minister	Women's Ministry Coordinator/Leader

Leadership Profile - If you have any leadership roles that are not listed in the pre-printed section, you may add them on the last page.

If you have a person filling any of the named positions listed under *Congregation Leadership positions to share*, please include ALL information that is requested.

The Leadership Profile is always open online, so changes may be made at any time throughout the year. Please make them at the time you have a change.

- **NEVER DELETE / REMOVE** a person's name or information to add a new person due to a position change. If the person holding the position is no longer serving in that position,
 - *Hardcopy survey* - PLEASE use one block per person. If your pastor left this year and he is still listed, please note his stop date. Then add your new pastor on the blank page provided for new positions at the end of the ACP Packet.
 - *Online Leadership Profile* - Read options for each position/person carefully and click on the desired action
- Do not use all caps. Always use mixed case in text areas.
- Please add titles where possible: Mr., Rev., Dr., Mrs.
- Fill out as much information as you have available. *Emails are great for communicating quickly and efficiently, so please include if you have them.*
- Do not add "Mr" and "Mrs" as one person (e.g. Mr. & Mrs. John Smith). Please make a separate entry for each individual, even if they hold the same leadership positions.
- Be sure to indicate if the position is Full-Time, Vocational, Bi-vocational, Interim, Part-time, or Volunteer.
- Include Start Date (when adding) and Stop Date (when removing) someone.

Position: ACP Contact Person **Start Date: (MM/DD/YYYY)** 11/07/2009
Name: Mrs Jennifer Fuller **Stop Date: (MM/DD/YYYY)**
Mailing Address: 730 HWY 368 Blue Mountain, MS 38610
Phone: 662-507-5070
Email:
Leader is: ☐ Full-Time Vocational ☐ Bi-Vocational ☐ Interim ☐ Part-Time ☒ Volunteer
(choose one)

Position: Minister of Music/Worship Leader **Start Date: (MM/DD/YYYY)** 11/18/2005
Name: Mr Steve Autry **Stop Date: (MM/DD/YYYY)**
Mailing Address: 702 Renick Hill Rd. Hickory Flat, MS 38633
Phone: 662-224-0362
Email:
Leader is: ☐ Full-Time Vocational ☐ Bi-Vocational ☐ Interim ☐ Part-Time ☒ Volunteer
(choose one)

Position:	Minister of Youth/Students	Start Date: (MM/DD/YYYY)	11/07/2009
Name:	Mr Mike Gray <i>Rd</i>	Stop Date: (MM/DD/YYYY)	
Mailing Address:	438 Simpson <i>Rd</i> Ashland, MS 38603		
Phone:	662-544-6110		
Email:			
Leader is: (choose one)	☐ Full-Time Vocational ☐ Bi-Vocational ☐ Interim ☐ Part-Time ☒ Volunteer		

Position:	Church Secretary/Ministry Assistant	Start Date: (MM/DD/YYYY)	09/29/2010
Name:	Mrs Jennifer Fuller	Stop Date: (MM/DD/YYYY)	
Mailing Address:	730 HWY 368 Blue Mountain, MS 38610		
Phone:	662-507-5070		
Email:			
Leader is: (choose one)	☐ Full-Time Vocational ☐ Bi-Vocational ☐ Interim ☐ Part-Time ☒ Volunteer		

Position:	Chairman of Deacons	Start Date: (MM/DD/YYYY)	11/07/2009
Name:	Mr Steve Autry	Stop Date: (MM/DD/YYYY)	
Mailing Address:	702 Renick Hill Rd. Hickory Flat, MS 38633		
Phone:	662-224-0362		
Email:			
Leader is: (choose one)	☐ Full-Time Vocational ☐ Bi-Vocational ☐ Interim ☐ Part-Time ☒ Volunteer		

Position:	Church Treasurer	Start Date: (MM/DD/YYYY)	09/17/2003
Name:	Mr Steve Autry	Stop Date: (MM/DD/YYYY)	
Mailing Address:	702 Renick Hill Rd Hickory Flat, MS 38633-7922		
Phone:	662-224-0362		
Email:			
Leader is: (choose one)	☐ Full-Time Vocational ☐ Bi-Vocational ☐ Interim ☐ Part-Time ☒ Volunteer		

Position:	Church Clerk	Start Date: (MM/DD/YYYY)	11/07/2009
Name:	Mrs Jennifer Fuller	Stop Date: (MM/DD/YYYY)	
Mailing Address:	730 HWY 368 Blue Mountain, MS 38610		
Phone:	662-507-5070		
Email:			
Leader is: (choose one)	☐ Full-Time Vocational ☐ Bi-Vocational ☐ Interim ☐ Part-Time ☒ Volunteer		

Position:	Messenger to Association	Start Date: (MM/DD/YYYY)	11/18/2005
Name:	Rev Faron Ash	Stop Date: (MM/DD/YYYY)	9/1/2025
Mailing Address:	1934 Highway 349 S Potts Camp, MS 38659-9628		
Phone:	662-333-4276		
Email:			
Leader is: (choose one)	☒ Full-Time Vocational ☐ Bi-Vocational ☐ Interim ☐ Part-Time ☐ Volunteer		

Position:	Messenger to Association	Start Date: (MM/DD/YYYY)	09/24/2004
Name:	Mr Steve Autry	Stop Date: (MM/DD/YYYY)	
Mailing Address:	702 Renick Hill Rd Hickory Flat, MS 38633-7922		
Phone:	662-224-0362		
Email:			
Leader is: (choose one)	☐ Full-Time Vocational ☐ Bi-Vocational ☐ Interim ☐ Part-Time ☒ Volunteer		

Left // No longer serving // Deceased

★ Do not add new messenger here - go to last page.

Position: Pastor Start Date: (MM/DD/YYYY) 3/1/2025
Name: Rev. Chip Clary Stop Date: (MM/DD/YYYY)
Mailing Address: 23 Fulton Ave, Fulton MS 38942 *Wants to
Phone: 901-363-6631 receive mail
Email: chip@gmail.com OR None at church
Leader is: ☐ Full-Time Vocational ☒ Bi-Vocational ☐ Interim ☐ Part-Time ☐ Volunteer
(choose one)

Position: Instrumentalist/Pianist Start Date: (MM/DD/YYYY) 3/1/2025
Name: Vesta Clary Stop Date: (MM/DD/YYYY)
Mailing Address: 23 Fulton Ave, Fulton, MS 38942
Phone: 901-363-4281
Email: chip@gmail.com
Leader is: ☐ Full-Time Vocational ☐ Bi-Vocational ☐ Interim ☐ Part-Time ☒ Volunteer
(choose one)

Position: messenger to Association Start Date: (MM/DD/YYYY) 9/1/25
Name: Beverly Bridges Stop Date: (MM/DD/YYYY)
Mailing Address: 124 Lake Blvd
Phone: 601-292-2232
Email: bev@yahoo.com
Leader is: ☐ Full-Time Vocational ☐ Bi-Vocational ☐ Interim ☐ Part-Time ☒ Volunteer
(choose one)

Position: Start Date: (MM/DD/YYYY)
Name: Stop Date: (MM/DD/YYYY)
Mailing Address:
Phone:
Email:
Leader is: ☐ Full-Time Vocational ☐ Bi-Vocational ☐ Interim ☐ Part-Time ☐ Volunteer
(choose one)

Position: Start Date: (MM/DD/YYYY)
Name: Stop Date: (MM/DD/YYYY)
Mailing Address:
Phone:
Email:
Leader is: ☐ Full-Time Vocational ☐ Bi-Vocational ☐ Interim ☐ Part-Time ☐ Volunteer
(choose one)

Position: Start Date: (MM/DD/YYYY)
Name: Stop Date: (MM/DD/YYYY)
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Leader is: ☐ Full-Time Vocational ☐ Bi-Vocational ☐ Interim ☐ Part-Time ☐ Volunteer
(choose one)

Position: Start Date: (MM/DD/YYYY)
Name: Stop Date: (MM/DD/YYYY)
Mailing Address:
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Leader is: ☐ Full-Time Vocational ☐ Bi-Vocational ☐ Interim ☐ Part-Time ☐ Volunteer
(choose one)