



January 2025

Congregation ID:
Password:

Dear friends,

We greatly appreciate your efforts to complete the Annual Congregation Report each year. Last year, numerous changes were made based on your suggestions, and we received very positive feedback. This year, we will be launching a new platform for the Annual Congregation Report. This platform accommodates additional changes that many of you have requested.

What's staying the same?

- There is only one form to complete. This is Form A.
- Resources, including electronic versions of Form A, instructions, and informational videos, are posted online at **ELCA.org/reportinstructions**.

What's changing this year?

- Through the new online system:
 - Your most recently submitted Annual Congregation Report data are displayed next to this year's fields.
 - Instructions and definitions for each item are embedded into the form.
 - Content is available in English and Spanish.
 - You can update the contact information for your congregation or worshiping community directly on the form, as opposed to accessing a separate website and completing a different form.
- This letter is the only mailing you will receive about the Annual Congregation Report. Form A, instructions, and worksheets can be downloaded from **ELCA.org/reportinstructions**.

To access the new system—which will open by mid-January—go to **ELCA.org/congregationreport**. You will need your congregation ID and password, both printed at the top of this letter.

Once you have completed all the fields, you can print or download a completed copy of the report for your records. The data is automatically provided to your synod office when you file online.

If you must complete your form on paper, you can download a copy from **ELCA.org/reportinstructions** and print it. Please mail the completed form **to your synod office**. You can find your synod's address by going to **ELCA.org/about/synods** and using the **Find Your Synod** drop-down tool. If you need a prepopulated paper form, email us at **research@elca.org** and we will mail one to you.

Whether you respond electronically or by paper, please **submit the form by March 1, 2025**.

If you have questions, comments, or suggestions, contact us at **research@elca.org**.

Thank you for your dedication to completing the Annual Congregation Report. While these numbers provide us with only a snapshot of the vitality and resources of this church, they help us understand where we have been as a church and where God may be leading us together.

Thank you for your part in helping us all be church together! Blessings on the coming year!

Deacon Sue Rothmeyer
Secretary of the ELCA

