

Annual Church Profile Distribution Plan, 2026

Distributing the Annual Church Profile is a longstanding collaborative effort of the Tennessee Baptist Mission Board and Associational leaders. We continue that tradition this year, taking another step forward with a digitized distribution option for the churches. This brochure outlines our 2026 distribution model to the Associations then, through the Associations, to the Churches.



STAGE 1 — RECEIVING RESOURCES

In Stage 1, each Association will receive the following resources:

1. An ACP-Branded Box containing the following resources, distributed at the AMS Retreat on May 21–22.

- 1) A set of **ACP-Branded Envelopes** for each church in your Association, plus 1 extra.
- 2) A blue plastic folder containing a printed set of **Statistical Profiles** for each church in your Association as in previous years. This Profile sheet can be manually completed and returned to the Associational Office for churches who do not upload their own statistics.
- 3) A blue folder containing a printed set of **Leadership Summaries** for each church in your Association. This follows last year's format. For more information, see page 2.
- 4) A blue plastic folder containing:
 - a) A printed list of **ACP UserNames and Passwords** for each church in the association. This will also be sent as an Excel Spreadsheet by email.
 - b) Two Sets of **Instructions**, a **6-page Statistical Profile** instruction sheet and a **4-page Leadership Profile** instruction sheet. The sets are paperclipped for ease of use when making copies for churches that prefer a print packet from the association.
 - c) A paper copy of the **Associational Supplement** many associations use.
 - d) A small number of printed **Tally Sheets** for churches that prefer to use this monitoring tool. Additional copies can be requested as needed.

2. An Email containing attached resources, distributed by June 20.

- 1) A copy of this PDF **Distribution Plan**.
- 2) A WORD document that is a **Sample Email** to send each church to guide them in uploading their statistical data and submitting their leadership changes.
- 3) An Excel spreadsheet containing a copy and paste list of **ACP Usernames and Passwords** for each church in the association.
- 4) Two **multi-page PDF files**, one containing a digital **Statistical Profile** for each church, the other containing a digital **Leadership Summary** for each church in the association. Arranged in alphabetical order, these can be printed or sent by email as needed.

- 5) **A link to our Annual Church Profile webpage.** It contains video and PDF tutorials for completing the statistical and leadership profiles as well as other Annual Church Profile resources.
- 6) The **Associational Supplement** we provide each year.

STAGE 2 — POSTED RESOURCES

We have numerous video tutorials to help associations and churches upload their information into TeD. The webpage, **tnbaptist.org/annual-church-profile** is an online repository of ACP resources. It contains:

1. **Instructions for completing and uploading the church's 2026 Statistical Profile.**
2. **Instructions for reviewing and updating the church's Leadership Profile.**

We are using the printed Leadership Summary again this year so churches can see in a glance the names and contact information for anyone in a leadership role in their churches.

3. **A set of Video and PDF tutorials to assist churches in uploading their 2026 Statistical Profile and their Leadership Profiles.**

With more than three thousand churches entering data, the chances of error increase exponentially. We encourage churches to either upload their own lay leadership and/or vocational ministry leaders or forward their changes to your office or to Beth Nichols at TeDHelp@tnbaptist.org. For those who have confidence in working digitally, the tutorials will walk them through steps to:

- (a) Enter a volunteer from their local church. This is the most straightforward set of steps.
- (b) Enter a new staff person from Tennessee whose name may already be in TeD. This is a bit more challenging, but not too complex.
- (c) Enter a new staff member coming to Tennessee from another state whose name may or may not be TeD. This is a more complex process and has an additional required step.

STAGE 3 — ENGAGING THE CHURCHES

Digital Option — The Associational Secretary will forward the digital ACP resources (Statistical and Leadership PDFs and Website Links) to cooperating churches that prefer digital submission.

Print Option — The Associational Secretary will reproduce and distribute TBMB-provided print resources to associational churches in the ACP-branded envelopes that prefer printed materials.

Manual Fill Option — The Associational Secretary will enter information provided by the church into TeD.

Telephone Form Option — TBMB will work with associational leaders to solicit information from non-submitting churches during the late Fall and Winter months.