

How to Complete the Annual Church Profile (ACP)

This guide provides step-by-step instructions on how to complete the Annual Church Profile (ACP). This will show you how to navigate to the ACP website, login, enter church data, and save your progress.

1 Navigate to <https://www.sbcworkspace.com/account/login>

2 Enter your username and password. This information can be found on the ACP letter we send annually.



SBC Workspace

Welcome to SBC Workspace. Please login to continue.

Username

Password

[Login](#) [Reset Password](#)

3 Click "Login"

SBC Workspace

Welcome to SBC Workspace. Please login to continue.

Username

Password

4 Click "ACP Statistical Profile"

or congregation at vbs.lifeway.com/churchreport

Phone
<input type="text"/>

Surveys

Survey	Year
ACP Statistical Profile	2024
Leadership Profile	

5

Enter your church's data (blue arrow). If you need clarification about a statistic, click on the 'i' icon (yellow arrow). For your convenience, last year's data is included to the right of the text box (green arrow).

Phone:
Fax:
Website:
Email:

ship Program Financial **Save** Reports Cancel

	Current Year Value		Prior Year Value
	<input type="text"/>		<input type="text"/>
ider	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		

6

When you're done entering your data, click "Save"

Financial

	Current Year Value
8 Undesignated Receipts	<input type="text"/>
9 Cooperative Program Giving	<input type="text"/>
10 Annie Armstrong Offering	<input type="text"/>
11 Lottie Moon Offering	<input type="text"/>
12 Total SBC Mission Expenditures	<input type="text"/>

Save Cancel

7 Click "No" if you need to add more information later.

The screenshot shows a survey interface with a modal dialog box titled "Is the survey complete?". The dialog has two options: "No, Save my answers but leave the survey open (you will be able to make changes)" and "Yes, Save my answers and mark the survey complete (you will NOT be able to make changes)". A blue circle highlights the "No" option. The background shows a survey form with tabs for "Full Survey", "Membership", "Program", and "Financial". The "Program" tab is active, showing a table with "Current Year Value" for items like "In-Person SS/Bible Study/Small Group Average Attendance" and "VBS Enrollment".

8 Click "Yes" if you have entered all the information you're going to provide.

The screenshot shows the same survey interface as above, but the modal dialog box now has the "Yes, Save my answers and mark the survey complete (you will NOT be able to make changes)" option selected, indicated by a blue circle. The background survey form and table are identical to the previous screenshot.