

Dear Conference of Bishops,

The Office of the Secretary would like to share several updates and announcements regarding the **Annual Congregation Report process**.

- The Annual Congregation Report process for 2025 will remain unchanged.
- Congregations will only receive a letter mailed in mid-January. The letter will contain details on how to access the online reporting system, including their congregation ID and password. Congregations will not receive any printed resources through the mail. All resources will be posted online at [elca.org/reportinstructions](https://elca.org/reportinstructions). The letter will direct congregations to these resources.
- Upon request, we are able to provide congregations with a customized Form A. Congregations will need to email us at [research@elca.org](mailto:research@elca.org) to receive a copy. We will also email you a copy of the customized versions of Form A for all your congregations, so you have them should the need arise.
- The online system for 2025 Form A reporting will open in mid-January. It will be accessible at [elca.org/congregationreport](https://elca.org/congregationreport).
- On Tuesday, December 9, the ELCA churchwide organization will send out an **email** to all congregations, SAWCs, and new starts, describing the Annual Congregation Report process and key dates for the new data year. The email will also provide a link to [elca.org/reportinstructions](https://elca.org/reportinstructions), which includes a generic version of Form A, so congregations that wish to begin compiling their data can do so. (Currently, the webpage reflects information for the 2024 Annual Congregation Report. It will be updated for the 2025 Annual Congregation Report next week. The videos will be updated in January before the system opens.) This email will not contain the password for the online system.
- If any congregation, SAWC, or new start still needs to file a 2024 report, they must complete a paper form and return it to our office. The online system for 2024 closes on December 5 at 5pm (Hawaii time). By way of reminder, synods are responsible for keeping copies of 2024 reports. You can access these reports in [ELCA Community](#) via the synod portal.
- As in previous years, the Office of the Secretary will send congregations' 2025 passwords to synod statisticians. This information will be distributed following the closure of the online system for 2024 data.

If you have any questions, feel free to reach out at [destiny.hisey@elca.org](mailto:destiny.hisey@elca.org) or 773-380-2441.

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