**INSTRUCTIONS FOR LOCAL CHURCHES/COMPANIES**

**Important**: **Accuracy is essential**. Other reports and comparisons, as well as analyses and research, will be based on these figures. Neatness and clarity are of vital significance.

**If you *do not* *have* internet access**: Submit attendance form via mail or fax at Attention: Claudya Barrientos, 606 Greenville Avenue Staunton, VA 24401 or fax (540) 886-5734**.**

**If you *have* internet access:** A website link will be provided within the Attendance Sheets where you can provide your numbers in an online form. Please ask the conference clerk if you do not receive the online website link.

**Please ensure that the attendance totals recorded and sent each quarter are each an actual count and not an estimate.**

**Scope:** The purpose of this and the quarterly reports is to record a brief comprehensive picture of the denomination. It will provide a guide to leaders at various levels, but will also facilitate planning and pastoral care by the local church. Attendance data is to be an accurate summary of local church and Sabbath school attendance.

**Every** regularly organized church and company is to report on attendance. The count is to include the total number in attendance comprising: all adults, children (regardless of age), SDA visitors, and non-SDA visitors. Everyone *who is in attendance* on a Sabbath when attendance is being recorded must be counted.

***Church Attendance:***

To assure accuracy the church attendance count must be conducted on all Sabbaths of each quarter. Where two or more divine services are held on a Sabbath, the figure recorded is the attendance of both/all.

The count should take place at the beginning of the sermon, and should be conducted in the same manner and at the same time on every occasion attendance is counted, to ensure accuracy and uniformity.

***Sabbath School Attendance:***

An exact attendance record should be recorded for all Sabbath School classes including all adult, teen and children’s classes, including SDA visitors and non-SDA visitors.

To assure accuracy the Sabbath School attendance should be counted twice per quarter and must be counted on the **second** and **seventh** Sabbaths of each quarter.

The count for Sabbath School attendance should take place directly before dismissal; every time attendance is counted, the count should be conducted in the same manner and at the same time, to ensure accuracy and uniformity.

**Reporting**: When the counts of attendance at divine service and at Sabbath school are completed, they are to be recorded by the local clerk or statistical secretary and submitted by the following deadlines.

**Reporting Deadlines:**

First Quarter-**Return by April 5, 2020**

Second Quarter-**Return by July 5, 2020**

Third Quarter-**Return by October 5, 2020**

Fourth Quarter-**Return by January 5, 2021**