



**How to complete the form:**

1. Please complete one form for each church building (or worship service location) in the parish.
2. Include **everyone** in your figures, including vicar, organist, Sunday School children & leaders, choir, music group, etc. (Include the youth and Sunday School even if they meet in a separate building or at a different time on the day.)
3. Include all Sunday services except weddings, funerals, and special one-off/irregular services (see right-hand panel).
4. Identify baptism services, fresh expressions and internet or phone services by entering one of the following code letters in the 'Code' column. Report all actual attendance:
  - B = baptism service
  - F = fresh expression of worship
  - V = live internet/phone service of worship
5. Estimate the number of people attending more than one service and then add 1 to the number in column 6, for each *additional* service attended by each person. For example, if one churchwarden attended 2 services in one day then add 1 to the figure in column 6; if s/he attended 3 services in one day, add 2 to the figure in column 6.
6. 'Total for the day' (column 7) = total adults, or children, attending all the services that day (columns 1 – 5) **minus** those attending 2 or more services (column 6).

Please return to St James'House at the following address immediately at the end of the quarter. You can fold this form to accommodate the address in a window envelope. Or email to '[resources.team@liverpool.anglican.org](mailto:resources.team@liverpool.anglican.org)'.

**Central Services Team  
St James' House  
20 St James Road  
LIVERPOOL  
L1 7BY**

**Which services should I include or exclude?**

While the aim of this sheet is to formally collect your church's **regular attendance**, it is understood that counting the congregation can be more of an art than a science. There will never be an exact set of rules or formulae for calculating each set of attendance figures and as such there will always be a significant element of trust placed in those completing this record.

**Include:**

- All normal services of public worship, whether eucharistic or not. Please report **all** attendees and not just those receiving communion.
- All baptism services.
- Fresh expressions of church.
- Live services held or streamed over internet or phone services (e.g. Zoom, etc.)
- Special services of public worship (e.g. at Easter, Remembrance Sunday and during Advent/Christmas).

**Exclude from this form:**

- Weddings and funerals.
- Any purely civic services that have no worship content.
- Services held principally for the benefit of a school and the parents of its children/students, and are not part of your normal public worship provision.
- Facebook/YouTube views watched after a streamed service has ended.

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**SUBMIT INFORMATION ONLINE or via an APP**

The best way to submit your attendance information is online or through the *Service Register App*.

For instructions and a user ID, contact Gordon Fath ([gordon.fath@liverpool.anglican.org](mailto:gordon.fath@liverpool.anglican.org) - 0151 705 2180).

NOTE: when entering information online or through the app, all services, in all locations and of all types, are recorded.