

# Church Attendance Report

Church Name: \_\_\_\_\_

## Directions for Using this Form

1. This form should be filled out on the second and seventh Sabbaths of each quarter. Establish a person(s) to be responsible for this count.
2. The count for Sabbath School attendance should take place directly before dismissal and should be conducted in the same manner and at the same time to assure accuracy and uniformity.
3. The count for church attendance should take place at the beginning of the sermon, and should be conducted in the same manner and at the same time each Sabbath the count is taken to assure accuracy and uniformity. Where two or more services are held on a Sabbath, the figure recorded is the attendance of both/all.
4. This attendance count should include the total number in attendance including: all children (regardless of age), all adults, both SDA visitors, and non-SDA visitors. Everyone who is in attendance is to be recorded. **This is to be an actual count, not an estimate.**
5. After the attendance counts are totaled and recorded below, this form should be given to your local church clerk/secretary who will submit it to the Conference Clerk.

### Sabbath School

Attendance

*Signature of person doing count:*

\_\_\_\_\_

Date of Count: \_\_\_\_\_

### Church/Divine Hour

Attendance

*Signature of person doing count:*

\_\_\_\_\_

Date of Count: \_\_\_\_\_