

## VitalSigns Worship Attendance Policy

### Introduction

- These worship attendance reporting guidelines have been created in response to questions about what to include in both the weekly VitalSigns and Annual Statistical Reports
- Pastors are responsible for ensuring that VitalSigns are accurately reported weekly

### Do not count in your worship attendance reports

- Church-related Day Care chapel services
- Outreach services that are not held every week (e.g., nursing homes, homeless shelters, food pantries, football stadiums, “see you at the pole” rallies)
- Revivals
- Small groups, Bible studies, or discipleship formation groups - these should be counted in small groups

### Do count in your worship attendance reports

- **Weekly worship services on or off campus**
  - Weekend worship services
  - Weekday worship services that involve an order of worship and/or a different group of people than is involved in weekend services
  - Worship service child care or children’s church if not counted in the worship attendance
- **Special worship services**
  - Worship services for holy days such as Christmas Eve, Ash Wednesday, and Holy Week services should be reported on the Sunday following the service
  - Groups that are worshipping away from the church on a Sunday morning (e.g., youth retreats, mission trips)

### How to Report when there is Inclement Weather

- If services are cancelled or are more than 50% below the VitalSigns average attendance because of inclement weather, leave that Sunday out of the average by leaving the number blank on VitalSigns.  
Note: Do not enter a zero or it will lower your average.

### How to Report Online Worship

- If your church streams live services over the internet and has a way to track viewers, keep a separate count to submit for your annual statistical reports. While this online count will not impact your reported Vital Signs worship average, it will be helpful to know the numbers who connect online, what the duration of a connection is, and how churches are following up with online viewers.

### Questions?

- Contact your District Superintendent/Chief Mission Strategist if you have any questions.