



God is still speaking,

Instructions for Using ChurchCount*: The Worship Attendance Data Cruncher

Introducing a simple tool to help you record and interpret your worship attendance numbers. This spreadsheet allows you to record your attendance figures and graphically track changes in worship attendance over time. All you need is Excel and information you probably already collect.

To get started:

1. **Save the ChurchCount** spreadsheet on your hard drive (available at <http://www.ucc.org/god-is-still-speaking/church-resources/worship-attendance-data.html>). (Save these instructions too!)
2. **Open the spreadsheet.** (If you do not have Microsoft Office Excel, you can use Open Office. Download it at www.openoffice.org). You'll notice tabs on the bottom for the years 2002 – 2010, and one tab that says "Chart." These tabs are different sheets for inputting your attendance data. The "Chart" page takes that data and puts it into a graph for you.
3. **Each year has a line for each Sunday.** Click on a tab for the year you'll be entering data. On the left side of the worksheet is a list of dates - every Sunday of the year plus Christmas Eve. At the top of the sheet, you'll see "In the Pews" and "Notes." The space directly to the right of each date is where you'll put in the attendance figure for that date. The "Notes" section is for you to put in any contributing factors to the attendance. Did you have ads running? Were specific invitation efforts in progress? (Was your city closed by snow?) Anything else to remember about that particular Sunday?
4. **The first thing you'll need to do is input some numbers!** Select the tab for the year's figures you're recording. You may enter week by week, or once a month. Make it a convenient but easy schedule to keep. (Save the "one big push" for older data.) Click the "In the Pews" box next to the date, type in the number, and you're done. Your chart will automatically be updated with your worksheet entries.
5. **Save your work!**
6. **If you are missing info for a Sunday here or there,** make your best guess for the number of people you think were present. Or average the Sunday before and the Sunday after. No date in a month can be left blank. A zero or blank in a space will drastically alter your average, so it is better to guess than to leave a blank space. (It's OK to start entering data in any month of the year.) **So... be sure to fill in all weeks as you go!**
7. **The spreadsheet is keeping track of every attendance record you input.** As you type in the numbers, the Chart is adding them up and making an average for every month. It places a bar representing the year and monthly attendance average on a graph so you can track changes over time. Look anytime by clicking on the Chart tab at the bottom of the sheet.
8. **On the Chart, you'll see two main sections.** The top section is a duplicate record of your entries. The Chart is on the bottom. Do not try to enter data on this page. It runs all by itself using the information you put in the attendance worksheet.
9. **Print your worksheet.** Print your Chart using your normal Print commands.
10. **And that's it!** As you put in more worship attendance data, the Chart will expand and you will be able to see graphically the changes in your worship attendance.
11. What you do with that information is **up to you!**
12. Trouble? Questions? Contact Gwen at 216-736-2179 or thomasg@ucc.org

*The Stillspeaking Ministry adapted this tool based on one created to serve the people of Country Club Congregational United Church of Christ in Kansas City, MO. Thanks for sharing!