

[Insert Church Name Here]

How to Track Church Attendance Policy

Use a Church Tracking Software or System

Using a church tracking software or system can help you stay organized and keep up with exactly who is attending each church service and who is not. You have to have a system set up that will give you a report of this important information so you can contact your members when needed to ensure they are okay and that they don't need prayer or anything else.

Set and Articulate Goals for Tracking the Attendance

Tracking church attendance must serve a greater purpose; it's not just a routine.

As church leaders, it's your primary responsibility to set goals for tracking your church attendance. Just like any other church activity, this particular endeavor takes inspiration from a church ministry. Sometimes, it may have been prompted because of inadequate data on the church attendance.

Tracking church attendance can also help you achieve a specific church goal.

Some of these goals you can establish on tracking church attendance could include but are not limited to:

- Using church attendance data as a benchmark for church growth.
- Having an outline of the process of collecting, organizing, presenting, and interpreting the gathered data.
- Identifying members' reasons for being present or absent at church.
- Everything else follows from the goals you have set. That's why you must clarify your goals for checking attendance.

Identify the Attendance Data You Need to Collect

Now that you have identified your goal(s) in tracking church attendance, the next step is to determine the attendance data you must collect.

Checking attendance isn't complicated, and most churches already have systems for collecting attendance data. However, knowing which member is present or absent or determining the percentage of the congregation present for the day may not be enough anymore.

Remember, you have a specific goal of why you are monitoring attendance; therefore, you should identify specific data to help you achieve your goal(s).

For instance, you have specified that tracking church attendance will help benchmark church growth. With that, you may list the data that attendance significantly influences church growth like:

- Number of present church members and collected tithes
- The ratio of volunteers and members in every worship service
- How many worship services before a first-time churchgoer gets baptized at church
- Average 52-week attendance of small church groups
- Number of church members versus the actual number of givers

Don't be surprised by these details. It takes time and effort to understand your congregation. Their church attendance can tell you more information.

Determine the Method of Tracking Church Attendance

Here comes a more interesting step. How do you exactly track church attendance during a church event?

Traditional church attendance practices include signing up on a registration sheet at the church entrance and or doing a simple headcount during service. They're not wrong because this does serve one purpose, but in some contexts, such methods can be inefficient, especially if you plan to analyze the collected data.

Today, churches can take advantage of the available digital technologies that collect church attendance data and analyze these details. These technological tools are specifically designed to be available within the church's vicinity to check attendance.

Here are some examples of digital methods you can employ:

Self-Check-In Stations

Self-check-in stations can be another method to track church attendance. Moreover, they can serve multiple purposes for the church members. They're simple but effective.

The typical setup at church during a Sunday service is that everyone has only one entrance and exit. When your congregation arrives at church and observes the usual niceties at these hotspots, the main attendance booth gets too crowded. The lines get longer; people must wait until it's their turn, so having self-check-in stations can provide alternative locations for people to declare their attendance and offer their tithes.

Church Mobile App

With just a tap on their mobile phones, church members can already signify their presence at a particular church event through a mobile church app. Also, your church's mobile app can generate a scannable QR code which the church members will present to the church ushers or Welcoming Committee. This is perhaps the most time-saving technique compared to most attendance-checking methods.

Digital Attendance Logbook

For this example, let's presume you have already encoded the members' names and pertinent details on a digital server. Upon entering the church venue, the church member will select their profile and follow simple security protocols to verify that it's really them.

Other attendance checking options could include a biometric scan of the congregant's facial recognition. These digital methods are safe, efficient, and accurate compared to traditional methods.

The success of these digital methods largely rests on technology and/or software and how you can maximize it to track church attendance.

Delegate Personnel to Track Church Attendance

As a church leader, you're most likely busy with other vital tasks like praying and sermon preparation and worship service. It's better to delegate the tracking of church attendance to other leaders or volunteers who are aided by digital technologies.

For example, the church has designed a hybrid of self-check-in stations and digital logbooks. It's best if other volunteers assist the church members in the selected methods for checking attendance.

You can also assign volunteers or leaders to spearhead different aspects of tracking church attendance. Some may focus on collecting data; others can assist in analyzing these details into meaningful information.

Aside from just being present at church, congregants can participate more, and you also learn to manage this dimension of church operations.

Deliver a Report on Key Findings About Church Attendance

Tracking attendance at your church does not end with you. As the church leader, you're responsible for informing other church leaders and members about the church's health, as demonstrated in the church attendance.

By informing other church members of the most salient details, everyone becomes aware of the church's growth, just like in Acts 2:41.

More importantly, the members' awareness of the church's overall health can move them to respond positively to the church's call.

To achieve such a feat, you may consider these reflection points:

Did we meet the goal(s) we established in tracking church attendance?

What are the key findings about the church's attendance?

How has our church attendance in ____ helped in _____?

Analyzing and reporting on this data will allow you and the church to make better decisions, particularly concerning the church's health.

Conclusion

To see your church grow, you must track attendance at your church. This is not about policing church members if they're absent at a particular church event. Instead, church leaders must understand that tracking attendance is an act of love for the people God has placed in our care.

If we truly love God's people, we will check on them. We try to understand their reasons for going and not going to church. Above all, we want to see them grow with God through the church family.

SIGNATURES

Senior Pastor

Church Secretary

Revised Date: _____