

Instructions for submitting information for youth in grades 7 through 12

Deadline: January 31, 2022

Choose the reporting method that works best for your congregation. Here are the options:

LISN for Congregations: A ready-to-use file of the youth previously submitted by your congregation is available for download. To download your congregation's youth information, visit lc.lcms.org.

- Enter the congregation ID and password used for reporting statistics and profile information earlier this year.
- Once logged into LISN for Congregations, select "Current Youth List" on left navigation panel.
- A comma-separated file (.csv) of the congregation's youth will automatically download to your "Downloads" folder.
- After reviewing and making modifications, save and send the youth file as an email attachment to youthlist@lcms.org. Please provide the name and address of your congregation in the body of the email.

Shepherd's Staff: If your congregation has this software through Concordia Publishing House, a list can be submitted directly to LCMS Rosters and Statistics through the program.

- Any questions regarding this procedure should be addressed to the Shepherd's Staff technical support at (800) 346-6120 or support@cts.cph.org.

Email or Mail Paper Form: You can request a form to be emailed or mailed directly to the congregation.

- Call or email Rosters and Statistics to request a form at (314) 996-1366 or rosters.stats@lcms.org.
- When leaving a message include the congregation name and address along with the preferred method of delivering the form, whether an emailed PDF or mailed paper form. This will help our team get the information requested to you as quickly as possible.
- Completed forms can be emailed to rosters.stats@lcms.org or mailed to:

LCMS Rosters, Statistics and Research Services
1333 S. Kirkwood Rd.
St. Louis, MO 63122

If no updates are required or your congregation doesn't have any youth, no further action is needed.

Our team is available to support you by answering questions, providing login assistance or fulfilling paper form requests. Please include the congregation's name and address to help us provide assistance as quickly as possible. We strive to have all inquiries resolved within two business days.

- **Email:** rosters.stats@lcms.org
- **Rosters, Statistics and Research Services Hotline:** (314) 996-1366
- **LCMS Church Information Center:** (888) 843-5267