



**Office of Rosters, Statistics and
Research Services**
1333 S. Kirkwood Rd.
St. Louis, MO 63122-7295
(888) 843-5267 Fax (314) 996-1122

Dear Pastor or Youth Leader,

Each year the Concordia University System gathers contact information for 7th through 12th grade youth from each LCMS congregation. This information is used to reach out to these youth with information about our universities and seminaries.

Currently, the LCMS is undertaking the *Set Apart to Serve* church work recruitment initiative, a comprehensive effort to encourage the youth of the LCMS to consider church work. As a part of this initiative, we encourage the youth of the LCMS to consider attending a Concordia university to receive a Christ-centered education in preparation for their vocations, whether in the church or in the world.

You can assist us in this initiative by submitting contact information for your congregation's youth by following the instructions on the next page.

The information that your congregation provides is confidential and will be used only for Concordia University System recruitment purposes and by LCMS Campus Ministry.

Thank you for encouraging the youth in your congregation as they prepare to make decisions about their future! May the Lord continue to bless you and your congregation.

Sincerely,

D. Scott Kostencki
Director, LCMS Rosters, Statistics and Research Services

Instructions for submitting congregation youth information, grades 7 through 12:

Deadline: March 31, 2023

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 information previously submitted by your congregation is available for download. To download your congregation's youth information in LISN for Congregations, 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 information 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 Rosters, Statistics and Research Services through the program.

- Any questions regarding this procedure should be addressed to 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, Statistics and Research Services to request a form at (314) 996-1366 or rosters.stats@lcms.org.
- When leaving a message include the congregation's name and address along with the preferred method of receiving the form, 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:

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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 requests for a paper form. Please include the congregation's name and address in your communication 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