

Church Attendance Tracking Sheet

A printable 13-week log for worship, classes, and guests — with totals and weekly averages.

Church

Quarter / year

Recorded by

[illegible]

Special Services & Events			
Date	Event (Easter, VBS, revival, etc.)	Attendance	Notes

What to track

- **Same count, same time, every week** — for example, a headcount 15 minutes after the service starts.
- **Separate adults and children** so you can see where growth or decline is happening.
- **First-time guests** — the most important number for follow-up.
- **Special services** separately, so Easter and Christmas don't distort your averages.

A simple weekly process

1. Assign one person (and a backup) to count each service.
2. Record the count on this sheet the same day.
3. Hand guest cards to whoever handles follow-up.
4. Enter the numbers into your church software weekly or monthly.
5. At the end of each quarter, total the columns and compare averages with last quarter and last year.

Reports worth reviewing

- Average weekly attendance by quarter, compared with the same quarter last year.
- Children's and adult attendance trends side by side.
- Guests per month and how many returned.
- Giving per attender (total giving ÷ average attendance) for budgeting.

Attendance, members, and giving in one place

ChurchBooks3 is church accounting software built for small churches and volunteer treasurers. Track attendance alongside membership and giving records, and see trends without a spreadsheet. Desktop and Online versions available.

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