Church Yearbook Instructions – 2021

Why submit your annual data?

We have compiled twelve reasons for you to consider why you should submit your annual data. You can find it on the Yearbook webpage.

Accessing the Data Hub

- To **log into the UCC Data Hub** please go to https://datahub.ucc.org/. Alternately, you will find a link to the Data Hub on the Yearbook webpage.
- Your **username** is your five or six digit conference church ID#. Please do not use leading zeros for the conference portion of the login. However, leading zeros should be used for the church portion of the number. (For example, the login for church #10 in the California Nevada Northern Conference is 20010.)
- **Your conference or association can provide your correct login (Church ID#)**. If you are a new church within the past year and your login does not work, please contact your conference for assistance.
- Your default password is ***yearbook2021***.

The Data Hub will be available January 6, 2021 at noon until March 3, 2021 at 11:59pm EST. Please submit your data as early as possible to avoid potential delays if you should need assistance. *If your conference has asked you to submit your data prior to March 3rd, please follow their guidelines.*

Data Hub Help

- The Data Hub contains many **help tips**. If you are unsure of the information a particular data entry field is requesting, simply hover your mouse over the ⓘ for additional information. You can also find the Help Tip Sheet here.
- Several brief **video tutorials** have been posted on the Yearbook webpage to assist you. Please view these videos before calling your conference or association for assistance.
- The CARDD office is pleased to offer a Yearbook Help Line. Please feel free to contact us for assistance if your Conference or Association is unavailable to assist you.

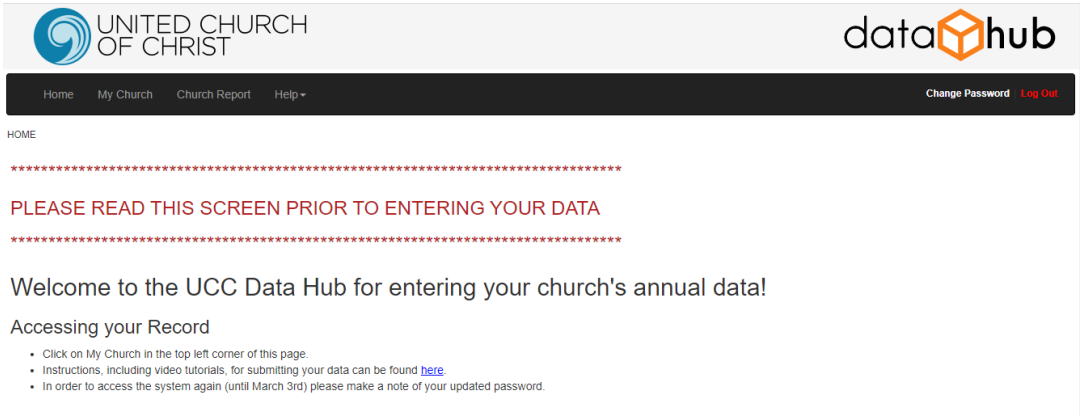
CARDD Yearbook Help Line

Hours: Monday - Friday from 9 am - 3:30 pm (Eastern Time)
Dates: January 11th - March 3rd (excluding holidays)
Phone: 216-736-3837

If your call is not answered please leave a message and we'll return your call promptly.

Changing your password

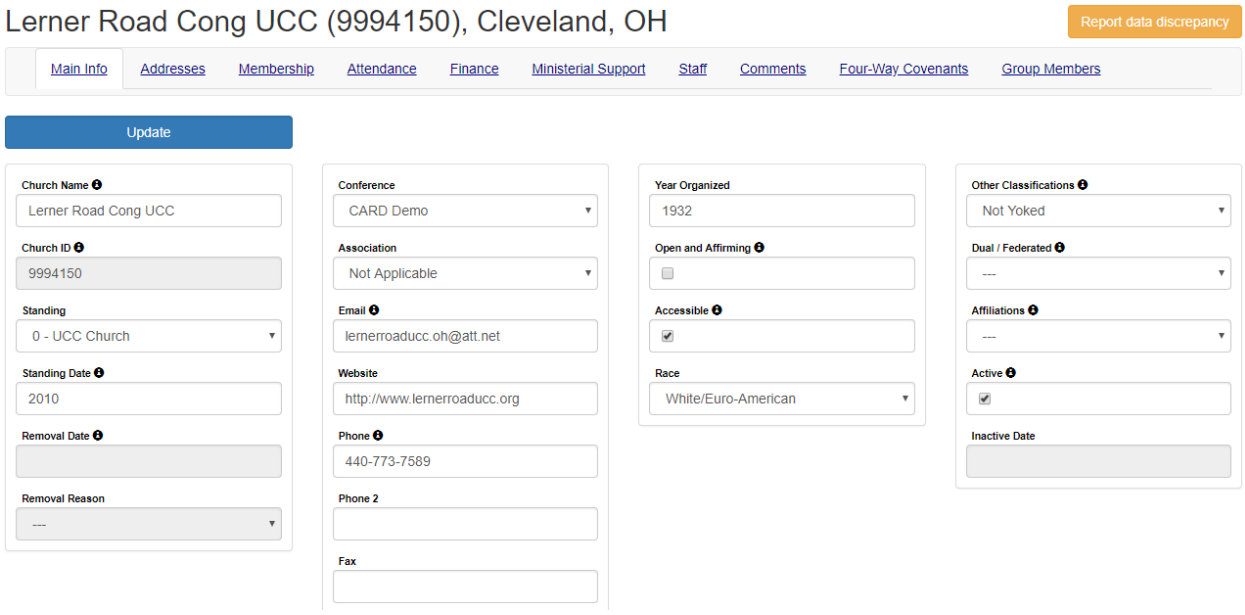
- After you log in to the system for the first time, you should **change your password**. If you are not prompted to change your password upon logging in, your screen will look similar to the picture below. Click on Change Password at the upper right corner to update your password.
- Please make note of your updated password.



If you need assistance logging in, please contact your conference or association.

My Church

- This section provides you access to all of your church's information that is maintained by your Conference or Association in the Data Hub. You will be interacting with the real-time database that national staff and conference/association staff of the UCC use.



Main Info

- The ***Main Info*** tab contains basic church biographic & demographic information. Please update any incorrect information and provide any missing information.
- After ensuring all changes you made are correct, please click the *Update* button. **You must click the *Update* button for the data to be saved.**

- Please note you are **not** able to update any of the fields that are gray; only your conference or association has the ability to edit this information. If there are any errors in those fields please notify your conference or association immediately.

Addresses

We currently track three types of addresses for churches: mailing, location and campus.

- *Mailing* is the address that is used for all church mailings and other general mailings.
- *Location* is the physical location of the church. This address is used on Find a Church to provide a map of your church location. Please note that this address is required and you must provide the County when selecting this address type.
- *Campus* is the physical location of an additional campus of your church. This address is also used on Find a Church on ucc.org.
- If you enter a new location or campus address, please also update the latitude and longitude. View the video **Updating Church Contact Info** on the Yearbook webpage to learn how to look up a latitude and longitude. (Please note, when mailing and location address are the same, both addresses must be entered.)

Providing an Address Change

- Click the *Add New Address* button. Please provide all required information: Address, City, State, Zip and Address Type. (If you select Location as the address type, County will also be required.)
- *Please only click the Add button **once** to prevent duplicate entries from being recorded.* The system may take a few seconds to process after you click the button. Do not click the Add button a second time or you may create a duplicate entry.
- ***Please only use United States Postal Service approved abbreviations in all addresses. Please do NOT use any punctuation.*** The abbreviation guide can be accessed at: http://pe.usps.gov/text/pub28/28apc_002.htm

Membership

*(Video entitled **Updating Annual Church Membership** is available on the Yearbook webpage.)*

- On this screen you can view all data since 1992. Please click *Add New Membership Year Data* when you are ready to provide your data.
- Please do not leave any values blank. Zeroes should be entered.
- After entering all your data please click on the *Calculate Totals* button to compute the totals.
- The 2020 Membership will appear in the field labeled *Total Membership*.
- If this number is incorrect due to previous year's membership being inaccurate, please enter an adjustment number in the adjustment field. **DO NOT** enter the correct 2020 membership total in this adjustment field; enter only the number you need to adjust the calculated total to be correct. (Negative numbers can be entered here.) Click the *Calculate Totals* button again to ensure the correct 2020 membership is recorded.
- When you are satisfied that everything is correct click the *Add* button. If you need to return to this screen at a later time, please click the *Cancel* button.

Attendance

*(Video entitled **Updating Annual Worship Attendance** is available on the Yearbook webpage.)*

- **Average Worship Attendance reported here should only be for in person worship. We will be asking about online worship in the Supplemental Survey.**
- Please compute your average worship attendance for only those weeks your church held in-person worship.

- This screen operates the same as the Membership screen. Please provide all attendance data on this screen.
- Please do not leave any values blank. Zeroes should be entered.
- If you have questions about Church Participants and Community Engagement please see the "Guide to Yearbook Community Engagement and Total Church Participants Categories" posted on the Yearbook webpage.

Finance

*(Video entitled **Updating Annual Financial Data** is available on the Yearbook webpage.)*

- This screen operates the same as the Membership screen. Please provide all financial data on this screen.
- Fields can be left blank here. Only add zeroes when that is accurate. Do not add zero if you are opting to not provide a value.
- This screen only allows whole dollar amounts. Please round to the nearest whole dollar. Do not enter decimals or dollar signs.
- All salaries should be included in your Operating Expenses, even if reported in the Ministerial Support tab.

A change was made in the last couple of years in reporting OCWM giving. Your conference will continue to report your Basic Support Giving and your giving to each of the four Special Mission Offerings (i.e., One Great Hour of Sharing, Neighbors in Need, Strengthen the Church and Christmas Fund). You will report all other UCC Giving as *Other UCC Giving.* If you have a question what this might include please see the "Other UCC Giving" document posted on the Yearbook webpage.

Special Notes

- ❖ Southern New England Conference churches should NOT include their Proportional Gifts as Other UCC Giving. Your conference will report Proportional Gifts in the Basic Support Giving column. Since it is shared with the National Setting, it is analogous to Basic Support for the purpose of this report.
- ❖ New York Conference Reformed Association churches should **NOT** report your Assessment as Other UCC Giving. Your conference will be reporting this giving on your behalf.

Ministerial Support

(Video entitled **Updating Annual Ministerial Support Data** is available *on the Yearbook webpage*.)

- This screen operates very similarly to the Membership screen as well. However, you can provide more than one report for the year on this screen if you are reporting for multiple ministerial staff. Please be sure to indicate if this is a full-time position.
- All data provided on this report should be annualized. If your church only had a pastor for part of the year, the compensation should be computed for an annual basis. This will ensure we can compare across churches. **This is not an actual accounting of the amount your church paid, but rather what the church would have paid for this position for an entire year.**
- This data is only used in providing summary reports of average compensation packages of numerous churches. Your church's individual ministerial support data will not be released.
- All actual staff and ministerial compensation should also be included in your Operating Expenses reported on the Finance tab.

Staff

- This screen displays all current ministerial staff serving your church according to Data Hub records. Please report inaccurate information to your conference or association.

Editing Data

- After you have entered your annual data in the Data Hub you have access to edit this entry until the Data Hub closes on March 3rd.
- To edit data on the Membership, Attendance, Financial, or Ministerial Support tabs simply click the pencil icon beside the 2020 year data. This will open the data entry screen for you to make corrections.
- If other years' data needs correction please contact your conference or association.

Church Report

- This will provide you a report of your church's data.
- In the top left corner of this report screen you can select the year for which you'd like data displayed.
- If you'd like a printout of the data you've just reported, select 2020 from the list. (You can also print copies of previous year's reports by selecting the appropriate year.)
- You can print this report by clicking on the printer icon. You can also save this report in a variety of file types. Click on the disk icon to select the type of file you'd like to save. Your conference does not have access to print this report.
- If you require a copy for your files, please be sure to print it before logging out of the system.

Supplemental Survey

- This year we are continuing the supplemental data collection. We'd like churches to answer a few questions that are not part of the annual Yearbook data collection.
- This data will help the CARDD office better understand the congregations we serve and help us plan future research projects.
- We will be gathering online worship attendance in the Supplemental Survey. Further details on how to measure online worship attendance will be provided in late January on the Yearbook webpage.
- A link to the supplemental data collection will be provided on the Data Hub home page. It can also be found at https://www.surveymonkey.com/r/SUPSURV2021.
- The survey is very brief and should take less than ten minutes to complete.
- These additional questions are included in the Church Data Entry Guide as well.

Incentives

This year we are offering several incentives for churches that submit **both** their annual Yearbook report and answer the supplemental research questions. Every church that responds to both will be entered into a random drawing for several prizes. The following prizes will be awarded:

- $100 UCC Resources Gift Card – 5 gift cards will be awarded
- One year free subscription to Access UCC (online Yearbook and Directory) – 10 subscriptions will be awarded
- 2021 Yearbook and Directory – 10 books will be awarded
- Statistical Profile – 15 will be awarded

REMINDERS

- Change your password immediately. Make a note of your updated password.
- Use USPS approved abbreviations only in addresses.
- All questions, concerns or comments should be directed to your conference or association.
- To cancel out of any of the data entry screens without saving the yearly data, simply click the Cancel button.
- All inaccurate data that is submitted should be reported to your conference or association for correction.
- An Online Data Entry Form is provided at the end of this document to assist you in gathering data prior to submitting it in the Data Hub. Please print this to assist you in gathering your data prior to submitting it in the Data Hub.
- There are several tutorial videos posted online to assist you. Please visit the Yearbook webpage to view these videos.
- Please report any errors to your conference in the manner in which they asked. Some may have instructed you to use the "Report Data Discrepancy" button throughout the Data Hub and others may have asked you to email them.

ONLINE DATA ENTRY FORM

Membership

Additions

Confirmations	
Confessions of Faith	
Transfers In	
Reaffirmations of Faith	

Removals

Deaths	
Transfers Out	
Other Removals	

Baptisms

Child Baptisms (12 & younger)	
Adult Baptisms (13 & older)	

Attendance

Average Weekly Worship Attendance (in person only)	
Community Engagement	
Church Participants	
Have your members participated in US or international mission/ immersion/service trips?	Yes No

Youth Program

Active Jr. High Participants	
Active Sr. High Participants	

Christian Education/Faith Formation Program

Active Participants

Children (0-17 years)	
Adults (18 years & over)	

Average Participants

Children (0-17 years)	
Adults (18 years & over)	

Financial

Income

Total Income	
Pledges and Offerings	

Expenditures

Other UCC Giving	
Other Support	
Capital Payments	
Operating Expenses	

Endowments

Bequests	
Deferred Gifts	
Endowment	

Ministerial Support

	Yes	No
Full-time		
Minister Category		
Salary		
Additional Amount Paid by Other Church		
Parsonage		
Rental Allowance		

Utility Allowance	
Social Security	
Annuity	
Insurance	
Other Expenses	
Business Expenses	

If you have multiple pastoral staff, please complete additional ministerial support reports.

	Yes	No
Full-time		
Minister Category		
Salary		
Additional Amount Paid by Other Church		
Parsonage		
Rental Allowance		

Utility Allowance	
Social Security	
Annuity	
Insurance	
Other Expenses	
Business Expenses	

	Yes	No
Full-time		
Minister Category		
Salary		
Additional Amount Paid by Other Church		
Parsonage		
Rental Allowance		

Utility Allowance	
Social Security	
Annuity	
Insurance	
Other Expenses	
Business Expenses	

Supplemental Yearbook Survey

Did you stop worshipping in person due to COVID-19 at any time?

- ☐ Yes
- ☐ No

Has your church held online worship during COVID 19?

- ☐ Yes
- ☐ No

Select the platform you have used for online worship (choose all that apply):

- ☐ Zoom
  How many devices were logged into your Zoom services on average?

- ☐ Facebook/Facebook Live
  How many 1 minute or longer views of your Facebook/Facebook Live services on average?

- ☐ YouTube
  How many unique viewers of your YouTube services on average?

- ☐ Other (please describe)
  How many attend this service on average? Describe how you count attendance for this service.

Is your online worship (Select all that apply)?

- ☐ Live
- ☐ Pre-recorded

Compared to your in-person worship attendance before the COVID-19 crisis, how would you describe your online worship attendance?

- ☐ Much less than in-person attendance
- ☐ Somewhat less than in-person attendance
- ☐ About the same as in-person attendance
- ☐ Somewhat more than in-person attendance
- ☐ Much more than in-person attendance

Who is attending your online worship services? Select all that apply.

- ☐ Current members
- ☐ Former members
- ☐ Family/friends/colleagues of current members
- ☐ Family/friends/colleagues of the pastor
- ☐ People previously unconnected to the church
- ☐ People interested in becoming members
- ☐ Members of the local community
- ☐ Other – please describe

Do you plan to continue offering an online worship option after the pandemic?

- ☐ Yes
- ☐ No
- ☐ Unsure

Question for churches who are not holding online worship:
We are (select all the apply)

- Worshipping in person and haven't stopped doing so during the pandemic
- Worshipping in person but have stopped and started at least once during the pandemic
- Worshipping inside
- Worshipping outside
- Not providing any worship options at this time
- Participating in another church's worship service online
- Providing a sermon (written, audio, or video)
- Providing devotional/Bible study materials to our members
- Contact our members via phone or email
- None of the above
- Other (please specify)

Questions for ALL churches:
What measures are you planning to implement when you resume in-person worship or are currently practicing for in-person worship? Choose all that apply.

- Extra cleaning
- Spacing between people in the worship area
- Requiring everyone to wear masks
- No choir
- No corporate singing
- No corporate prayers
- Hand sanitizer stations
- No physical passing of the peace
- No passing of offering plates
- No communion
- Modified communion (e.g. prepackaged, bring your own communion, etc.)
- No social time before or after church
- No offering of food and beverages before or after church
- No in-person gatherings outside of worship (e.g., Bible study)
- No youth programming
- Extra time between multiple services
- Limiting the number of participants
- Requiring registration to attend worship
- Taking attendance for contact tracing purposes
- Offering drive-in worship
- Upgrades to church ventilation system
- Leaving windows open
- No printed bulletins
- Temperature checks
- Health screening questions
- Offering extra services
- Other – please specify

What resources are you using to guide your decision-making process around gathering in-person for worship? (Choose all that apply)

- ☐ The Conference
- ☐ The National Setting
- ☐ Local officials
- ☐ Local health departments
- ☐ State officials
- ☐ d. State health departments
- ☐ Federal officials
- ☐ The CDC
- ☐ The World Health Organization (WHO)
- ☐ Other (please specify)

How has giving in your church changed since COVID-19?

- ☐ Giving has decreased significantly
- ☐ Giving has decreased modestly
- ☐ Giving has stayed the same
- ☐ Giving has increased modestly
- ☐ Giving has increased significantly

Does your church offer electronic giving options?

- ☐ We offered electronic giving before March 1, 2020
- ☐ We have made electronic giving options available since March 1, 2020
- ☐ We do not have electronic giving options
- ☐ We are considering offering electronic giving options

If offering electronic giving (if one of the first 2 options are selected): What platform are you using for electronic giving?

Has your church or is your church planning to dip into your endowment as a result of COVID-19 financial hardships?

- ☐ Yes
- ☐ No
- ☐ We don't have an endowment
- ☐ Unsure

Has your church had to make any changes to church staff as a result of the pandemic?

- ☐ Yes
  If yes, (please specify)
- ☐ No

Do you anticipate changing the way you use your building after the COVID-19 pandemic?

- ☐ Yes
  If yes, (please specify)
- ☐ No
- ☐ Unsure

Does your church offer worship services in languages other than English?

- ☐ Yes
- ☐ No
  If yes, in what languages do you offer worship services?

How interested is your church in learning about innovative church practices?

- ☐ Very disinterested
- ☐ Somewhat disinterested
- ☐ Neither interested nor disinterested
- ☐ Somewhat interested
- ☐ Very interested

Are you familiar with the 3 Great Loves Initiative?

- ☐ Yes
- ☐ No
- ☐ Unsure

Does your congregation participate in the 3 Great Loves Initiative?

- ☐ Yes
- ☐ No
- ☐ Unsure

Which of the 3 Great Loves did your congregation focus on? Choose all that apply.

- ☐ Love of neighbor
- ☐ Love of children
- ☐ Love of creation
- ☐ Other: Please specify

In what ways did your church participate in the 3 Great Loves Initiative? Check all that apply.

- ☐ Collections (i.e., Food drive, Hygiene kits)
- ☐ Worship
- ☐ Created new ministries
- ☐ Continued or expanded existing ministries
- ☐ Food pantries
- ☐ Volunteered time
- ☐ Other (please describe)

Does your church post about 3 Great Loves on social media using the hashtag #3GreatLoves?

- ☐ Yes
- ☐ No
- ☐ Unsure