

UCC Yearbook Reporting Quick References

HELPFUL WEBSITES	
Database Login	https://datahub.ucc.org
Yearbook Resources	Webpage All the information CARDD provides for church use will be posted here by January 2025. This website contains video tutorials and information sheets to assist your churches in using the UCC Database and Directories (Data Hub) to submit their annual data.
Database Resources	Database and Directories Info page This website contains information sheets for using the new version of the Data Hub.
Supplemental Survey	https://www.surveymonkey.com/r/2025_supplemental_survey_YB

IMPORTANT DATES	
January 8	UCC Database and Directories (Data Hub) opens for conferences
January 22	UCC Database and Directories (Data Hub) opens for churches at noon, Eastern Time
January 31	All authorized clergy deceased in 2024 should have the Necrology section completed
February 7	Conference & Association information updated in UCC Database and Directories (Data Hub)
March 21	UCC Database and Directories (Data Hub) closes for churches at midnight, Eastern Time
March 28	Conferences' Special Offerings data due to CARDD
April 8	UCC Database and Directories (Data Hub) closes for conference and association users at midnight, Eastern Time <ul style="list-style-type: none"> ✓ All clergy and church data should be finalized by this date. ✓ Conference Financial Information should be completed. If your fiscal year has not yet ended, please enter this information at the end of your fiscal year.
April 9 – April 23	UCC Database and Directories (Data Hub) closed for checking data (it will be reopened as soon as data processing is completed).
April 24 – May 2	Conferences review and edit data identified by CARDD as potential errors

*On behalf of the entire CARDD team, we **thank you** for all your hard work in collecting and reporting data to the UCC Database and Directories!*