Church Yearbook Instructions – 2025

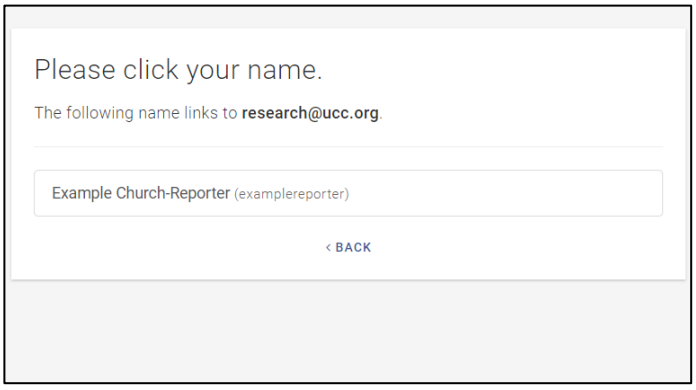
Why submit your annual data?

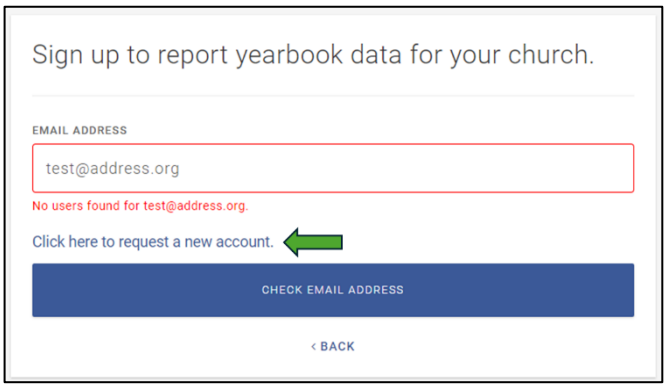
We have compiled twelve reasons for you to consider why you should submit your annual data. You can find it on the Yearbook webpage.

The Data Hub will be available from January 22, 2025, at noon (EST) through March 21st, 2025. 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 before March 21st, please follow their guidelines.*

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 (www.ucc.org/research_yearbook).
- If you already have an Engage account (the same platform that hosts ministerial profiles), simply enter your username and password to sign in.
- If you do not have an existing account or are unsure if you have one, click the green "Sign Up: Yearbook Reporter" button and enter your email address on the following screen.
    - If the email address matches one or more of the accounts on record, you will be prompted to select the account on the following screen (see below, left). If no match is found, click "Click here to request a new account" (below, right)

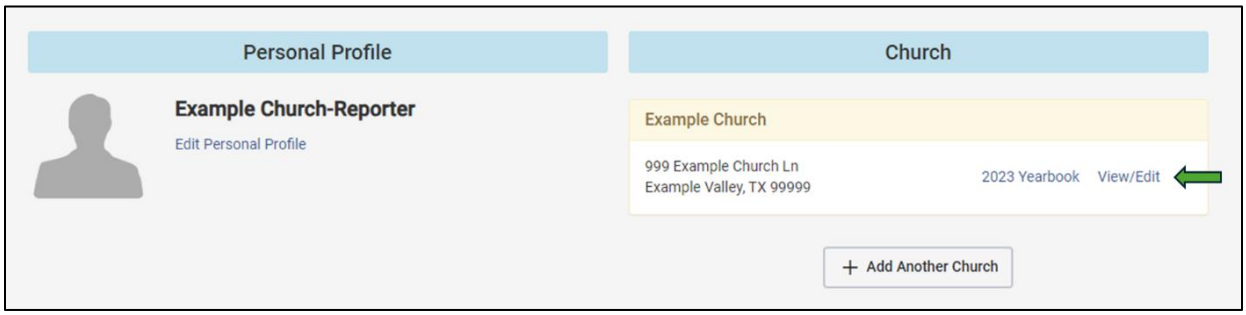




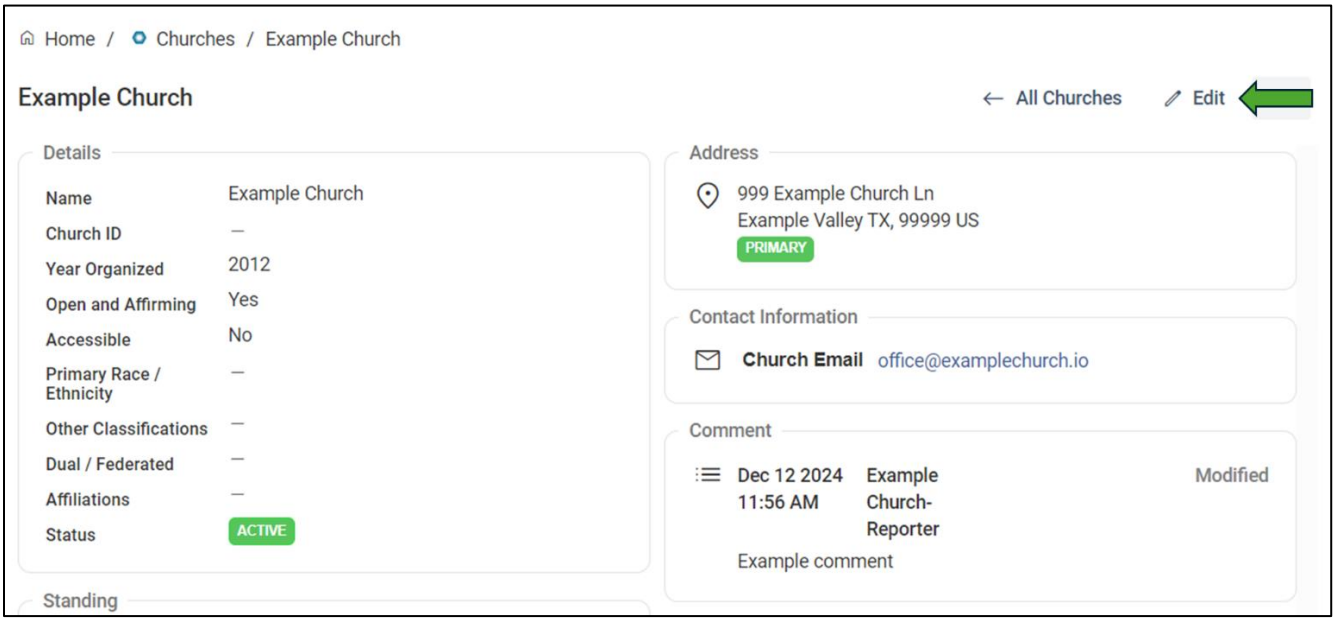
    - From here, you will be prompted to enter your information, including name, your role at the church (e.g., minister), church ID, and access code.
        - **Your Conference or Association can provide your Church ID**
        - Your default access code is "graceabounds"
    - You will then be prompted to create a username and to set your password via an emailed code or password reset link.
    - After agreeing to the site's **Terms and Conditions**, you will be taken to the UCC Database and Directories home page.

Main Church Info

- To view and update basic information such as church address, website, and contact information, click on "View/Edit" under the Church pane on the home page.



- This will take you to the church information page, where you can review available records on your congregation. These records are sorted into seven sections:
    - Details which include name, ID, founding year, and other general information about the congregation
    - Standing, which lists the congregation's Conference and classification within the UCC
    - Address, which includes location and mailing information for the church
    - Contact Information, which includes phone and email information
    - Staff, where ministers and other staff are
    - Yearbook, which displays current and previous year values for membership, finances, and other metrics published in the yearbook
    - Group Members, which contains information relating to Conference and Association-created groups
- If you would like to update one of the fields, click the "Edit" button in the top righthand corner and enter or add records in the relevant sections. When you are finished, **be sure to click "Save" in the upper righthand corner**.



- Please note that there are some fields, such as denominational affiliation and active/inactive status, that only your Conference or Association can edit. If there are any errors in those fields, please notify your Conference or Association immediately.
- You are also not able to update the Open and Affirming checkbox. This data is updated upon notification from the UCC Open and Affirming Coalition. If your church has completed the ONA process with the Open and Affirming Coalition, please email us at research@ucc.org with your church's name and location. Include ONA Church in the subject line. We will work with the Open and Affirming Coalition to verify this and update your record appropriately.

Addresses

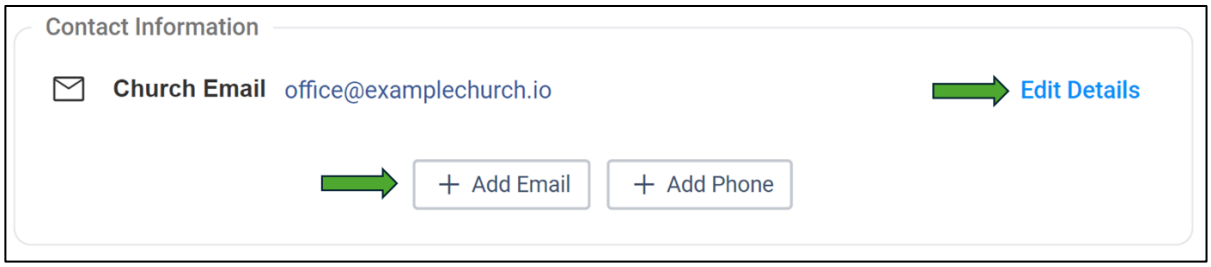
- We currently track three types of addresses for churches: mailing, location, and campus.
    - *Location* is the physical location of the church. This address is used on the Church Finder on ucc.org to provide a map of your church location. Please note that this address is required.
    - *Mailing* is the address that is used for all church mailings and other general mailings. **(Please note, when mailing and location address are the same, both addresses must be entered.)**
    - *Campus* is the physical location of an additional campus of your church. This address is used on the Church Finder on ucc.org
- To add a new address, click "Edit Details" on the main information page (see below) and then "Add Address*"* in the address section. To edit an existing address, click the "Edit Details" link to the right of the corresponding address.

- Be sure to provide Address, City, State, Zip, and Address Type.
    - ***Please only use the 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
- Once the information is entered, click "Confirm Change" in the lower lefthand corner of the box, and if you are finished with all other edits on the church page, click "Save" in the upper righthand corner of the screen. **Note that "Save" must be clicked for all changes to be logged.**

Contact Information

- There are two kinds of contact information that can be logged in the present system: email and phone.
    - *Emails* may include all email addresses used by the church to field inquiries and conduct correspondence. If your church has more than one email address (e.g., one public and another for internal or administrative work), both may be entered. Those marked as "primary" will be used in the Church Finder on ucc.org.
    - *Phone* may include any phone numbers associated with the church, and as with emails, more than one may be entered. If so, the phone number marked as "primary" will be used for the UCC Church Finder.
- To add a new phone number or email address, click "edit" on the main information page and then "Add Phone*"* or "Add Email" at the bottom of the contact information section. To edit an existing phone number

or email address, click the "Edit Details" link to the right of the corresponding phone number or email address.



- For both phone and email, please indicate the type of contact it is and whether you would like it to be listed in the yearbook. Once you are finished, click "Confirm Change" in the lower lefthand corner of the box and "Save" in the upper righthand corner of the screen.

Staff Listings

- This section displays all current ministerial staff serving your church according to Data Hub records. Please report inaccurate information to your Conference or Association.

Groups

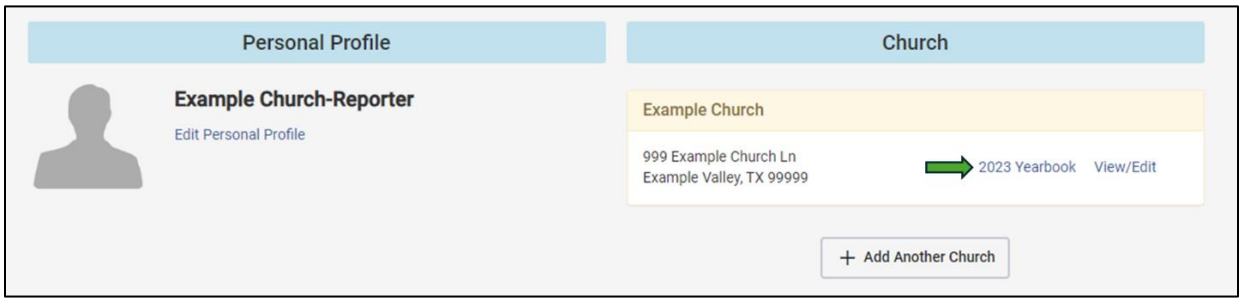
- This section displays group membership records made by your Conference or Association. Please report inaccurate information to your Conference or Association.

Yearbook

- This section displays your congregation's yearbook data going back to 1992.
- To input current yearbook data, click on the link for the corresponding year, and you will be taken to the yearbook reporting section (see below).
- If previous years' data needs correction, please contact your Conference or Association.

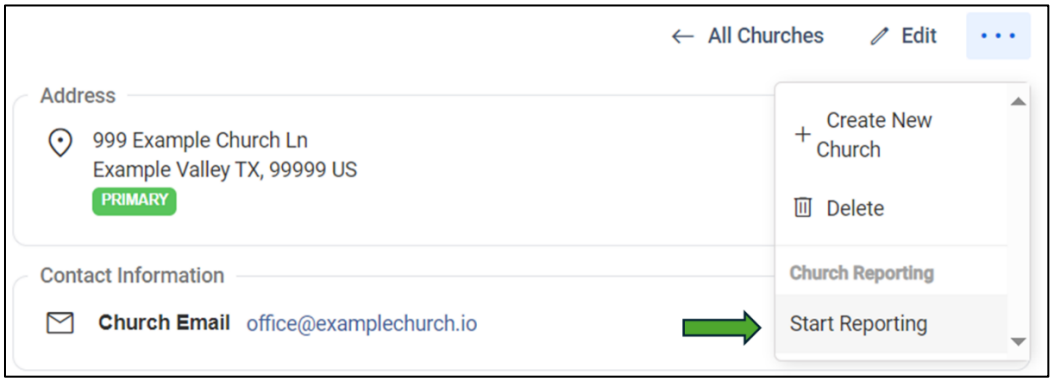
Yearbook Data Entry

- There are several ways to begin entering yearbook data. The first and most direct is to click on the yearbook link next to your church on the landing page.

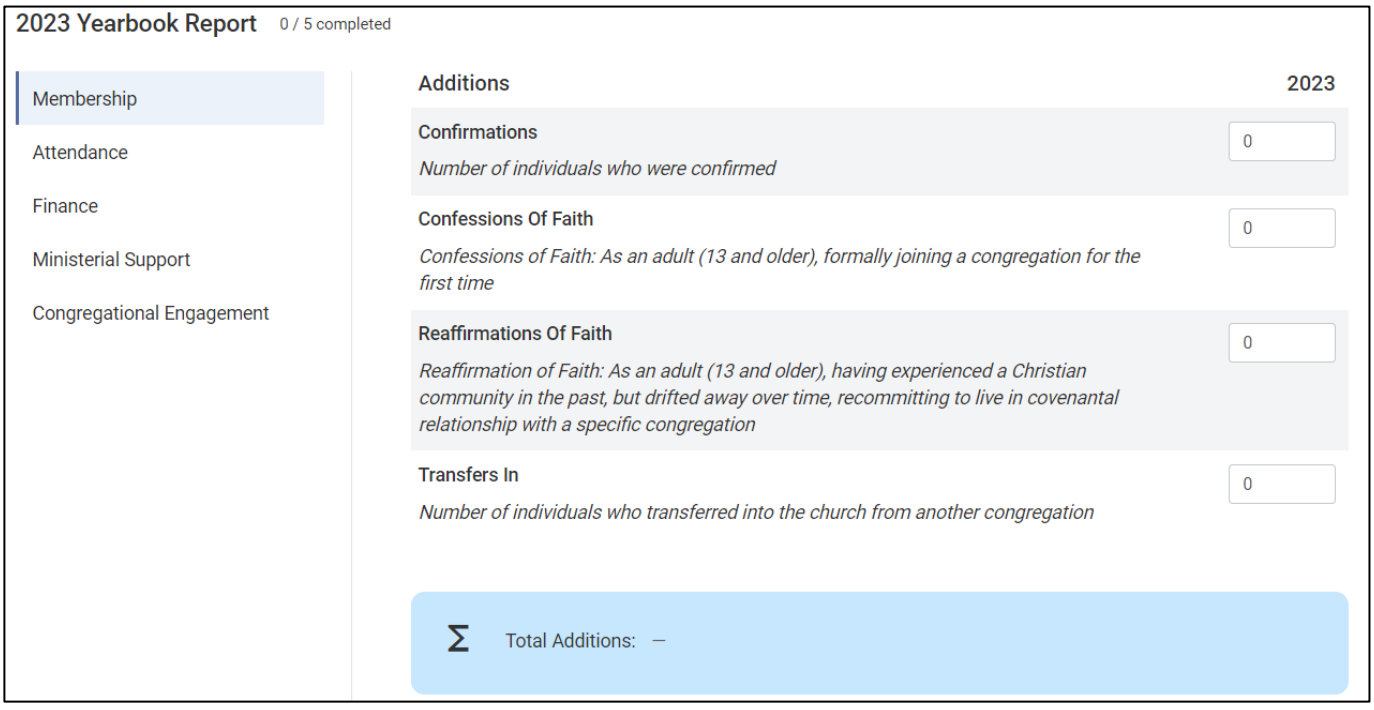


- The second is to click on "Edit" on the Main Church Info page and click on the link for the current year in the yearbook section.

- Finally, from the Main Church Info page, you can click on the ellipses button in the top righthand corner and select “Start Reporting” from the dropdown.



- This will take you to the yearbook reporting section, which is comprised of five sections: Membership, Attendance, Finance, Ministerial Support, and Congregational Engagement.



Membership

- Enter data for the year's additions, removals, and baptisms here. When doing so, **please be sure not to leave any blank values and to input zeroes when no change has taken place over the last year.**
    - Subtotals will be calculated automatically for additions and subtractions, which will be combined with the previous year's membership to calculate your 2024 *Total Membership*.
    - If this number is incorrect due to the previous year's membership being inaccurate, please enter an adjustment number in the adjustment field. **DO NOT** enter the correct 2024 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.)
    - When you are satisfied that everything is correct click the "Save and Continue" button. If you need to return to this screen later, please click the "Save and Exit" button.

Attendance

- This section includes fields for community engagement, mission trips, youth programs, faith formation, and several forms of attendance. To help ensure the precision and accuracy of our records, we have divided the category into in-person and several forms of virtual attendance.
    - *In-Person Worship* is the average number of individuals attending services at the church building
    - *Virtual Worship* includes the average number of views or devices logged per service, depending on the platform. To accommodate differences in the way worship attendance is tracked across platforms, we have divided virtual worship into 5 sub-categories:
        - Video-conferencing platforms such as Zoom or Skype, which log **devices**
        - Social media platforms such as Facebook Live, which log **views**
        - Video hosting platforms such as YouTube, Boxcast, and Vimeo, which also log **views**
        - Multi-stream platforms such as Restream or Streamyard, which log **viewers**
        - Audio platforms such as podcasts, radio broadcasts, or a 1-800 number, which log **listeners**

- To enter these values, follow the same procedures as were used for membership. Please do not leave any values blank.
    - When calculating averages, please include only those weeks where worship was conducted in the form indicated (in-person, video-hosted, etc.). If services were put on social media for only half of the year, for instance, then the average social media views should be calculated only for that half of the year and not for the full year.
    - 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

- This section covers income, expenses, and giving information for the year.
- Data entry operates the same as the Membership section, but 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 section 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.

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 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

- This section operates very similarly to the Membership section 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 in this report should be annualized. If your church only had a pastor for part of the year, the compensation should be computed on 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 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.

Congregational Engagement

- This section is new with the updated database and is meant to reflect aspects of our churches' work and missions not captured by attendance, membership, or other measures. Its questions pertain to building ownership/usage and volunteer activities in and around the church.
    - "Member volunteers for church" and "Member volunteers for community" cover the volunteer activities of church members while "Community volunteers for church" refers to those who are not congregation members but do volunteer their time for church-related activities

Church Report

- Once you have completed yearbook reporting, you will have the option to download a report of all the data you have entered.

Supplemental Survey

- To better understand the congregations we serve and to help us plan future research projects, we ask churches to answer a few additional questions on the yearly Supplementary Survey.
- The Survey can be found at https://www.surveymonkey.com/r/2025_supplemental_survey_YB.
- The survey is 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. If your church is selected, we will send an email to the email address noted in the database. Please be sure to respond to us if you receive an email.

  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

- 2024 Yearbook and Directory – 10 books will be awarded
- Statistical Profile – 15 will be awarded

REMINDERS

- The Church Field Guide posted on the Yearbook webpage provides descriptions of most of the data you will be entering. Refer to this as needed.
- 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.
- All inaccurate data that is submitted should be reported to your Conference or Association for correction.
- A Reporting Guide is provided at the end of this document to assist you in gathering data before submitting it. Please print this to assist you in gathering your data.
- Please report any errors to your Conference in the manner they asked to be notified. Some may have instructed you to use the blue "report data discrepancy" flag at the bottom lefthand corner of the screen and others may have asked you to email them.

Data Hub Help

- Explanatory notes may be found next to data entry fields in the Data Hub. You can also find the Data Hub Church Field Guide on the Yearbook webpage.
- Please feel free to contact the CARDD Team for assistance if your Conference or Association is unavailable to assist you.

CARDD Yearbook Assistance

Hours: Monday - Friday from 9:30 am – 3:30 pm (Eastern Time)
Dates: January 8th – March 21st (excluding holidays)
Email: research@ucc.org
Phone: 216-736-3221

DATA HUB REPORTING GUIDE

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)	

Total 2024 Membership

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	

Virtual Attendance

Video conferencing (e.g., Zoom)—Average devices logged per service	
Social media (e.g., Facebook Live)—Average views per service	
Video hosting (e.g., YouTube)—Average views per service	
Multistream (e.g., Restream.io, Streamyard)—average views per service	
Audio platform (e.g., podcast, radio broadcast, 1-800 number)—Average listeners per service	

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	

Yearbook Supplemental Survey

1. Does your church use church management software?
   - ☐ Yes
   - ☐ No **(skip to question 3)**
   - ☐ Unsure **(skip to question 3)**
2. What church management software do you use?

   _____

   _____

3. We appreciate you submitting your church's annual data for the Yearbook. Are you aware that the office that produces the Yearbook (CARDD – the Center for Analytics, Research & Development, and Data) produces an annual Statistical Profile of church, member, and clergy trends based on Yearbook data that is available for free download?
   - ☐ Yes
   - ☐ No **(skip to next section)**
   - ☐ Unsure **(skip to next section)**
4. If yes: How do you use the Statistical Profile? (select all that apply)
   - ☐ To read for my own understanding of the UCC
   - ☐ To share with clergy
   - ☐ To share with my congregation
   - ☐ To use for research
   - ☐ Other: please specify

Online Giving

5. 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
6. 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 offer electronic giving options **(skip to Congregational Engagement Questions)**
   - ☐ We are considering offering electronic giving options **(skip to Congregational Engagement Questions)**
7. What platform(s) are you using for electronic giving? (Choose all that apply.)
   - ☐ Vanco/Realm
   - ☐ Tithe.ly
   - ☐ PayPal
   - ☐ Venmo
   - ☐ Church website
   - ☐ Other (please specify) _____
8. What percentage of your giving would you estimate is received electronically? _____%

Harm Reduction and Overdose Prevention Ministries

9. Has your church done any of the following? Select all that apply:
   - ☐ Hosted an overdose prevention training?
   - ☐ Developed a congregational overdose response plan?
   - ☐ Have installed an overdose response kit, including naloxone (opioid overdose reversal medication) available/accessible in the event of an overdose emergency?
   - ☐ Hosted a Harm Reduction Justice Sunday service?
   - ☐ Explored implementation opportunities of the Faithful Advocacy and Intersectional and Transformational Healing in Harm Reduction resolution?
10. Which, if any, of the following ministries does your church offer? Select all that apply:
   - ☐ Self-help and mutual aid fellowships?
   - ☐ Ministries with neighbors who are unhoused?
   - ☐ Ministries with neighbors who are incarcerated?
   - ☐ Ministries with people living with HIV/AIDS and/or HCV?
   - ☐ Family Support Groups for loved ones touched by substance use/overdose?
   - ☐ Outreach with people who use drugs?
   - ☐ Harm Reduction Education / Resources?
11. What resources does your congregation, and its leadership, need to be able to expand wellness and justice ministries with people who use drugs, people who love people who use drugs, and people who have experienced an overdose? (Text box - 500 characters)

    _____
    _____
    _____
    _____

12. Would you be interested in being contacted by the Harm Reduction and Overdose Prevention Ministries to discuss how we might assist your congregation in growing wellness and justice ministries in partnership with people with lived and living experience of substance use and overdose?

    - ☐ Yes

      If yes, please include your contact information:

      Name: _____

      Role at church: _____

      Email address: _____

      Phone number: _____

    - ☐ No

UCC Wellness Ministries Questions

1. There are many ways local churches and other settings of ministry support health and wellbeing. Please select the activity or activities that your church provides: (Check all that apply)
   - ☐ Spiritual care (e.g., healing circles, prayer circles, meditation, bereavement support etc.)
   - ☐ Meal delivery, food pantries

- ☐ Visits (e.g. home, care facility, hospital, etc.)
- ☐ Cards or notes to parishioners
- ☐ Phone calls to parishioners
- ☐ Health education and promotion
- ☐ Mental health awareness and promotion
- ☐ Disability awareness, access, and support
- ☐ Walking programs
- ☐ Support groups (e.g., caregiver support, NAMI mental health, AA, NA Al-Anon. etc.)
- ☐ Advocate for universal access to health and wellness options
- ☐ Prayer shawls
- ☐ Transportation
- ☐ Small group activities
- ☐ Other (please specify) _____
- ☐ We do not provide any of the above activity/activities but would be interested in providing health and wellness programs
  If so, which health and wellness programs would you be interested in providing?
  _____
  _____

14. Which, if any, of the following Wellness Ministries resources or communication channels are you aware of?
    - ☐ The wellness.ministries.ucc Instagram account
    - ☐ The Wellness Ministries Facebook page
    - ☐ Videos on the UCC YouTube channel
    - ☐ The monthly newsletter: Mind, Body, Spirit – Linking Lives for Health and Wholeness
    - ☐ The Wellness Ministries Toolkit on ucc.org
    - ☐ The Zoom Train-the-Trainer series: Orientation of Wellness Ministries Volunteers
    - ☐ The UCC Wellness Ministries Handbook for Visitation

15. Which, if any, of the following Wellness Ministries have you used to assist your ministry?
    - ☐ The wellness.ministries.ucc Instagram account
    - ☐ The Wellness Ministries Facebook page
    - ☐ Videos on the UCC YouTube channel
    - ☐ The monthly newsletter: Mind, Body, Spirit – Linking Lives for Health and Wholeness
    - ☐ The Wellness Ministries Toolkit on ucc.org
    - ☐ The Zoom Train-the-Trainer series: Orientation of Wellness Ministries Volunteers
    - ☐ The UCC Wellness Ministries Handbook for Visitation

16. Are you your church's contact person for wellness ministries?
    - ☐ Yes
    - ☐ No

17. Do you give consent to be contacted by UCC's Wellness Ministries about your church's wellness ministries?
    - ☐ Yes
      If yes, please include your contact information:
      Name: _____
      Role at church: _____

Email address: _____

Phone number: _____

☐ No

Environmental Justice Ministries

18. Has your church divested from fossil fuels?
    - ☐ Yes
      If yes, can the UCC's Environmental Justice Ministries add your church to the UCC's online list of divested churches?
      - ☐ Yes
      - ☐ No
    - ☐ No
    - ☐ Unsure

19. Does your church have solar panels?
    - ☐ Yes
      If yes, can the UCC's Environmental Justice Ministry add your church to the UCC's online list of solar churches?
      - ☐ Yes
      - ☐ No
    - ☐ No
      If no, is your church interested in being contacted by our Environmental Justice Ministry to learn more about solar panels?
      - ☐ Yes (please include your contact information below) ☐ No

        Name: _____

        Role at church: _____

        Email address: _____

        Phone number: _____

    - ☐ Unsure

Administrative Support Questions

20. Does your church have a designated administrative support person?
    - ☐ Yes
    - ☐ No **(skip to question 25)**
    - ☐ Not currently but we are in the process of hiring someone **(skip to question 25)**

21. What is the current employment status of your administrative support person?
    - ☐ Full-time/Paid
    - ☐ Full-time/Unpaid
    - ☐ Part-time/Paid
    - ☐ Part-time/Unpaid

22. Does the administrative support position offer benefits other than income? Select all that apply:
    - ☐ Medical insurance
    - ☐ Dental insurance
    - ☐ Vision insurance
    - ☐ Life insurance
    - ☐ Housing allowance
    - ☐ Paid vacation time
    - ☐ Other (please specify) _____

23. How long has the administrative support person been in this position?
    - ☐ Less than 1 year
    - ☐ 1-2 years
    - ☐ 3-5 years
    - ☐ 6-10 years
    - ☐ 11-15 years
    - ☐ 16-20 years
    - ☐ More than 20 years

24. If Q4 less than 5 years, how long was the previous person at your church?
    - ☐ Less than 1 year
    - ☐ 1-2 years
    - ☐ 3-5 years
    - ☐ 6-10 years
    - ☐ 11-15 years
    - ☐ 16-20 years
    - ☐ More than 20 years

25. How important do you think having administrative support staff is to the operation of your church?
    - ☐ Very important
    - ☐ Somewhat important
    - ☐ Neither important nor unimportant
    - ☐ Somewhat unimportant
    - ☐ Very unimportant

Questions on Lay Led Congregations

26. Is your congregation primarily served by a UCC-ordained clergyperson?
    - ☐ Yes **(skip to end)**
    - ☐ No

27. Who leads your congregation's worship services? (Check all that apply)
    - ☐ A UCC member in discernment or multiple UCC members in discernment
    - ☐ Someone in formation for ordination in another denomination
    - ☐ Someone with lay ministerial standing or licensed through your Association
    - ☐ A layperson or laypeople without lay or licensed ministerial standing
    - ☐ A UCC-ordained pastor or pastors serving in a limited capacity

- ☐ A pastor or pastors ordained by another denomination
- ☐ A UCC-ordained chaplain or chaplains serving in a limited capacity
- ☐ A chaplain or chaplains from another denomination
- ☐ A retired UCC-ordained minister acting in a limited capacity
- ☐ A retired pastor from another denomination
- ☐ Other (please specify) _____

28. When was the last time your congregation was primarily served by a UCC-ordained clergyperson?
    - ☐ A few months ago
    - ☐ Several months to a year ago
    - ☐ Between one year and two years ago
    - ☐ Two to five years ago
    - ☐ More than five years ago
    - ☐ We have never had a UCC-ordained clergyperson
    - ☐ Don't know/unsure

29. On which of the following topics would additional resources be most helpful? Select up to 3.
    - ☐ Church governance
    - ☐ UCC polity
    - ☐ Church finances (e.g., navigating financial statements, insurance)
    - ☐ Search and call (e.g., creating job descriptions, ministry covenants)
    - ☐ Pastoral care (e.g., caring for the bereaved)
    - ☐ Baptism, communion, and life rites (e.g., weddings, funerals)
    - ☐ Legal compliance (e.g., nonprofit filing, copyright law)
    - ☐ Worship (e.g., sermon writing resources, lectionary resources)
    - ☐ Community engagement and support
    - ☐ Theology
    - ☐ Other (please specify) _____
    - ☐ None of the Above