

# Church Yearbook Instructions – 2022

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## 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](#) ([www.ucc.org/research\\_yearbook](http://www.ucc.org/research_yearbook)).
- 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 **yearbook**.

**The Data Hub will be available from January 5, 2022, at noon (EST) through March 2, 2022.** 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 2<sup>nd</sup>, 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 Data Hub Church Field Guide on the [Yearbook webpage](#).
- 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)

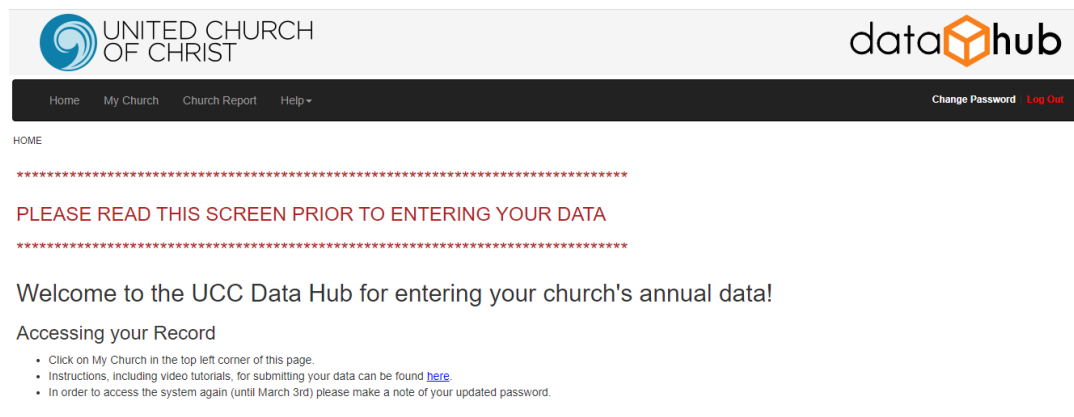
**Dates:** January 10<sup>th</sup> – March 2<sup>nd</sup> (excluding holidays)

**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.



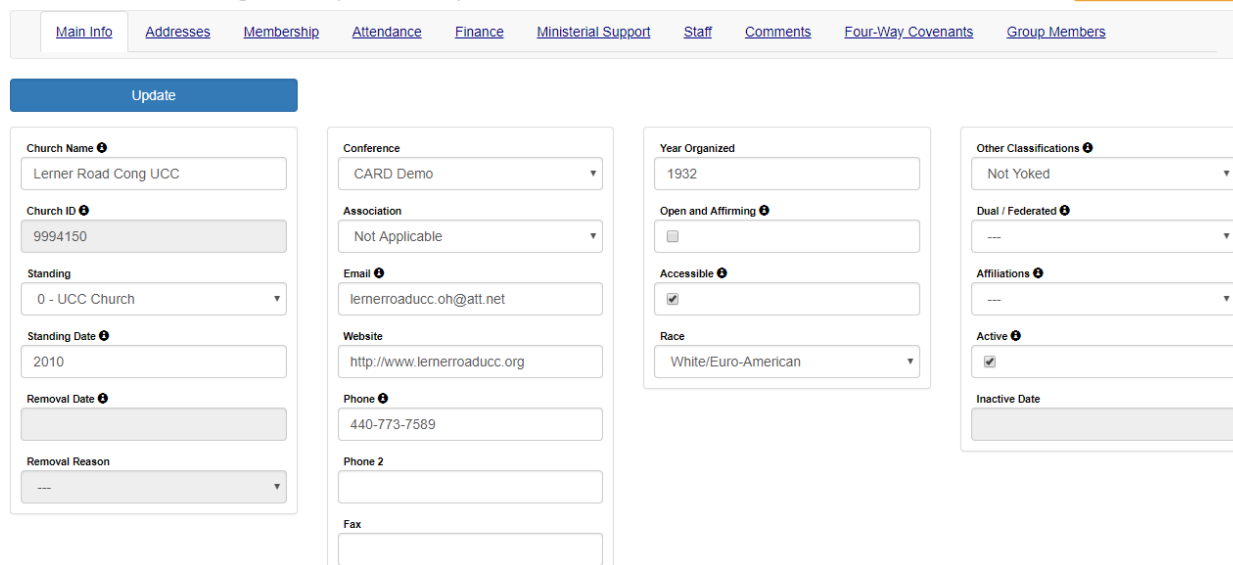
If you need assistance logging in, please contact your [conference or association](#).

## 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.

Lerner Road Cong UCC (9994150), Cleveland, OH

[Report data discrepancy](#)



## 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 gray fields; only your conference or association can edit this information. 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 [yearbook@ucc.org](mailto:yearbook@ucc.org) with your church's name and location. Include ONA Church in the subject line. We'll 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.

- *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 the [Church Finder](#) on [ucc.org](http://ucc.org) 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 used on the [Church Finder](#) on [ucc.org](http://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 lookup 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 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](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 must be entered.
- After entering all your data, please click on the *Calculate Totals* button to compute the totals.
- The 2022 Membership will appear in the field labeled *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 2021 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 2021 membership is recorded.
- When you are satisfied that everything is correct click the *Add* button. If you need to return to this screen later, 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 virtual 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 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 about 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 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 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.

## 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 2<sup>nd</sup>.
- To edit data on the Membership, Attendance, Financial, or Ministerial Support tabs simply click the pencil icon beside the 2021 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 with 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 2021 from the list. (You can also print copies of the 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 virtual worship attendance in the Supplemental Survey. Please see the section below for further details on measuring virtual worship attendance.
- 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/SupplementalSurvey2022>.
- 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.

## Virtual Worship

Because virtual worship and in-person worship numbers represent very different things the data for each is being reported separately. Whereas in-person worship figures count people, virtual worship numbers are more complicated. For example, multiple people can view one screen, or worship services can be viewed days/weeks after the actual service, or people may only engage in a service for a few seconds before moving on, or they may even log into the same service multiple times.

For these and many other reasons, we are counting virtual worship and in-person worship separately and will plan to continue collecting virtual worship data in the years ahead. Until we can upgrade the Data Hub to capture those numbers directly, we are using the supplemental survey as a stopgap measure.

We suggest you measure your virtual worship using the following metrics:

- Online video conferencing – number of devices logged in per service
- Social media – number of views per service
- Video hosting – number of views per service
- Multi-stream – number of views per service
- Audio platform – number of listeners per service
- Audio conference – number of listeners per service
- Television – number of viewers per service

## 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

- The Data Hub Glossary 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.
- 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 before submitting it in the Data Hub. Please print this to assist you in gathering your data before submitting it to the Data Hub.
- There are several video tutorials posted online to assist you. Please visit the [Yearbook webpage](#) to view these videos.
- Please report any errors to your conference in the way they asked to be notified. 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

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## 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 2022 Membership

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## 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)


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## Financial

### Income

Total Income  
Pledges and Offerings


### Expenditures

Other UCC Giving  
Other Support  
Capital Payments  
Operating Expenses


### Endowments

Bequests  
Deferred Gifts  
Endowment


## Ministerial Support

Full-time

Yes	No

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.

Full-time

Yes	No

Minister Category

Salary

Additional Amount Paid by  
Other Church

Parsonage

Rental Allowance

Utility Allowance

Social Security

Annuity

Insurance

Other Expenses

Business Expenses

Full-time

Yes	No

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

1. Did your church hold virtual worship at any time in 2021?
  - ☐ Yes
  - ☐ No (Skip to Question 9)
2. Select the type of platform(s) you have used for virtual or broadcast worship (choose all that apply):
  - ☐ Video Conferencing (e.g., Zoom (meeting or webinar), Go To Meeting, Skype, Uber Conference, Teamlink, Webex, Google Duo, Google Meet, Microsoft Teams)
    - a. On average, how many devices are logged in per service? \_\_\_\_\_
    - b. Select platform used (choose all that apply)
      - ☐ Zoom (meeting or webinar)
      - ☐ Go To Meeting, Skype
      - ☐ Uber Conference
      - ☐ Teamlink
      - ☐ Webex
      - ☐ Google Duo
      - ☐ Google Meet
      - ☐ Microsoft Teams
      - ☐ Other
  - ☐ Social Media (e.g., Facebook Video/Premiere/Live, Instagram Live, Discord, Twitch, TikTok)
    - a. On average, how many views are received per service? \_\_\_\_\_
    - b. Select platform used (choose all that apply)
      - ☐ Facebook Video/Premiere/Live
      - ☐ Instagram Live
      - ☐ Discord
      - ☐ Twitch
      - ☐ TikTok
      - ☐ Other
  - ☐ Video Hosting Platform (e.g., YouTube Video/Premiere/Live, Vimeo Video/Premiere/Live, Boxcast, Google Drive, Faithlife TV, Boxcast, Dacast, Kaltura, Wistia, Brightcove, JW Player, Flowplayer, Vidyard, Wowza, Recorded video sent via email)
    - a. On average, how many views are received per service? \_\_\_\_\_
    - b. Select platform used (choose all that apply)
      - ☐ YouTube Video/Premiere/Live
      - ☐ Vimeo Video/Premiere/Live
      - ☐ Boxcast
      - ☐ Google Drive
      - ☐ Faithlife TV
      - ☐ Boxcast
      - ☐ Dacast
      - ☐ Kaltura
      - ☐ Wistia
      - ☐ Brightcove
      - ☐ JW Player
      - ☐ Flowplayer
      - ☐ Vidyard
      - ☐ Wowza

- ☐ Recorded video sent via email
  - ☐ Other
  - ☐ Multistream (e.g., Restream.io, Streamyard)
    - a. On average, how many views are received per service? \_\_\_\_\_
    - b. Select platform(s) used (choose all that apply):
      - ☐ Restream.io
      - ☐ Streamyard
      - ☐ Other
  - ☐ Audio Platform (e.g., podcast, radio broadcast, recorded audio on website, AM radio, 1-800 phone number)
    - a. On average, how many listeners are there per service? \_\_\_\_\_
    - b. Select platform(s) used (choose all that apply):
      - ☐ Podcast
      - ☐ Radio broadcast
      - ☐ Recorded audio on website
      - ☐ AM radio
      - ☐ 1-800 phone number
      - ☐ Other
  - ☐ Audio Conferencing (e.g., live or prerecorded conference call, FreeConferenceCall.com)
    - a. On average, how many listeners are there per service? \_\_\_\_\_
    - b. Select platform(s) used (choose all that apply):
      - ☐ Live or prerecorded conference call
      - ☐ FreeConferenceCall.com
      - ☐ Other
  - ☐ Television (e.g., local broadcast TV)
    - a. On average, how many viewers are there per service? \_\_\_\_\_
    - b. Select platform(s) used (choose all that apply):
      - ☐ Local broadcast TV
      - ☐ Other
  - ☐ Other (please specify) \_\_\_\_\_
    - a. On average, how many attend this service? \_\_\_\_\_
    - b. Please describe how you count attendance
3. How often did your church offer virtual worship opportunities in 2021?
- ☐ Once or twice a year
  - ☐ Once every month or two
  - ☐ About every month
  - ☐ Two or three times a month
  - ☐ Every week
  - ☐ More than once a week
4. Is your online worship live or pre-recorded? Choose all that apply.
- ☐ Live
  - ☐ Recorded at a live worship event (in-person or virtual) and available later for replay
  - ☐ Pre-recorded

5. Do you stream your in-person worship service?
- ☐ Yes
- ☐ No
6. Compared to your in-person worship attendance prior to 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
7. Who is attending your virtual worship services? Choose 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
8. Do you plan to continue offering a virtual worship option after the pandemic?
- ☐ Yes
- ☐ No
- ☐ Unsure
9. Did your church hold in-person worship services in 2021?
- ☐ Yes
- ☐ No

10. What measures are your church practicing for in-person worship services?

	Never implemented	Implemented at some time during the pandemic but not currently	Currently implementing but won't continue beyond the pandemic	Currently implementing and will continue beyond the pandemic
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 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				
Offering extra services				
Limiting the number of participants				
Requiring registration to attend worship				
Taking attendance for contact tracking purposes				
Offering drive-in worship				
Offering outdoor worship				
Upgrades to the church ventilation system				
Leaving windows open				
No printed bulletins				
Temperature checks				
Vaccination requirements				
Health screening questions				
Other				

Other (Please specify):

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

- ☐ The Conference
- ☐ The National Setting

- ☐ Local officials
- ☐ Local health departments
- ☐ State officials
- ☐ State health departments
- ☐ Federal officials
- ☐ The CDC
- ☐ The World Health Organization (WHO)
- ☐ Other (please specify)

12. 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

13. 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 question 15)
- ☐ We are considering offering electronic giving options (Skip to question 15)

14. What platform are you using for electronic giving? (Choose all that apply.)

- ☐ Vanco/Realm
- ☐ Tithe.ly
- ☐ PayPal
- ☐ Venmo
- ☐ Church website
- ☐ Other (please specify) \_\_\_\_\_

15. Philanthropy and Finance questions

a. What time of year does your congregation conduct a pledge campaign? Choose all that apply.

- ☐ Spring
- ☐ Summer
- ☐ Fall
- ☐ Winter

b. How many of your members have been through stewardship/giving training in the last year?

- ☐ None
- ☐ 1-2
- ☐ 3-5
- ☐ 6-10
- ☐ 11-20
- ☐ 21 or more

c. What % of your annual budget is allocated to OCWM? \_\_\_\_\_

d. What % of your annual budget is spent on staff salaries (including the pastor(s))? \_\_\_\_\_

e. What % of your annual budget is allocated to ministries with historically underrepresented groups?

\_\_\_\_\_

f. Does your church have a strategy for its debt reduction?

- ☐ Yes
- ☐ No
- ☐ Church does not have debt

16. Languages used in worship and spoken in congregation

- a. What languages are regularly spoken in your congregation? \_\_\_\_\_
- b. What languages does your congregation use in conducting **worship services**? \_\_\_\_\_

17. Cemetery, columbarium, and memorial gardens

- a. We are interested in learning more about congregations' offerings for burial and memorial. Does your congregation currently have a (choose all that apply):
  - ☐ Cemetery
  - ☐ Columbarium
  - ☐ Memorial garden
  - ☐ Other (please specify) \_\_\_\_\_
  - ☐ None of the above

18. Please tell us about a measure that best describes *your* church community. For example, members, worship attendance, people who show up to a meal, people who help members move apartments, people who showed up at a protest the church organized, the number of groups who use the building throughout the week, etc.