

*January 10, 2019*



## **LOCAL CHURCHES 2019 YEARBOOK REPORTING**

The annual yearbook online reporting is ready for you. Attached to this letter you will find instructions and worksheets for completing these reports online. If your church does not have a computer, please find someone in your congregation that has one and will either enter the information for the church or allow someone to use the computer to do so. Your local library may also have public computers you may use.

There is no need to send the association office copies of any of your reports. We are now able to view the information online if necessary.

Please complete your online reporting by Wednesday, March 6. Without your help the Yearbook would not be a useful tool. Please be aware that the data you provide may not be included in the 2019 Yearbook if the deadline is missed.

Please do not wait until the last minute. Anything can happen and make it impossible for you to enter your data before the deadline.

If you should have questions or comments regarding the Yearbook process, please let me know.

Thank you for your help.

Grace to You and Peace,

A handwritten signature in black ink, appearing to read 'Cheryl L. McGraw'.

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# Church Yearbook Instructions

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## New this year!

We have made two changes to the Yearbook process this year. Further details appear below.


1. We are asking churches to answer a few supplemental research questions after they complete their annual report.
2. For the first time ever we will be offering **over 25 prizes** for churches that complete their annual report and answer the research questions. See [below](#) for complete details.

## 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 at [http://www.ucc.org/research\\_yearbook](http://www.ucc.org/research_yearbook).
- Your **username** is your 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 #210 in the Ohio Conference is 520210. Church #3375 in the Ohio Conference is 523375.) If you do not know your church ID, please contact your association.
- **Your association is able to provide your correct login.** If you are a new church within the past year and your login does not work, please contact your association for assistance.
- Your default password is **password**.

**The Data Hub will be available January 2, 2019 at noon until March 6, 2019 at midnight.** Please submit your data as early as possible to avoid potential delays if you should need assistance. *If your association has asked you to submit your data prior to March 6<sup>th</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 these tips in the file “Annual Yearbook Reporting: Definitions Tip Sheet for Local Churches” at [http://www.ucc.org/research\\_yearbook](http://www.ucc.org/research_yearbook).
- Several brief **video tutorials** have been posted at [http://www.ucc.org/research\\_yearbook](http://www.ucc.org/research_yearbook) to assist you. Please view these videos before calling your association for assistance.

## 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.

HOME

Welcome to the UCC Data Hub for entering 2017 church data!

**\*\*READ THIS PAGE CAREFULLY BEFORE ENTERING ANY INFORMATION.\*\***

This website should be used to submit your 2017 annual report. You can also review all data on file for your church.

To access your church record please click on **My Church** in the top left corner of this page. Instructions for submitting your report can be found [here](#). This page contains an instruction guide (*Church Yearbook Instructions*), a guide to all the help tips contained within this system (*Definitions Tip Sheet for Local Churches*) and several video tutorials. Please also review the *Yearbook Guide to Total Church Participants and Community Engagement Categories*.

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

## My Church

- This section provides you access to all of your church's information that is maintained by your 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](#) [Addresses](#) [Membership](#) [Attendance](#) [Finance](#) [Ministerial Support](#) [Staff](#) [Comments](#) [Four-Way Covenants](#) [Group Members](#)

Update

<b>Church Name</b> Lerner Road Cong UCC	<b>Conference</b> CARD Demo	<b>Year Organized</b> 1932	<b>Other Classifications</b> Not Yoked
<b>Church ID</b> 9994150	<b>Association</b> Not Applicable	<b>Open and Affirming</b> <input type="checkbox"/>	<b>Dual / Federated</b> ---
<b>Standing</b> 0 - UCC Church	<b>Email</b> lernerroaducc.oh@att.net	<b>Accessible</b> <input checked="" type="checkbox"/>	<b>Affiliations</b> ---
<b>Standing Date</b> 2010	<b>Website</b> http://www.lernerroaducc.org	<b>Race</b> White/Euro-American	<b>Active</b> <input checked="" type="checkbox"/>
<b>Removal Date</b> 	<b>Phone</b> 440-773-7589		<b>Inactive Date</b> 
<b>Removal Reason</b> ---	<b>Phone 2</b> 		
	<b>Fax</b> 		

## 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 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 [www.ucc.org/find](http://www.ucc.org/find) 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 [www.ucc.org/find](http://www.ucc.org/find).
- If you enter a new location or campus address, please also update the latitude and longitude. View the video **Updating Church Contact Info** at [http://www.ucc.org/research\\_yearbook](http://www.ucc.org/research_yearbook) 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.
- Adding a new address will automatically mark the old address as inactive.
- ***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](http://pe.usps.gov/text/pub28/28apc_002.htm)

## Membership

(Video entitled **Updating Annual Church Membership** is available at [http://www.ucc.org/research\\_yearbook](http://www.ucc.org/research_yearbook).)

- 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.
- After entering all your data please click on the *Calculate Totals* button to compute the totals.
- The 2018 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 2018 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 2018 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 at [http://www.ucc.org/research\\_yearbook](http://www.ucc.org/research_yearbook).)

- This screen operates the same as the Membership screen. Please provide all attendance data on this screen.
- We have added two new data entry fields to this screen in recent years: Church Participants and Community Engagement. Please see the "Guide to Yearbook Community Engagement and Total Church Participants Categories" posted at [http://www.ucc.org/research\\_yearbook](http://www.ucc.org/research_yearbook) for complete details.

## Finance

(Video entitled **Updating Annual Financial Data** is available at [http://www.ucc.org/research\\_yearbook](http://www.ucc.org/research_yearbook).)

- This screen operates the same as the Membership screen. Please provide all financial data on this screen.
- This screen only allows whole dollar amounts. Please round to the nearest whole dollar. Do not enter decimals or dollar signs.

**A change was made last year in reporting OCWM giving.** Your association 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 about what this might include please see the “Other UCC Giving” document posted at [http://www.ucc.org/research\\_yearbook](http://www.ucc.org/research_yearbook).

### Special Notes

Massachusetts Conference churches participating in United Church Mission (UCM) should NOT include it as Other UCC Giving. Your conference will report UCM in the Basic Support Giving column. Since UCM 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 at [http://www.ucc.org/research\\_yearbook](http://www.ucc.org/research_yearbook).)

- 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.

### Staff

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

**To view a tip sheet regarding the various data collected, please go to [http://www.ucc.org/research\\_yearbook](http://www.ucc.org/research_yearbook) and click on “Annual Yearbook Reporting: Definitions Tip Sheet for Local Churches.”**

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### 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 6<sup>th</sup>.
- To edit data on the Membership, Attendance, Financial, or Ministerial Support tabs simply click the pencil icon beside the 2018 year data. This will open the data entry screen for you to make corrections.
- If other years’ data needs correction please contact your 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 print out of the data you've just reported, select 2018 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 association 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 Research Questions

- This year we are piloting a 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 CARD office better understand the congregations we serve and help us plan future research projects.
- A link to this supplemental data collection will be provided on the Data Hub home page.
- The survey is very brief and should take no longer than 5 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 more than 25 prizes. The following prizes will be awarded:

- \$100 UCC Resources Gift Card – 5 gift cards will be awarded
- One year free access to Access UCC – 10 subscriptions will be awarded
- 2019 Yearbook and Directory – 10 books will be awarded
- Custom, handmade stole – 1 will be awarded
- JustAct calendar – 5 will be awarded
- 3GL banner – 1 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 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 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 [http://www.ucc.org/research\\_yearbook](http://www.ucc.org/research_yearbook) to view these videos.

# 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)


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## Attendance

Average Weekly Worship Attendance  
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

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Deferred Gifts

Endowment


## Supplemental Yearbook Survey

Is your congregation still in the location in which it was founded?

- ☐ Yes
- ☐ No

When did you move to your current location? \_\_\_\_\_

Which best describes your congregation's relationship to its primary place of worship? (Select one.)

- ☐ Rent
- ☐ Own
- ☐ Our primary worship location moves regularly
- ☐ Have use of a facility for free
- ☐ Other arrangement: \_\_\_\_\_

What is the worship capacity where your primary services are held? \_\_\_\_\_

Do any of the following types of other organizations also use the facility where you worship?  
Check all that apply.

- ☐ Another congregation
- ☐ A school
- ☐ A day care
- ☐ Other (please describe): \_\_\_\_\_
- ☐ Non-profit organization(s)
- ☐ Support group(s)
- ☐ Government (e.g. voting, town hall meetings, etc.)

Are you familiar with the 3 Great Loves Initiative?

- ☐ Yes
- ☐ No

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
- ☐ Food pantries
- ☐ Volunteered time
- ☐ Other (please describe): \_\_\_\_\_



## Ministerial Support

Full-time	Yes	No	Utility Allowance	
Minister Category			Social Security	
Salary			Annuity	
Additional Amount Paid by Other Church			Insurance	
Parsonage			Other Expenses	
Rental Allowance			Business Expenses	

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

Full-time	Yes	No	Utility Allowance	
Minister Category			Social Security	
Salary			Annuity	
Additional Amount Paid by Other Church			Insurance	
Parsonage			Other Expenses	
Rental Allowance			Business Expenses	

Full-time	Yes	No	Utility Allowance	
Minister Category			Social Security	
Salary			Annuity	
Additional Amount Paid by Other Church			Insurance	
Parsonage			Other Expenses	
Rental Allowance			Business Expenses	

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