



Instructions, worksheet posted for Yearbook reporting

It's almost time to start your Yearbook report! You can get a jump on the Yearbook reporting period with the **instructions and worksheet posted [here](#)** along with a video of what is new and a tour of the tabs. The tabs won't be open until Jan. 3, but you can begin gathering your data now.

On January 3, the Yearbook reporting tabs will be available for you to enter your report for 2021. This is when the additional financial data and activity reports will be submitted for our historical snapshot of the year 2021.

Please plan to make time to **enter your information during February** if at all possible so we don't have a logjam on March 15!

Tutorial sessions will be available in late January and early February. See below for a schedule.

Note on attendance numbers:

Your attendance will automatically be totaled and averaged for you by the system when it comes time to fill in your Yearbook report **if** you have been filling in your weekly numbers. Go to the icon that looks like a pencil piercing a box and you'll find how to add your entries.

There will be a second attendance field for your online attendance. This will automatically be added to your attendance averages if you are keeping up your entries.

Colorful charts

Have you been wanting to share the colorful charts of your congregation's demographics or giving? We just added the ability to download a PNG (picture) file of the charts for you to use in print or PowerPoint presentations.



Where is my pastor?

Ministers with standing who are associated with a congregation are now showing up in the congregation directory (the cross icon with a circle behind it).

If you discover that your congregation's minister listed is not accurate, or if you are a minister listed with a congregation in error, please contact your regional office so they can update their records and then pass the information to the Disciples Home Missions Office of Christian Vocations ministers directory. Once that ministers directory information is updated, the correction should appear in ALEX.

CHANGE IMPLEMENTED: When congregation administrators go to look at the Yearbook listing (click on the ribbon on the left) for the congregation, you will notice TWO tabs - one for the ministerial staff and one for the other staff. You cannot edit the minister listing, but you can still update your other staff at any time.

Yearbook tutorials

One or more of these will be recorded and posted for those who cannot attend any of these live sessions.

Monday	Jan. 17	7 pm ET/ 4 pm PT
Wednesday	Jan. 19	6 pm ET/ 3 pm PT
Tuesday	Jan. 25	3 pm ET/ noon PT
Thursday	Jan. 27	1 pm ET/ 10 am PT
Thursday	Feb. 3	2 pm ET/ 11 am PT

Monday

Feb. 7

8 pm ET/ 5 pm PT

Info Flow



And while you're in the program....

If your congregation is part of NAPAD, Obra Hispana, or National Convocation, you should show an affiliation in your congregation's record. Go to the "my yearbook" (ribbon icon) area and click on "edit entry" to make a change. Please make sure your convention/convencion/group is also noted. **You will need to "submit"** the change once you make the change.

General ministries of the Christian Church (Disciples of Christ) in the US and Canada:

Central Pastoral Office for Hispanic Ministries | Chalice Press | Christian Church Foundation | Council on Christian Unity | Disciples Church Extension Fund | Disciples Home Missions | Disciples of Christ Historical Society | Disciples Women | Global Ministries | Higher Education & Leadership Ministries | Hope Partnership Services | National Benevolent Association | National Convocation | North American Pacific/Asian Disciples | Pension Fund of the Christian Church

Office of the General Minister and President, which supports: Center for Faith and Giving | Disciples Center for Public Witness | Disciples Mission Fund | Reconciliation Ministry | Week of Compassion

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