

# Church Yearbook Instructions



## Accessing the Data Hub

To login to the UCC Data Hub please go to <http://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 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, church #10 in the California Nevada Northern Conference would be 20010.) Your conference or 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 conference for assistance.

Your default password is ***password***.

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 conference or association for assistance.

**The Data Hub will be available January 3, 2017 at noon until March 8, 2017 at midnight.** 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 prior to March 8, please follow their guidelines.*

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).

## 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.

A screenshot of the UCC Data Hub interface. At the top left is the UCC logo and the text "UNITED CHURCH OF CHRIST". Below this is a navigation bar with links: "HOME", "My Church", "Church Report", and "Support". On the right side of the navigation bar, it says "Logged in as: [username] Change Password Logout". A red arrow points to the "Change Password" link. Below the navigation bar, the page content includes a "HOME" link, a "Message From the Research Staff" section, and several paragraphs of text providing instructions and contact information for users.

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

## My Church

This section provides you access to all your church's information that is maintained by your Conference in the Data Hub. You will be interacting with the real-time database that national staff and conference/association staff of the UCC use.

The screenshot shows a web form for editing church information. At the top, there are tabs for 'Main Info', 'Addresses', 'Membership', 'Attendance', 'Financial', 'Ministerial Support', and 'Staff'. The 'Main Info' tab is active. The form includes the following fields and controls:

- Update** and **Cancel** buttons at the top left.
- Church Name:** Text input with 'First Congregational UCC' and '(Alameda , CA)' below it.
- CONFCHU:** Text input with '20010'.
- Church Number:** Text input with '10'.
- Race:** Dropdown menu with 'White' selected.
- Email:** Text input with 'neil@fccalameda.org'.
- Phone:** Text input with '510-522-6012'.
- Phone2:** Text input.
- Web Site:** Text input with 'http://www.fccalameda.org/'.
- Conference:** Dropdown menu with 'California, Nevada Northern' selected.
- Association:** Dropdown menu with 'Bay' selected.
- FAX:** Text input with '510-522-6047'.
- Accessible?**
- Open and Affirming?**
- Standing/Standing Date:** Dropdown menu with '0 - UCC Church' selected and an empty text input.
- StillSpeaking Participant?**
- Year Organized:** Text input with '1879'.
- Removal Date:** Text input.
- Removal Reason:** Dropdown menu.
- Yearbook Change Year:** Text input.
- Do not send mail:**
- Dual Federation:** Dropdown menu.
- Aligned Churches:** Dropdown menu.
- Active?**
- Inactive\_Date:** Text input.

### Main Info

The **Main Info** tab contains basic church biographic information. Please update any incorrect information and provide any missing information. After ensuring all changes you made are correct, please click the *Update* button. The *Cancel* button will revert the data to the original state without saving. **You must click the *Update* button for the data to save to the database.** If you've already clicked the *Update* button, the *Cancel* button will only revert to data as of last *Update* button click; it will not undo data that was changed before the *Update* button was pressed.

### 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 change your location address or change or add a campus address, please also update the latitude and longitude. View the video **How to update your 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 **How to update 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. A dialog box will appear for you to enter membership and baptism information. Please click on the *Calculate Totals* button to compute the totals. The 2016 Membership will appear just above this button labeled *New 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 2016 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 2016 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. **After you click *Add* you will not be able to edit this information. Any corrections will need to be reported to your conference or association staff.**

### ***Attendance***

(Video entitled **How to update 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: Community Engagement and Church Participants. 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 **How to update 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.

## Ministerial Support

(Video entitled **How to update annual ministerial support information** 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 ministers. Please be sure to check the *Full Time* box if this report is for a full-time minister. If this report is for a part-time minister, leave this box unchecked. Also, be sure to select the appropriate Category of Minister on this form.

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.

*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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## 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.

## 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 2016 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 files 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.**

## Notes

- Change your password immediately.
- 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 X in the top right corner of the data entry box.
- 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 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.

Please contact you conference or association with any questions or concerns.

## ONLINE DATA ENTRY FORM

### MEMBERSHIP Additions

Confirmations

Confessions of Faith

Transfers In

Reaffirmations of Faith

**Total Additions** 0

### Removals

Deaths

Transfers Out

Other Removals

**Total Losses** 0

Child Baptisms (12 and younger)

Adult Baptisms (13 and older)

**Total Baptisms** 0

### ATTENDANCE

Average Weekly Worship Attendance

Community Engagement

Church Participants

Please check here if members of your congregation participated in a U.S. or international mission/immersion/service trip.

### Christian Education/Faith Formation Program

Please check here if you have a Christian Education/Faith Formation Program

	Children (0-17 years)	Adults (18 years & over)	Total
Active Participants	<input type="text"/>	<input type="text"/>	0
Average Attendance	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Youth Program

Please check here if you have an active youth program

Active Jr. High Participants

Active Sr. High Participants

## FINANCIAL

### Income

Total Income **i**

Pledges and Offerings **i**

### Expenditures

Special Support (Direct) **i**

Other Support **i**

Capital Payments **i**

Operating Expenses **i**

### Endowments

Bequests **i**

Deferred Gifts **i**

Endowments **i**

## MINISTERIAL SUPPORT

Full Time **i**

Minister Category

Senior Pastor



Salary **i**

Additional Amount Paid by Church **i**

Parsonage **i**

Rent Allowance **i**

Utility Allowance **i**

Social Security **i**

Annuity **i**

Insurance **i**

Other Expenses **i**

Business Expenses **i**

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."