Church Yearbook Instructions

Preparing Your Data

- A Worksheet of the Data Entry Form is attached 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.
- If you do not have access to a computer or do not wish to fill it out online, send the completed worksheet to Lynnette at lschuepbach@iscucc.org or to the ISC Office, 1312 Broadway, Highland, IL 62249 and she will enter the information for you. That deadline is March 1, 2022 to give her time to enter the information prior to the cut off.

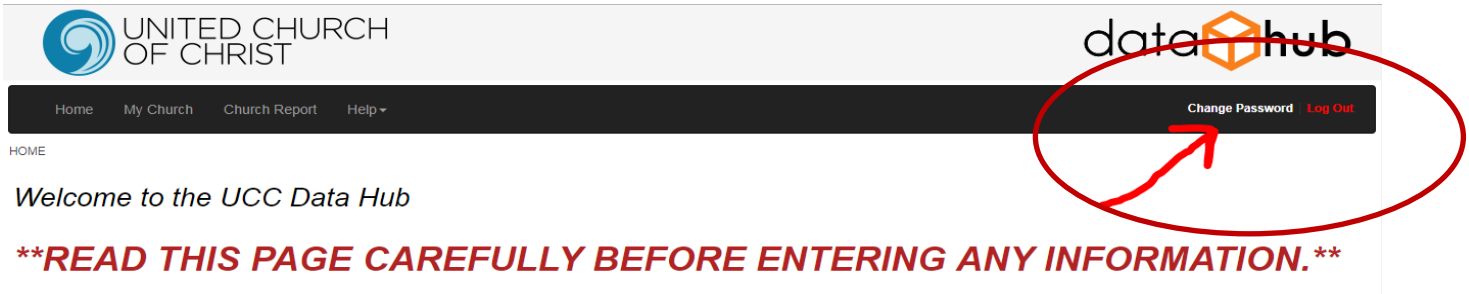
Data Hub Availability

- **The Data Hub will be available January 5, 2022 at noon (EST) until March 2, 2022 at midnight.**
- Submit your data as early as possible to avoid potential delays if you should need assistance.

Accessing the Data Hub

To log into the UCC Data Hub, go to https://datahub.ucc.org/. You will find a link to the Data Hub on the ISC website home page and at http://www.ucc.org/research_yearbook.

- Your username/Login ID number is below next to your church name sorted by your church's city.
- Your default password is ***yearbook***. *It should be written in all lower case.*
- *You may change this after signing in by clicking on the "Change Password" button in the upper right of your screen after logging in with "password" as the password. (see picture below) Call Lynnette at 618-558-0054 if you have trouble logging in.*



ISC Logins/Passwords

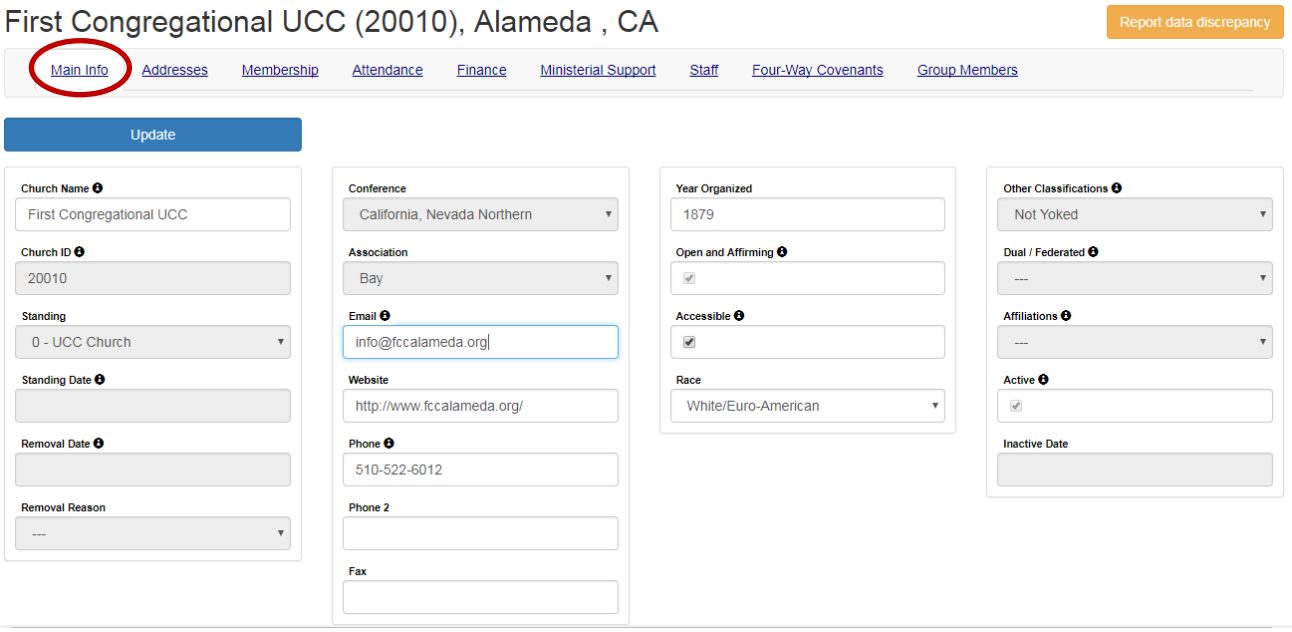
Church Name	Login ID Number	Password
Addieville Zion UCC	170010	yearbook
Alhambra Salem UCC	170020	yearbook
Belleville Christ UCC	170040	yearbook
Belleville Concordia UCC	170050	yearbook
Belleville St Paul UCC	170070	yearbook
Belleville Trinity UCC	170080	yearbook
Biddleborn Trinity UCC	170100	yearbook
Breese St John's UCC	170110	yearbook
Brighton St John's UCC	170120	yearbook
Cahokia Bethel UCC	170140	yearbook

Carbondale Church of the Good Shepherd	170150	yearbook
Carlinville St Paul UCC	170160	yearbook
Carlyle Immanuel UCC	170170	yearbook
Central City Zion UCC	170190	yearbook
Centralia St Peter UCC	170200	yearbook
Collinsville St John Evangelical UCC	170220	yearbook
Columbia St Paul UCC	170230	yearbook
Darmstadt Holy Ghost UCC	170240	yearbook
DuBois St Mark's UCC	170250	yearbook
Dupo Christ UCC	170270	yearbook
Dupo First Congregational UCC	170280	yearbook
DuQuoin St. John's UCC	170290	yearbook
East St Louis Good Shepherd of Faith UCC	170305	yearbook
Edwardsville St Paul UCC	170330	yearbook
Evansville St John UCC	170340	yearbook
Fairview Heights St John UCC	170350	yearbook
Farina Friedens UCC	170360	yearbook
Fieldon UCC	170380	yearbook
Floraville St Paul UCC	170390	yearbook
Freeburg St Paul's UCC	170400	yearbook
Godfrey Congregational Church	170415	yearbook
Godfrey Evangelical UCC	170418	yearbook
Granite City St John UCC	170420	yearbook
Grantfork UCC	170440	yearbook
Hamel Immanuel UCC	170450	yearbook
Hecker Friedens UCC	170460	yearbook
Highland Evangelical UCC	170470	yearbook
Hookdale St Peter's UCC	170480	yearbook
Hoyleton Zion Evangelical UCC	170490	yearbook
Irvington Friedens UCC	170500	yearbook
Jamestown St Paul UCC	170510	yearbook
Jerseyville Peace UCC	170520	yearbook
Johannisburg St John's UCC	170530	yearbook
Lebanon St Paul UCC	170550	yearbook
Lenzburg St Peter's UCC	170560	yearbook
Maeystown St John UCC	170570	yearbook
Marine UCC	170580	yearbook
Marion Zion UCC	170590	yearbook
Marissa Friedens UCC	170600	yearbook
Mascoutah St John UCC	170610	yearbook
Metropolis Zion UCC	170630	yearbook
Midway St John's UCC	170650	yearbook
Murphysboro St Peter's UCC	170670	yearbook
Nashville St Paul UCC	170680	yearbook

New Athens St John UCC	170690	yearbook
New Baden Zion UCC	170700	yearbook
Waterloo Zion UCC	170710	yearbook
New Hanover Zoar UCC	170720	yearbook
O'Fallon UCC	170730	yearbook
Ohlman St Paul's UCC	170740	yearbook
Okawville St Paul UCC	170750	yearbook
Okawville St Peter's UCC	170760	yearbook
Pana United in Faith Church	170780	yearbook
Pinckneyville St Paul	170790	yearbook
Plum Hill St John's UCC	170800	yearbook
Red Bud St Peter UCC	170810	yearbook
St Jacob UCC	170820	yearbook
Smithton St. John's	170830	yearbook
Staunton St Paul UCC	170840	yearbook
Stone Church St Peter's UCC	170850	yearbook
Summerfield St John UCC	170860	yearbook
Tower Hill St Paul UCC	170880	yearbook
Trenton St John UCC	170890	yearbook
Troy Friedens UCC	170900	yearbook
Valmeyer St John UCC	170910	yearbook
Waterloo St Paul UCC	170920	yearbook
Wood River St John UCC	170930	yearbook

My Church

This section provides you access to all your church's information that is maintained by ISC in the Data Hub. See example below. There is a worksheet in this email and on the ISC website to help you gather information prior to entering it.



Main Info Tab (Upper left on the screen. Circled in illustration above.)

The ***Main Info*** tab contains basic church biographic & demographic information.

- Change/add any incorrect information or missing information.
- You cannot change fields that are gray.
- 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 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.
- **CLICK THE *UPDATE* BUTTON TO SAVE YOUR CHANGES.**
- If there are any errors in gray fields, notify Lynnette at the ISC office by lschuepbach@iscucc.org or 618-558-0054.

Addresses Tab (to the right of Main Info Tab)

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. (Please note, when mailing and location address are the same, both addresses must be entered.)
- *Location* is the physical location of the church. This address is used on www.ucc.org/church-finder/ 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/church-finder/ . If you enter a new location or campus address, also update the latitude and longitude.
- View the video **Updating Church Contact Info** at https://www.youtube.com/watch?v=HIpTVSYcv08 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. (*Click only once and wait to avoid multiple additions. It sometimes takes a moment to add the record.*) Provide all required information: Address, City, State, Zip and Address Type. (If you select Location as the address type, County will also be required.) Adding a new address will automatically mark the old address as inactive.

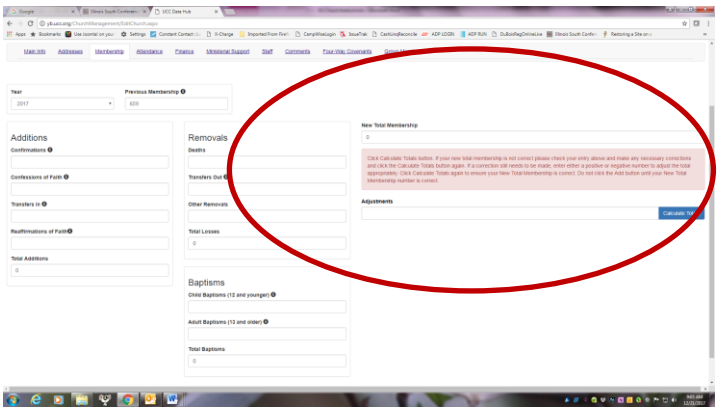
- ***Use only United States Postal Service approved abbreviations in all addresses.*** The abbreviation guide can be accessed at https://pe.usps.com/text/pub28/28apc_002.htm
- ***Do NOT use any punctuation.***
- **CLICK THE *INSERT* BUTTON TO SAVE YOUR CHANGES.**

Membership (to the right of Addresses Tab)

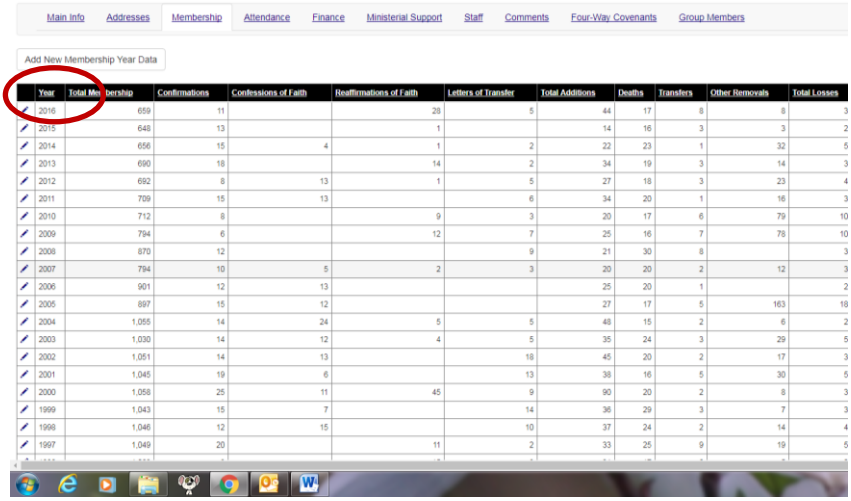
*(Video entitled **Updating Annual Church Membership** is available at http://www.ucc.org/research_yearbook.)*

On this screen, you can view all data since 1992.

- Click *Add New Membership Year Data* when you are ready to provide your data.
- Please do not leave any values blank. Zeroes should be entered.
- After entering all your data please click on the *Calculate Totals* button to compute the totals. The 2021 Membership will appear in the field labeled *New Total Membership (check for accuracy)*.



- If this number is incorrect due to previous year's membership being inaccurate, 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 in the *New Total Membership*. (Negative or positive numbers can be entered in the adjustment field.)
- Click the *Calculate Totals* button again to be sure the correct 2021 membership is recorded.
- When you are satisfied that everything is correct click the *Add* button. OR If you need to return to this screen at a later time, please click the *Cancel* button.
- **After you click *Add* you can go back to edit this information by clicking the pencil icon** *(circled below)* **on the left of the screen or you can call Lynnette at the ISC office.**



Year	Total Membership	Confirmations	Confessions of Faith	Reaffirmations of Faith	Letters of Transfer	Total Additions	Deaths	Transfers	Other Removals	Total Losses
2016	659	11		28	5	44	17	8	8	3
2015	648	13		1		14	16	3	3	2
2014	656	15	4	1	2	22	23	1	32	5
2013	690	18		14	2	34	19	3	14	3
2012	692	8	13	1	5	27	18	3	23	4
2011	709	15	13		6	34	20	1	16	3
2010	712	8		9	3	20	17	6	79	10
2009	794	6		12	7	25	16	7	78	10
2008	870	12			9	21	30	8		3
2007	794	10	5	2	3	20	20	2	12	3
2006	901	12	13			25	20	1		2
2005	897	15	12			27	17	5	163	18
2004	1,055	14	24	5	5	48	15	2	6	2
2003	1,030	14	12	4	5	35	24	3	29	5
2002	1,051	14	13		18	45	20	2	17	3
2001	1,045	19	6		13	38	16	5	30	5
2000	1,058	25	11	45	9	90	20	2	8	3
1999	1,043	15	7		14	36	29	3	7	3
1998	1,046	12	15		10	37	24	2	14	4
1997	1,049	20		11	2	33	25	9	19	5

- **CLICK THE *ADD* BUTTON TO SAVE YOUR CHANGES.**

Attendance (to the right of Membership Tab)

*(Video entitled **Updating Annual Worship Attendance** is available at http://www.ucc.org/research_yearbook.)*

- **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.
- Click *Add New Attendance Year Data* when you are ready to provide your data.
- Please do not leave any values blank. Zeroes should be entered.
- UCC 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 for complete details or read below.
- Community Engagement (those who were served/impacted by your congregation in the last year – members and non-members):

- People (adults and children) served by the daycare center in your church building (whether owned by the congregation or just renting building space)
- People (children and youth) who attended your church's Vacation Bible School
- People served at a homeless shelter or food pantry hosted in your church building
- People who attend scout troops, AA meetings, or other social or civic programs on a regular basis
- People who receive scarves, blankets, prayer shawls, or other items crafted by church fellowships or guilds
- People who benefit from volunteer ministries of your congregation within nursing homes, assisted living facilities, children's homes, etc.
- Children and youth who benefit from after-school programs at your church
- People who attend interfaith or special holiday services hosted by your congregation
- People who are served by the church through pre-marital counseling and/or single event (one time only) ceremonies such as weddings and funerals (who are nonmembers with no connection to the congregation)
- People who attend (but did not volunteer to coordinate/lead) community-wide events hosted by your church
- People who attend (but did not volunteer to coordinate/lead) fundraising events such as craft/gift fairs, yard sales, dinners, concerts, car washes, etc. from the wider community

- Church Participants (*Try not to count people twice in Community Engagement and Church Participants.)*
  - People who attended worship services regularly (both members and non-members)
  - Regular participants in any on-going programs or activities of your congregation including:
    - Affinity groups (women's groups, youth/young adult groups, parenting groups, men's groups, singles' groups, etc.)
    - Other small groups and Bible studies
    - Committees, teams, or councils
    - Sunday School or Christian Education/Faith Formation programs
    - Regular weeknight programs for families
    - Choir/music program participants
  - Regular volunteers or leaders of specific events, fundraisers, or programs including:
    - Sunday School teachers and volunteer nursery attendants
    - Volunteers to assist with coordination of annual events such as a fall harvest festival, "trunk or treat" event, chili cook-off, or community pancake breakfast
    - Volunteers for the coordination of the annual stewardship campaign
  - Individuals who look to the church and its minister(s) for current and future pastoral needs (such as hospital and nursing home visitations, funerals, weddings, and baptisms)
    - Members and non-members who reside in nursing homes and cannot attend worship or events but are connected with the church
    - Families related with the congregation (may or may not be members) who rely on the church as their main pastoral support for times of joy and crisis (hospital visits, hosting and performing weddings, and hosting and performing funerals)
- **CLICK THE *ADD* BUTTON TO SAVE YOUR CHANGES.**

Finance (to the right of Attendance Tab)

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

- Click *Add New Finance Year Data* when you are ready to provide your data. *(Finances will be a total of 2021 finances.)*
- Provide all financial data on this screen.

    - **Fields can be left blank on this screen. 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.**
    - **Round to the nearest whole dollar.**
    - **Do not enter decimals or dollar signs.**
- ISC office will continue to report your OCWM Basic Support
- ISC office will continue to report your OCWM Special Mission Offerings
    - One Great Hour of Sharing
    - Neighbors in Need
    - Strengthen the Church
    - Christmas Fund
- You will report all other UCC Giving as *Other UCC Giving (whether it was given through ISC or directly to the UCC-related entity).*
    - Friends of the Conference
    - UCC camps (DuBois Center)
    - UCC National Setting
    - Disaster Relief (whether directly to Global Ministries, UCC Wider Church Ministries or ISC)
    - CHHSM organizations (whether through ISC or directly to the UCC-related entity).
        - Back Bay Missions
        - Deaconess Foundation
        - Deaconess Nurse Ministry
        - Emmaus Homes
        - Hitz Home
        - Hoyleton Youth & Family Services
        - New Athens Home for the Aged
        - St. John's Community Care
        - St. Paul's Home & Retirement Apartments
        - Uni-Pres Kindercottage
        - Unleashing Potential (formerly Neighborhood Houses)
        - Uplands Village
    - Special/Capital Campaigns
        - Three Great Loves
        - UCC Yearly Appeal
    - UCC-related schools
        - Eden Theological Seminary
        - United Theological Seminary
        - Chicago Theological Seminary
        - CUE
- **CLICK THE *ADD* BUTTON TO SAVE YOUR CHANGES.**

Ministerial Support (to the right of Financial Tab)

- Click *Add New Year: Ministerial Support* when you are ready to provide your data. *(If you have more than one person to report, this can be clicked again for the additional people.)*
- **This is for statistical purposes only.** No names are associated with the financial information.
- Even if your church only had a pastor for part of the year, the compensation should be computed for an entire year. **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. Your church's individual ministerial support data will not be released.

- Check the yes box, if this is a full-time position. Check the no box, if it is not.
- Fill in amounts paid for salary, housing, and other benefits.
- **CLICK THE *ADD* BUTTON TO SAVE YOUR CHANGES.**
- Repeat the process if more than one pastor is at your church.
- All actual staff and ministerial compensation should also be included in your Operating Expenses reported on the Finance tab.

Staff (to the right of Ministerial Support Tab)

- Check the accuracy of this tab. It should have the name of the current pastor serving there.
- If the information is incorrect, please notify the ISC office.

- **To view a tip sheet regarding the various data collected, please go to https://iscucc.org/ucc-yearbook-2021 or** http://www.ucc.org/research_yearbook **and click on "Annual Yearbook Reporting: Definitions Tip Sheet for Local Churches."**

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 2nd at midnight.
- 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 Lynnette at 618-558-0054 or lschuepbach@iscucc.org.

Church Report – send to ISC

- At the upper left of the page, click on report to see the information you have given. Choose the year 2021.
- Send a copy of the report electronically to lschuepbach@iscucc.org or by mail to the ISC office, Attn: Lynnette, 1312 Broadway, Highland, IL 62249
- You can print this report by clicking on the printer icon or save this report in a variety of file types. Click on the arrow next to the disk icon to select the type of file you'd like to save. The ISC office 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 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 very 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 UCC is 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
- 2022 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. Do NOT use punctuations.
- All questions or concerns should be directed to Lynnette at lschuepbach@iscucc.org or 618-654-2125.
- To cancel out of any of the data entry screens without saving the yearly data, simply click the Cancel button.
- If something is reported incorrectly and submitted, go back to the pencil icon on that tab and that year to change it or report it to Lynnette at lschuepbach@iscucc.org or 618-654-2125.
- If you are unsure of the information a particular data entry field is requesting, simply hover your mouse over the ⓘ for additional information.
    - Tutorial videos posted online to assist you at http://www.ucc.org/research_yearbook.