

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, 2018 to give her time to enter the information prior to the cut off.

Data Hub Availability

- The Data Hub will be available to churches from January 2, 2018 at noon until March 7, 2018 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/>.
- Your username/Login ID number is below next to your church name listed by your church's city.
- Your default password is **password**. *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 618-654-2125 if you have trouble logging in.*



UNITED CHURCH OF CHRIST

datahub

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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.

ISC Logins/Passwords

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

Cahokia Bethel UCC	170140	password
Carbondale Church of the Good Shepherd	170150	password
Carlinville St Paul UCC	170160	password
Carlyle Immanuel UCC	170170	password
Central City Zion UCC	170190	password
Centralia St Peter UCC	170200	password
Collinsville St John Evangelical UCC	170220	password
Columbia St Paul UCC	170230	password
Darmstadt Holy Ghost UCC	170240	password
DuBois St Mark's UCC	170250	password
Dupo Christ UCC	170270	password
Dupo First Congregational UCC	170280	password
DuQuoin St. John's UCC	170290	password
East St Louis Good Shepherd of Faith UCC	170305	password
Edwardsville Eden UCC	170320	password
Edwardsville St Paul UCC	170330	password
Evansville St John UCC	170340	password
Fairview Heights St John UCC	170350	password
Farina Friedens UCC	170360	password
Fieldon UCC	170380	password
Floraville St Paul UCC	170390	password
Freeburg St Paul's UCC	170400	password
Godfrey Congregational Church	170415	password
Godfrey Evangelical UCC	170418	password
Granite City St John UCC	170420	password
Granite City St Peter UCC	170430	password
Grantfork UCC	170440	password
Hamel Immanuel UCC	170450	password
Hecker Friedens UCC	170460	password
Highland Evangelical UCC	170470	password
Hookdale St Peter's UCC	170480	password
Hoyleton Zion Evangelical UCC	170490	password
Irvington Friedens UCC	170500	password
Jamestown St Paul UCC	170510	password
Jerseyville Peace UCC	170520	password
Johannisburg St John's UCC	170530	password
Lebanon St Paul UCC	170550	password
Lenzburg St Peter's UCC	170560	password
Maeystown St John UCC	170570	password
Marine UCC	170580	password
Marion Zion UCC	170590	password
Marissa Friedens UCC	170600	password
Mascoutah St John UCC	170610	password
Metropolis Zion UCC	170630	password

Midway St John's UCC	170650	password
Murphysboro St Peter's UCC	170670	password
Nashville St Paul UCC	170680	password
New Athens St John UCC	170690	password
New Baden Zion UCC	170700	password
Waterloo Zion UCC	170710	password
New Hanover Zoar UCC	170720	password
O'Fallon UCC	170730	password
Ohlman St Paul's UCC	170740	password
Okawville St Paul UCC	170750	password
Okawville St Peter's UCC	170760	password
Pana United in Faith Church	170780	password
Pinckneyville St Paul	170790	password
Plum Hill St John's UCC	170800	password
Red Bud St Peter UCC	170810	password
St Jacob UCC	170820	password
Smithton St. John's	170830	password
Staunton St Paul UCC	170840	password
Stone Church St Peter's UCC	170850	password
Summerfield St John UCC	170860	password
Tower Hill St Paul UCC	170880	password
Trenton St John UCC	170890	password
Troy Friedens UCC	170900	password
Valmeyer St John UCC	170910	password
Waterloo St Paul UCC	170920	password
Wood River St John UCC	170930	password

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.

First Congregational UCC (20010), Alameda , CA Report data discrepancy

[Main Info](#) [Addresses](#) [Membership](#) [Attendance](#) [Finance](#) [Ministerial Support](#) [Staff](#) [Four-Way Covenants](#) [Group Members](#)

Update

<p>Church Name ⓘ</p> <input type="text" value="First Congregational UCC"/>	<p>Conference</p> <input type="text" value="California, Nevada Northern"/>	<p>Year Organized</p> <input type="text" value="1879"/>	<p>Other Classifications ⓘ</p> <input type="text" value="Not Yoked"/>
<p>Church ID ⓘ</p> <input type="text" value="20010"/>	<p>Association</p> <input type="text" value="Bay"/>	<p>Open and Affirming ⓘ</p> <input checked="" type="checkbox"/>	<p>Dual / Federated ⓘ</p> <input type="text" value="---"/>
<p>Standing</p> <input type="text" value="0 - UCC Church"/>	<p>Email ⓘ</p> <input type="text" value="info@fccalameda.org"/>	<p>Accessible ⓘ</p> <input checked="" type="checkbox"/>	<p>Affiliations ⓘ</p> <input type="text" value="---"/>
<p>Standing Date ⓘ</p> <input type="text" value=""/>	<p>Website</p> <input type="text" value="http://www.fc.alameda.org/"/>	<p>Race</p> <input type="text" value="White/Euro-American"/>	<p>Active ⓘ</p> <input checked="" type="checkbox"/>
<p>Removal Date ⓘ</p> <input type="text" value=""/>	<p>Phone ⓘ</p> <input type="text" value="510-522-6012"/>		<p>Inactive Date</p> <input type="text" value=""/>
<p>Removal Reason</p> <input type="text" value="---"/>	<p>Phone 2</p> <input type="text" value=""/>		
	<p>Fax</p> <input type="text" value=""/>		

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.
- **CLICK THE UPDATE BUTTON TO SAVE YOUR CHANGES.**
- If there are any errors in gray fields, notify Lynnette at the ISC office.

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/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. If you enter a new location or campus address, also update the latitude and longitude.

View the video **Updating Church Contact Info** at http://www.ucc.org/research_yearbook to learn how to look up a latitude and longitude.

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 http://pe.usps.gov/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)

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

- 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 2017 Membership will appear in the field labeled *New Total Membership* (check for accuracy).

The screenshot shows a web browser window with the church management software interface. The 'Membership' tab is active. The 'Year' dropdown is set to 2017. The 'Previous Membership' field shows 003. The 'Additions' section includes fields for Contributions, Confessions of Faith, Transfers In, and Reaffirmations of Faith. The 'Removals' section includes Deaths, Transfers Out, and Other Removals. The 'Baptisms' section includes Child Baptisms (12 and younger) and Adult Baptisms (12 and older). The 'New Total Membership' field is highlighted with a red circle, and the 'Calculate Totals' button is also highlighted. A red circle also highlights a warning message: 'Click Calculate Totals button. If your new total membership is not correct please check your entry above and make any necessary corrections and click the Calculate Totals button again. If a correction still needs to be made, enter either a positive or negative number to adjust the total appropriately. Click Calculate Totals again to ensure your New Total Membership is correct. Do not click the Add button until your New Total Membership number is correct.'

- 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 2017 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 2017 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.**

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Main Info, Addresses, Membership, Attendance, Finance, Ministerial Support, Staff, Comments, Four-Way Covenants, and Group Members. Below the navigation bar is a button labeled "Add New Membership Year Data". The main content is a table with the following columns: Year, Total Membership, Confirmations, Confessions of Faith, Reaffirmations of Faith, Letters of Transfer, Total Additions, Deaths, Transfers, Other Removals, and Total Losses. The table lists data for years from 1997 to 2016. A red circle highlights the pencil icon in the first column of the 2016 row.

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	645	13			1	14	16	3	3	2
2014	656	15	4		1	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
2011	709	15	13			6	34	20	1	16
2010	712	8			9	3	20	17	6	79
2009	754	6			12	7	25	16	7	76
2008	870	12			9	21	30	8		3
2007	794	10	6	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)

- Click *Add New Attendance Year Data* when you are ready to provide your data.
- Average Weekly Worship Attendance (Sunday services only)
- 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.**

Financial (to the right of Attendance Tab)

- Click *Add New Finance Year Data* when you are ready to provide your data. (*Finances will be a total of 2017 finances.*)
- Provide all financial data on this screen.
 - **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.**
- 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.

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

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 2017.
- 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.**

REMINDERS

- 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. (Videos will be updated in January 2018.)
 - Updating Annual Church Membership
 - Guide to Annual Worship Attendance
 - Updating Annual Financial Data
 - Updating Annual Ministerial Support Data
- Tutorial Documents at http://www.ucc.org/research_yearbook.
 - “Annual Yearbook Reporting: Definitions Tip Sheet for Local Churches”
 - “Guide to Yearbook Community Engagement and Total Church Participants Categories”
 - “Other UCC Giving”