

Conference Yearbook Instructions



It's time again to begin gearing up for the Yearbook!

Our office does not personalize Local Church Reports. We encourage you to have your churches submit their data online directly in the Data Hub. Instructions are posted for churches at http://www.ucc.org/research_yearbook. However, we recognize some of you may ask your churches to submit paper reports to your office and then you will enter the data into the Data Hub. We have posted blank forms at http://www.ucc.org/research_secure_forms under the heading Yearbook Forms. Feel free to modify these and use as is appropriate for your conference. These forms are **not** available to churches for download.

Please do not submit any printed church reports to the Center for Analytics, Research and Data Office.

CHURCH INFORMATION

If you would like your churches to have printed forms, you can download them from http://www.ucc.org/research_secure_forms. **Do not return these forms to CARD.** All church data must be submitted to CARD via the Data Hub.

All churches that have a Data Hub record created prior to January 1, 2017 will have a user account created for the Data Hub. The login for all church users is their 5 or 6 digit conference church ID#. You can obtain this number by looking at their Data Hub record or by running a Church Data report in the Data Hub. All church passwords will be reset to **password**. Please encourage your churches to change their password and to make note of it.

If a church needs assistance logging into the Data Hub or submitting their data, please do not direct them to CARD. You should provide assistance as you are able or direct them to video tutorials and instructions available online at http://www.ucc.org/research_yearbook. If you're unable to assist them, we ask that you contact CARD for assistance.

Data Hub instructions and video tutorials are posted for churches at http://www.ucc.org/research_yearbook. These instructions are also attached to this email if you wish to modify them. The Data Hub will be open to churches at noon on January 3rd and will remain available until March 8th. Please encourage your churches to submit their data prior to the March 8th deadline as there will not be an extension offered for churches. After March 8th, the only way church data will be included in the 2017 Yearbook and Directory is if you enter it.

If you would like to know which of your churches have submitted a report with their 2016 data please send an email to Destiny (hiseyd@ucc.org). This list will include conference church ID#, location, and church name for all churches that have at least a membership report for 2016.

Please review the Church Yearbook Instructions file for complete details of information we ask churches to complete.

Special Offerings

Unlike last year, you or your finance staff **will not** be uploading your churches' offering data to the Data Hub. Your data file should be submitted to Taylor Billings (billing@ucc.org) by March 6th in order for her to review your file and upload on your behalf. Please submit your file as soon as it is ready; do not wait until March 6th if

your file is available earlier. Taylor will work directly with you or your finance staff to ensure your file is in the correct format and includes appropriate information.

Correcting Data Entry Error

You have the ability to correct data your churches have submitted. Simply click on Edit beside the row of data that needs to be corrected and correct the data. You can also edit previous year's data if errors are discovered.

Data Checks

CARD will run some basic checks of data beginning on March 23rd. We may forward issues to you to look into on March 27th. All issues will need to be resolved by March 30th. Please ensure someone will be available to assist with this if needed. This will allow us all to be confident of the data we publish in the 2017 Yearbook & Directory.

PEOPLE INFORMATION

You will also need to confirm all authorized clergy information is included and correct within the Data Hub. **We suggest you use the People Data Report contained in the Data Hub** if you desire to view all the people information in one place. At minimum, we suggest you run this report and export to Excel to review your list of authorized individuals, their standing, contact information and specialty code information. (The report can be filtered to each type of authorization or all can be included in one report.)

Do not print the report from within the Data Hub as it will span across several pages. Export it to Excel or as a CSV to manipulate in Excel. (Videos and a Best Practices Guide about using reports are available at http://www.ucc.org/research_data-hub.)

Information printed in the Yearbook and Directory includes name, authorization code, specialty code, conference and association of standing, year ordained, address (unless opted out) and phone (unless opted out). Please be sure all this information is current and accurate by March 22nd.

Necrology

All authorized clergy who have passed away in the previous year have their ministry recognized in the Yearbook Necrology section. In order for a clergyperson to be included in the Necrology section of the 2016 Yearbook you must complete the Necrology tab on their record prior to January 16th.

There have been some updates to the Necrology tab within the Data Hub. Please review "The Necrology Guide" posted on the Data Hub Resources page for details.

CONFERENCE PAGES

The data in the Conferences and Associations area of the Data Hub will be used to compile these pages. A few modifications have been made to the Data Hub to facilitate this. There is a space on the Main Info tab for your conference to enter the name of your Search and Call staff. All staff positions now have a field you can use to enter an actual position title. This is intended to be an expansion of the Position Description that you select from the dropdown list. If a person's title is not the same as the Position Description, please enter their full title in the Position Title field. The Position Title will be printed in the Yearbook if it is populated; otherwise, the Position Description will be used. For example, if John Brown is your "Executive Assistant to the Conference Minister" his Position Description would likely be "Administrative/Support Staff." In order to ensure his title appears in the Yearbook simply enter it as his Position Title.

Please review and update all your Conference and Association records by January 13th. In mid-January, Taylor Billings will email you a draft of your conference listing. You will have an opportunity to make edits to this information.

CONFERENCE FINANCIAL INFORMATION

Last year we created a new data entry tab in consultation with Conference Ministers and Conference Finance staff to record Conference financial information. We ask that you (or the Conference finance staff person) pay special attention to completing this section this year. For assistance in completing this tab, please see “Conference Finances Tip Sheet” posted at http://www.ucc.org/research_secure_forms.

Helpful Tips

- Create a Data Hub record for any new UCC Churches or Proposed Congregations/New Church Starts prior to January 1, 2017 to ensure they have a user account in the Data Hub. This will ensure your new churches are able to submit their report online.
- Review all church materials posted at http://www.ucc.org/research_yearbook so you are familiar with them and able to direct your churches to these resources for assistance.
- Update your church and people records in the Data Hub throughout the year so at Yearbook time you are only confirming all changes were made.
- Any time you access an individual’s record we suggest you briefly review all tabs to ensure all data is current.
- CARD will work to ensure the church list published in the Yearbook & Directory is accurate as of December 31, 2016. If a church is removed from your conference after December 31, 2016 we will add it in the Yearbook listing. Also, if a new church is added to your conference after December 31, 2016 we will not include it in your listing of churches in the Yearbook. Please remember the church listing in the Yearbook and Directory is a reflection of December 31, 2016.

SPECIAL NOTES

- Set deadlines for your churches to enable you to meet our deadlines.
- Please ask your churches to call you with questions. In most cases, you’ll be able to answer them. If you’re not able to answer them we’d ask that you call us for the answer. In this way, you’ll better be able to help other churches who might have the same question. It also will help us in managing our workload. If churches call us with all their questions or problems we will be unable to meet our publication deadline.
- **If you are new to this process and would like to schedule a time to talk so we can walk through all this information, please email me at hiseyd@ucc.org. Schedule this time ASAP so we can help you get this process started.**

IMPORTANT DATES

- January 1 – Deadline for new churches Data Hub record created
- January 3 – Data Hub opens for churches at noon
- January 13 – Conference information updated on Conference record
- January 16 – All authorized clergy deceased in 2016 should have Necrology tab completed

- March 6 – Conferences Special Offerings data file due to CARD
- March 8 – Data Hub closes for churches at midnight
- March 22 – Data Hub closes for conference and association users at midnight
 - All clergy and church data should be finalized by this date.
 - Conference Financial Information should be completed. If your fiscal year has not yet ended, please enter this information at the end of your fiscal year.
- March 23 – April 7 – Data Hub closed for processing Yearbook
- March 27 – 30 – Conferences review and edit data identified by CARD as potential errors

If you have any questions regarding the Yearbook process please feel free to call me at any time.

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