

UCC Database – Church Users

Accessing the database

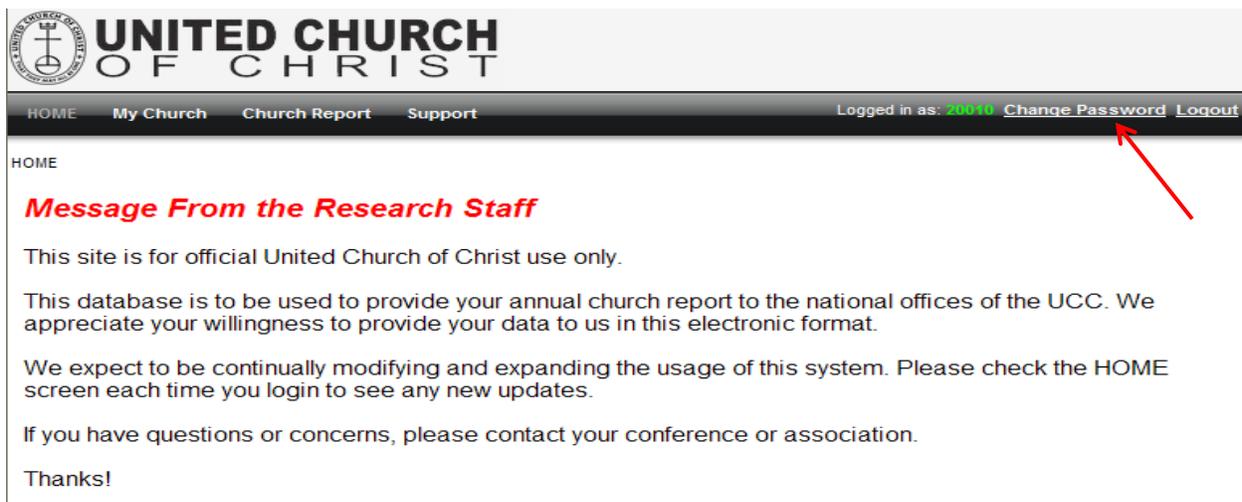
To login to the UCC database please go to the Research Services web page on ucc.org/research. Follow the links to the Yearbook forms. The link to the database will be on the page with the rest of the Yearbook forms.

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 should be able to provide your correct login. If you are a new church within the past year your login may not work. If you are using the correct login (as directed by your conference or association) please email yearbook@ucc.org with your church name, location, and your position within the church to request that your login be created.

Your default password is *password2013*.

Changing your password

After you log in to the system for the first time please change your password to something you will remember. Your screen will look similar to the picture below. Click on Change Password at the upper right corner.



The screenshot shows the top of the UCC database interface. At the top left is the United Church of Christ logo. To its right is 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: **XXXXX** [Change Password](#) [Logout](#)". A red arrow points to the "Change Password" link. Below the navigation bar, the page content begins with "HOME" and a red heading "Message From the Research Staff". The main text of the message reads: "This site is for official United Church of Christ use only. This database is to be used to provide your annual church report to the national offices of the UCC. We appreciate your willingness to provide your data to us in this electronic format. We expect to be continually modifying and expanding the usage of this system. Please check the HOME screen each time you login to see any new updates. If you have questions or concerns, please contact your conference or association. Thanks!"

At any time you can have your password reset by sending an email to yearbook@ucc.org. Please provide your login, church name and location, your position in the church, and indicate you need your password reset. We will typically reset your password within 24 hours and respond to your email indicating it's been reset. Your password will always be reset to *password*. You should always change your password after having it reset.

My Church

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

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'. Below the tabs are 'Update' and 'Cancel' buttons. The form is divided into two columns. The left column contains: 'Church Name' (First Congregational UCC, Alameda, CA), 'CONFCHU' (20010), 'Race' (White), 'Email' (neil@fccalameda.org), 'Phone' (510-522-6012), 'Phone2' (empty), 'Web Site' (http://www.fccalameda.org/), 'Accessible?' (checked), 'Open and Affirming?' (checked), 'Standing/Standing Date' (0 - UCC Church), 'Removal Date' (empty), 'Yearbook Change Year' (empty), 'Dual Federation' (empty), and 'Active?' (checked). The right column contains: 'Church Number' (10), 'Conference' (California, Nevada Northern), 'Association' (Bay), 'FAX' (510-522-6047), 'StillSpeaking Participant?' (checked), 'Year Organized' (1879), 'Removal Reason' (empty), 'Do not send mail' (unchecked), 'Aligned Churches' (empty), and 'Inactive_Date' (empty).

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 two types of addresses for churches: mailing and location. *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 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. If you change your location address, please send an email to yearbook@ucc.org letting us know you've made this change. There are a couple things we need to do to this in order to locate your church on www.ucc.org/find. *Package shipping*, *campus* and *offerings* address types are not currently being used.

Providing an Address Change

Click on the *Edit* button beside the address you wish to change. In the pop-up box, please uncheck the *Active* check box. This will mark an address as inactive. A date will auto-populate in the *Inactive Date* box. Please click *Save* to continue. Please do not edit the existing address, just uncheck the *Active* check box.

Now 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 remember to send us an email at yearbook@ucc.org if you provide a new location address.

Please only click the Add button once to prevent duplicate entries from being recorded. The system may take a few seconds to process the button click.

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 <https://www.usps.com/send/addressing-tips.htm>. Then click on Abbreviations.

Membership

On this screen you can view all data since 2000. 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 2012 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 2012 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 2012 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 changes will need to be reported to your conference or association staff.**

Attendance

This screen operates the same as the Membership screen. Please provide all attendance data on this screen.

Finance

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

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 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 a 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 the 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 complete instructions regarding providing annual data, please go to <http://www.ucc.org/research/yearbook.html> and click on Church Instructions.

Staff

This screen displays all current ministerial staff serving the church according to our 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 years for which you'd like data displayed. If you'd like a print out of the data you've just reported, select 2012 from the list.

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.

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

Notes

- Change your password immediately.
- To have your password reset, send an email to yearbook@ucc.org with required information.
- Use USPS approved abbreviations only in addresses.
- All questions, concerns or comments should be directed to your conference or association.
- All inaccurate data that is submitted should be reported to your conference or association for correction.
- The online reporting system works best using Internet Explorer 7.0.