

SBC Workspace Instructions

Beaverdam Baptist Association – Annual Church Profile

SBC Workspace is a collaborative database that allows churches, associations, and state conventions to collect and share data. This database is critical to maintain administrative information, such as current staff and general financial records. Through attendance and baptism records, SBC Workspace also records how churches impact their communities.

By completing the Annual Church Profile, your church not only preserves its own records, but it also allows the association to utilize these for greater Kingdom advancement. It allows for strategic assessment about denomination growth and impact as well.

The following steps outline the process of accessing SBC Workspace and completing the Annual Church Profile through it.

Step One: Logging In

- Go to www.sbcworkspace.com. Google Chrome or Firefox are recommended browsers for using SBC Workspace.
- Enter username and password. If you do not have your username or password, contact the association office for assistance.
- Click “Login” button.
- Once you have logged in, a user agreement may appear. If so, please review the agreement and select “I Agree” to continue.

Step Two: Navigating Workspace

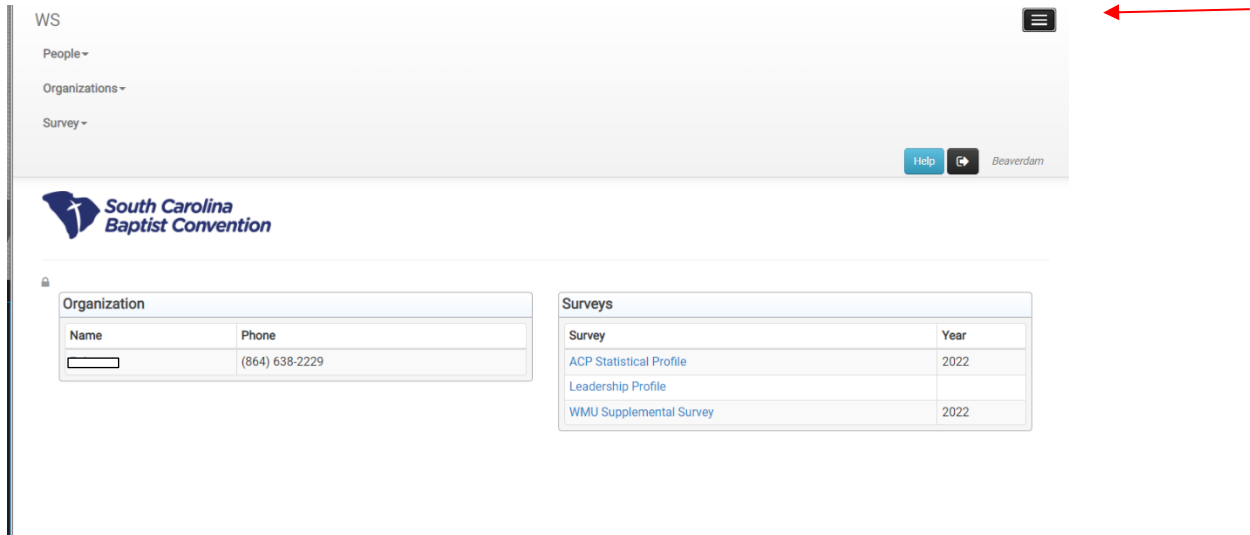
On the home screen, the three parts of the Annual Church Profile are displayed on the right, as pictured below.

The screenshot shows the SBC Workspace interface. At the top left is the logo for the South Carolina Baptist Convention. Below the logo are two tables. The first table, titled 'Organization', has columns for 'Name' and 'Phone'. The second table, titled 'Surveys', has columns for 'Survey' and 'Year'.

| Organization | |
|----------------------|----------------|
| Name | Phone |
| <input type="text"/> | (864) 638-2229 |

| Surveys | |
|---|------|
| Survey | Year |
| ACP Statistical Profile | 2022 |
| Leadership Profile | |
| WMJ Supplemental Survey | 2022 |

By clicking on the black, lined button, located on the right side of the screen, options to search people, organizations, and past surveys are available.



With these options, you can find information for other churches in the association and throughout South Carolina.

Step Three: Completing Statistics Profile

The statistics profile should cover the last church year completed. Usually, a standard church year is from September to August. The information in the Statistics Profile allows your local association and state convention to assess the health of a church, and consequently the domination.

Tip: Hover over any *i* symbol to get more information about a question or a prompt.

- Click “ACP Statistics Profile” on the home screen to access the survey.
- Enter your information for the appropriate box. Please note: all dollar amounts will be automatically rounded.

| Membership | | | |
|------------|---------------------------|----------------------|------------------|
| | Current Year Value | | Prior Year Value |
| 1 | Total Membership | <input type="text"/> | ⓘ |
| 2 | Total Baptisms | | |
| a | Baptisms, ages 11 & under | <input type="text"/> | ⓘ |
| b | Baptisms, ages 12-17 | <input type="text"/> | ⓘ |
| c | Baptisms, ages 18-29 | <input type="text"/> | ⓘ |
| d | Baptisms, ages 30 & up | <input type="text"/> | ⓘ |
| | Total - Total Baptisms | <input type="text"/> | ⓘ |
| 3 | Other Additions | <input type="text"/> | ⓘ |

- Click “Save” after all the information is entered.
- In the subsequent popup, choose either “Yes, Save my answers and mark survey complete” to finalize and submit the survey or “No, Save my answers but leave the survey open” to edit the survey information and submit later.

Step Four: Completing Leadership Profile

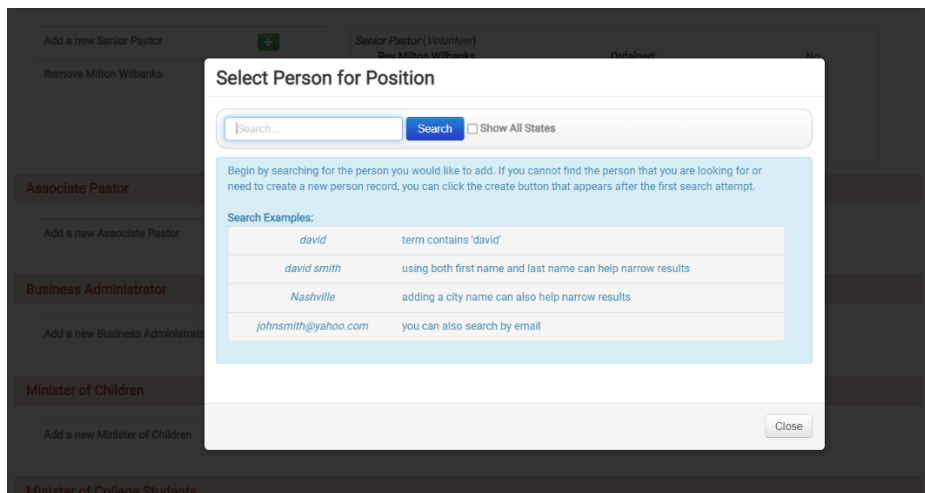
The Leadership Profile allows association and state convention staff to have accurate contact information for staff and volunteers in churches. This information is necessary for communication purposes.

- Click “Leadership Profile” on the homepage to edit staff members and volunteers.

Adding Staff and Volunteers

- Click the green plus button beside a position to add a staff member or a volunteer to it. A pop-up search window will then appear. Enter the last name of the person to search them in the database. If the person does not exist in Workspace, click “Add Person” and fill out the form. Please complete the entire new person form and click “Save”.

Note: By filling out the entire new person form, you help other churches and associations not confuse people with the same name.



- Fill out the staff or volunteer position details once you have selected or added the person. After you have filled out the necessary details click “Save.”

Removing Staff and Volunteers

- Click the red trash can button to remove a person from a particular staff or volunteer position. You will be directed to select whether the person resigned or was a data entry error. Choose the appropriate option and supply the date of resignation or data error.

Physical
Address

Pastor:
Date Pastor Came:
Phone:
Fax:
Website:
Email:

Walk Through Positions Save & Submit Leadership Report

Current Leadership

Senior Pastor

Add a new Senior Pastor +

Remove -

Senior Pastor (Volunteer)

Ordnained: No
Licensed: No
Day Phone:
Evening Phone:
Spouse:
Emails:

Update Contact Information for Milton Wilbanks

Associate Pastor

Add a new Associate Pastor +

- Repeat “Adding Staff and Volunteers” after successfully removing a person from their former position.
- Click “Save and Submit” once completed with editing staff and volunteer information.

Step Five: Completing Supplemental Profile

This survey includes church outreach and WMU information.

Full Survey Program Save Reports Cancel

| | | | |
|----|--|----------------------|---|
| 2 | Total number enrolled in Children in Action | <input type="text"/> | ● |
| 3 | Total number enrolled in Girls in Action | <input type="text"/> | ● |
| 4 | Total number enrolled in Acteens | <input type="text"/> | ● |
| 5 | Total number enrolled in Youth on Mission | <input type="text"/> | ● |
| 6 | Total number enrolled in Women on Mission | <input type="text"/> | ● |
| 7 | Total number enrolled in Adults on Mission | <input type="text"/> | ● |
| 8 | Total number enrolled in Churchwide ministries with a missions focus | <input type="text"/> | ● |
| 9 | Total number enrolled in Project Help | <input type="text"/> | ● |
| 10 | Total number enrolled in MyMISSION | <input type="text"/> | ● |
| 11 | Total number enrolled in Challengers | <input type="text"/> | ● |

- Click “Supplemental Survey” on the homepage.
- Enter ministry and attendance information.
- Click “Save” to submit the survey.

Step Six: Reviewing Church Information

The church information page is designed to easily update your church’s contact and social media information. The association and state convention use this data for accurate mailings and directories.

- Click your church’s name to edit church address, phone number, email, and social media account links.
- Click “Save” after making any necessary changes.