

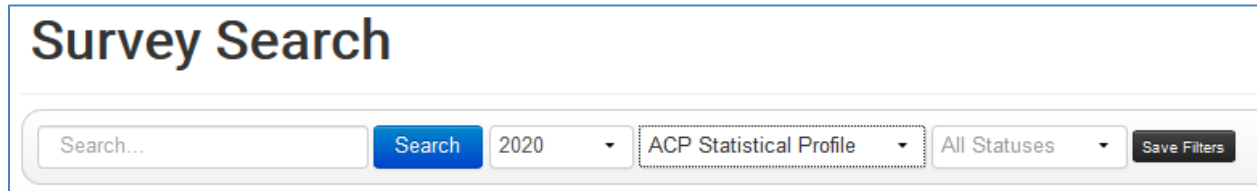
# Noah Database Instructions for Associations

## Entering ACP Surveys:

Select the Survey tab

Select Search

Set filters as shown below and press the black Save Filters button.



The screenshot shows the 'Survey Search' interface. It features a search bar with the placeholder text 'Search...'. To the right of the search bar is a blue 'Search' button. Further right are three filter dropdowns: '2020', 'ACP Statistical Profile', and 'All Statuses'. To the far right is a black 'Save Filters' button.

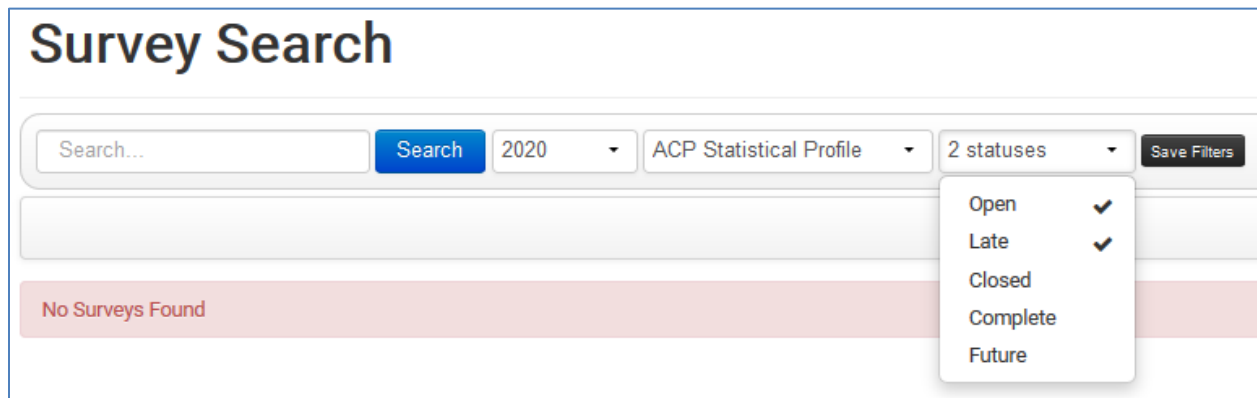
- Enter SBC ID number or church name (or leave blank to see all your churches listed) and click the blue Search button.
- Open profiles will appear in blue. Click on the survey to open, enter data, and save.
- If data is missing and needs to be secured, select the black “No” button so the survey is saved but still open.
- If complete, select the green “Yes” button to mark survey complete.

## Editing ACP Surveys:

Select the Survey tab

Select Search

Set filters as shown below and press the black Save Filters button.

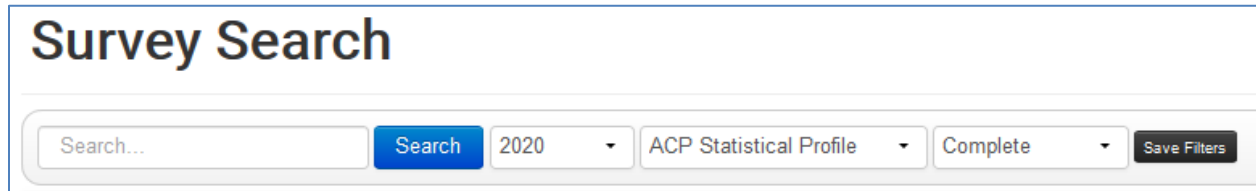


The screenshot shows the 'Survey Search' interface with a dropdown menu open for the '2 statuses' filter. The dropdown menu lists five options: 'Open' (checked), 'Late' (checked), 'Closed', 'Complete', and 'Future'. Below the search bar, a red banner displays the text 'No Surveys Found'.

- Enter SBC ID number or church name (or leave blank to see all your churches listed) and click the blue Search button.
- Open profiles will appear in blue. Late profiles will appear in red. Click on the survey to open, enter data, and save.
- If incomplete, select the black “No” button so the survey is saved but still open.
- If complete, select the green “Yes” button to mark survey complete.

### Re-Open a Completed ACP:

Set filters as shown below and press the black Save Filters button.  
Enter SBC ID number or church name. Click blue Search button.



The screenshot shows the 'Survey Search' header. Below it is a search bar with a 'Search' button. To the right of the search bar are three dropdown menus: the first is set to '2020', the second to 'ACP Statistical Profile', and the third to 'Complete'. A black 'Save Filters' button is located to the right of the third dropdown menu.

Click on the completed survey, click the yellow “Re-Open for All Users” button.



Edit survey, Save, and then select the green “Yes” button to mark survey complete.

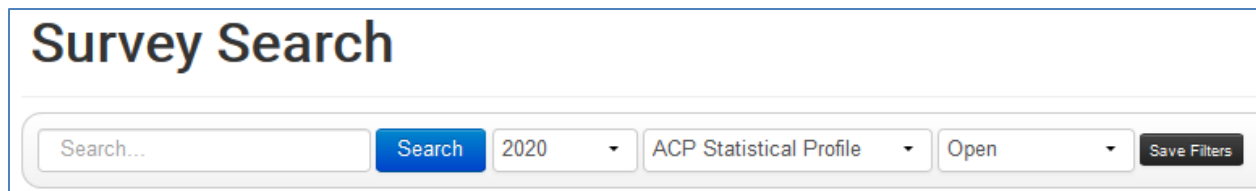
### Print ACP Reports for the Association:

Select Survey tab  
Select Survey Reports  
Select SURVEY - Church ACP Profile by Assoc  
Enter [Association Name]  
Enter [year]  
Hide Login Information? [Yes]  
Select Format [PDF]  
Select “Print/Download” button  
Open the file and Print.

Prints a one page summary of each church’s ACP in your association.

### Making Leadership Updates:

Select the Survey tab  
Select Search  
Set filters as shown below and press the black Save Filters button.



The screenshot shows the 'Survey Search' header. Below it is a search bar with a 'Search' button. To the right of the search bar are three dropdown menus: the first is set to '2020', the second to 'ACP Statistical Profile', and the third to 'Open'. A black 'Save Filters' button is located to the right of the third dropdown menu.

- Enter SBC ID number or church name (or leave blank to see all your churches listed) and click the blue Search button.
- Click on the profile you want to update.
- Click on the black “Walk Through Positions” button; this will reduce scrolling down the page.

## Making Leadership Updates continued:

- Use the information in this document to review your leaders and update accordingly.
  - Please include the **start date** for each position.
  - Please select the **status attribute** (Bi-vocational, Full-time, Interim, Part-time or Volunteer) that best applies to each leadership position. See definitions listed below.
  - Please use the **address** where the leader desires to receive mail pertaining to church business.
  - Please include the **stop date** for any position that has ended. DO NOT replace the person name as person records can be linked to multiple positions within the church, association, or state.
  - Please review the how-to tips for updating leadership listed below.
  - Please review the leadership status attribute types on the next page.
- After updating each position, click the next button.
- When complete, click the blue “**Save & Submit**” button.

### Tips for updating the Leadership Profile:

- **Does the person in the leadership position have incorrect or incomplete information?**

IF YES, then edit information in the person record and save.

- **Is another person in the leadership position?**

IF YES, click on the **Remove** button and enter the end date when the person stopped serving in this position.

Then click on the **Add** button and enter the new person for this position, including their **start date, position status** (Bi-vocational, Full-time, Interim, Part-time, or Volunteer) and **home address**.

- **Is the position now vacant?**

IF YES, click on the **Remove** button and enter the end date when the person stopped serving in this position.

- **Has a vacant leadership position been filled?**

IF YES, click on the **Add** button and enter the new person for this position, including their **start date, position status** (Bi-vocational, Full-time, Interim, Part-time, or Volunteer) and **home address**.

- **Does more than one person occupy the leadership position?**

IF YES, click the **Add** button under that same position and add another person for the position, including their **start date, position status** (Bi-vocational, Full-time, Interim, Part-time, or Volunteer) and **home address**.

**Definitions of Leadership Status Attributes:**

**Bi-vocational:** Person is employed at another job in addition to the congregational position and a significant part of his/her income is from the other job. Some may refer to this status as a partially-funded vocational position.

**Full-time:** Person is employed in the position full-time and considers it his/her vocation. All (or the majority) of his/her income is from this position. Some may refer to this status as a fully-funded vocational position.

**Interim:** Person is employed in a position for a short time while the congregation seeks someone to fill the position on a regular basis. The interim does not anticipate staying in the position on an on-going (long-term) basis.

**Part-time:** Person fills a part-time position and receives part-time pay.

**Volunteer:** Person is filling the position as a volunteer. The person is not given any compensation for his/her work.

Questions: Contact Pam Jeffries  
1-800-736-6227 ext. 337  
pjeffries@mobaptist.org