How to Enter ACP Data & Leadership Profile Updates

To Enter ACP Survey Data:
1. Go to the NOAH website: **mo.sbcworkspace.com**
2. Enter your username (third digit is always a capital letter O; fourth digit is always a zero)
3. Enter your password (case sensitive).
4. Click on Login.
5. The first box you see asks for your name. This name is used so that if we have questions about an ACP, we will know who to contact.
6. Choose *ACP Statistical Profile* to complete this year's survey.
7. When finished, Save, and mark survey Complete.

Note: The **reporting year** is a 12-month period that corresponds to either the associational year or from July 1 through June 30. Two guidelines should be followed when entering ACP data:
1. For point in time data (such as membership and enrollments) report data as of June 30 or the last day of the associational year.
2. For cumulative data (such as baptisms, financial figures and missions participation) report data for a full twelve months.

To Print Completed ACP Report:
Return to the home page, click on your church name link
Click on the Reports tab
Select the **SURVEY - ACP Statistics Report by Year**
Enter Year
Select *True* to hide or *False* to print login information on form
Click on the Print/Download button
Open PDF file
Print/Save as you desire

To Update the Leadership Profile:
The *Leadership Profile* identifies all current leadership positions. Use the information below 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 as defined on next page.
- Please include **home address** and address where the leader desires to receive mail pertaining to church business if different from home address.
- Review questions to consider listed on the next page for tips in updating leadership.
- When you have finished making leadership changes, Save, and mark report complete.

Note: The *Leadership Profile* is open all year long and can be updated at any time you have a change in leadership.

Need assistance or have questions?
Contact Pam Jeffries by phone at 1-800-736-6227 ext. 337 or by email at **pjeffries@mobaptist.org**

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Consider these questions when 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.

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