

# Workspace Database Instructions for Churches

Login: <https://mo.sbcworkspace.com/account/login>

After initial login, if it is your first time to log in, you will be asked to read and accept the “Data Usage Agreement.”

You can return to your home page anytime, but clicking on the **WS** in the menu bar at the top left of your screen.

## To update Church Leadership anytime during the year:

- Select the **Leadership Profile** in the Surveys widget.
- Click on the black “Walk Through Positions” button; this will reduce scrolling down the page.
- Use these 5 tips as a guide to making leadership updates.

### 1. Does the person in the leadership position have **incorrect or incomplete information**?

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

### 2. 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.

### 3. 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**.

- ⬆ **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 is not given any compensation for his/her work.

### 4. 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.

**DO NOT edit the person name as person records can be linked to multiple positions within the church, association, or state.**

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**.

**5. 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**.

- If the church leader desires to receive mail pertaining to church business at an address other than their home, you can indicate “Office” for church staff, or “Other” for church volunteers and use a valid church mailing address. Please following these address formats:
  - ⤴ **Attention Line** should be left blank for a home address. For office or other addresses this line should display the name of the church.
  - ⤴ **Address Line 1** should be the street mailing address or PO Box.
  - ⤴ **Address Line 2** should be left blank or be used for the Apt number.
- After updating each position, click the next button.
- When finished, click the blue “Save & Submit” button.

**To Access Financial Forms anytime during the year:**

- Click on your church name link.
- Click on the blue Reports Tab
- Select **Remittance Form**, then press the Print/Download button to print additional copies of the remittance form enclosed in this packet.
- Select **Quarterly Receipting**, enter desire start and end dates (skip person field), then press the Print/Download button. Open the file and print the document.

**To Enter ACP Survey Data in July:**

- Select the **ACP Statistical Profile** in the Surveys widget.
- Enter requested data using whole numbers. For dollar values round to the nearest whole dollar amount.
- Question descriptions can be seen by placing your curser over the information icon ⓘ to the right of the answer field.
- Please answer all questions. If the number is zero, then enter “0” in the box.
- When finished, press the Save button, then mark the survey completed.
- You will then be given the option to print your ACP report for your own records.

Note the *Undesignated Receipts* amount in the **ACP Statistical Profile** is used to calculate messengers for the MBC Annual Meeting.

**Need assistance or have additional questions?**

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



MISSOURI BAPTISTS