

Workspace Database Instructions for Churches

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

If it is your first time logging in, you will be asked to read and accept the “Data Usage Agreement.”

You can return to your home page anytime by 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 the 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 **home address, start date, and position status** (Bi-vocational, Full-time, Interim, Part-time, or Volunteer).

- ⬆ **Bi-vocational:** The 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:** The 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:** The person is employed in a position for a short time while the congregation seeks someone to fill the position regularly. The interim does not anticipate staying in the position on an ongoing (long-term) basis.
- ⬆ **Part-time:** The person fills a part-time position and receives part-time pay.
- ⬆ **Volunteer:** The person filling a position is not given any compensation for their 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's 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 **home address, start date, and position status** (Bi-vocational, Full-time, Interim, Part-time, or Volunteer).

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 **home address, start date, and position status** (Bi-vocational, Full-time, Interim, Part-time, or Volunteer).

- If the church leader desires to receive mail about church business at an address other than their home, you can indicate an additional address of “Office” for church staff, or “Other” for church volunteers by using a valid church mailing address.
- Please follow 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 **Transaction Receipt Report**, enter desired 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 cursor 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.
- If not finished because you are missing data, press the Save button, then leave the survey open to enter more data later. The data entered will be saved, and you can return to complete the survey.
- 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?

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