

GENERAL INSTRUCTIONS FOR COMPLETING YOUR ANNUAL CHURCH PROFILE

For help, contact your Associational Office Staff. You may also contact the Tennessee Baptist Mission Board at 800.558.2090, ext. 2005, or by email at tedhelp@tnbaptist.org.

DUE DATE: Check with your Association for the due date: _____.

1. Go to **ted.tnbaptist.org**
2. Enter **User name** and **Password**. This information is located in the upper right corner of the Statistical Profile & Leadership Profile survey pages. It is also available from the associational office.
3. Enter your name
4. Choose either Statistical or Leadership survey. See below for instructions related to each report.
5. Mark complete when finished. Partial entries may be made by saving info at any time.

STATISTICAL PROFILE INSTRUCTIONS

1. Verify your church and general information.
2. Click *Update Organization* to make changes; please be sure to verify/add primary ethnicity. Remove?
3. Click *Save* at the bottom of the page when finished.
4. Click *Back to Survey* at top of the page.

5. This is the Heart of the Statistical Profile Data Entry

- **Click** the white box next to Total Membership.
- **Enter** correct number and press *Enter*. (The value will be compared with the previous year. If there is a significant discrepancy, you will be asked to verify.)
- **Continue** through each text box in succession.
- **Round** to the nearest dollar for financial data.
- **Click** *Save* after entering data.

6. Click *No* if you need to save your data and plan to return to the survey.
7. Click *Yes* when you are completely finished.
8. **Once you click Yes, you will not be allowed to return and make changes.**
9. Mail hard copies to your association. The digital copy is automatically updated into the TeD database.

Is the survey complete?

No. Save my answers but leave the survey open
(you will be able to make changes)

Yes. Save my answers and mark the survey complete
(you will NOT be able to make changes)

LEADERSHIP PROFILE INSTRUCTIONS

1. Verify your church and general information.
2. Click *Edit Organization* to make changes.
3. Click *Walk Through Positions* and follow the instruction as noted in the box on the next page.

continued on second page

4. **This is the Heart of the Leadership Profile Data Entry.**

For Each Position you can **Add, Update, or Remove**

- If position information is correct, click **Next**.
 - If some details are incorrect click **Update Contact information for***.
 - Click **Remove** if person is incorrect and enter date the person left and click remove again. (estimate the date if you are not sure)
 - Click **Add** if you need to add a person in a blank position.
 - ⇒ In the dialog box type the **Last Name** of the person.
 - ⇒ If the person is from an out-of-state ministry position, choose **Show All States** before searching. Click **Select** beside their name. If their name is not there, contact TBMB for assistance.
 - ⇒ If the person is new to a ministry position, click **Add Person** and enter their information.
 - ⇒ **Enter** all information for the new person (home address,* email addresses,* and position details).
5. Click **SAVE**.
6. **Continue** through all leadership positions.

7. When finished, click *Leadership Report* for a printed (hard) copy.
8. Click *Save & Submit*. Your info is automatically submitted to the association and state convention.
9. **You can access the leadership survey year-round to update leadership information at any time you have a leadership change. Use the same ACP Username and Password.**

***Please provide an individual's home address.** If a staff person prefers information be sent to the church address, select the *organization* address as the *preferred* address. Mail will not be sent to their home address. Email addresses are also invaluable. Every email address provided saves Cooperative Program dollars!

(example from leadership survey)

General
Addresses
Position Details

Organization: Crieewood, Nashville

Position: Pastor

Start Date:

Stop Date:

Interim Only:

Preferred Position Title:

Position Status:

Mailing Location:

Save
Cancel