

# Annual Church Profile

## Leadership Profile Tutorial 1 Adding/Replacing Lay Leaders



**Introduction:** SBCWorkSpace is a collaborative database developed by Lifeway Christian Resources of the SBC and the state and regional Baptist conventions that work cooperatively with the SBC. The development team has created presets for the forty-one most commonly reported **Positions**. Very few churches have all these positions. Many churches have additional positions or use different titles for similar roles. TeD provides for quite a bit of customization in an additional field called "Preferred Title."

**SIDEBAR 1: TeD** is the nickname we have given our **Tennessee Electronic Database**.



**TeD** is a subset of the larger database described above. The complete database is called sbcworkspace.com. Our portion has the prefix TN, so our database is tn.sbcworkspace.com. We encourage you to update your Leadership Profile each time you have a change in vocational or lay leadership.



### **Step ONE: Access Your Church Leadership Profile**

At tn.sbcworkspace.com, enter your church's ACP Username and ACP Password. When the screen opens, click on **2025 Leadership Profile**.

Welcome to TeD (Tennessee Electronic Database)



The 2024 Statistical Profile page is now open to enter your church's 2023-2024 Church Year statistical information. This allows churches whose reporting year ends around the time the new school year begins (July, August, or September) to enter their information prior to most associational annual meetings in the Fall. It will remain open through the first of the year to allow churches whose reporting year ends in the last quarter (October, November, or December) to have adequate opportunity to upload their church information.

The Church Leadership Profile remains open year-round and can be updated at any time the church experiences a change in leadership. Keeping this information current provides for the church's associational and TBC colleagues in ministry to have up-to-date contact information for the church's leaders.

For assistance, please contact your associational office or Tennessee Baptist Mission Board at (615) 373-2255, or email TeDHelp@TNBaptist.org.

Organization	
Name	Phone
Made Up Church 2	(865) 435-6167

Surveys	
Survey	Status
2025 ACP Statistical Profile	Open
2025 Leadership Profile	Open

## Step TWO: Review Your Church Leadership Profile. Your leadership page opens like this:

Other Surveys --

Download Report

Sort Filled Positions

Phone (666) 123 4567  
Fax  
Website  
Email pgbccoalfield@gmail.com

Facebook  
Instagram  
X (Twitter)

Current Leadership 05/15/25 Save Leadership

**Pastor** PAS  
Add new position

No Leadership Found

**Pastor-Associate/Executive** APAS  
Add new position

No Leadership Found

**Pastor - Campus/Satellite Pastor** PASSAT  
Add new position

No Leadership Found

**ACP Contact** ACPCON  
Add additional position  
Replace Mrs Daisy Duck with new acp contact  
Remove Mrs Daisy Duck

**Mrs Daisy Duck**  
Part-time | Jan 2024 - Present  
✓ PO Box 187 Coalfield TN 37719-0187  
Edit Leader Personal Information

Spouse Donald Duck  
Ordained No  
Licensed No  
Day Phone  
Evening Phone  
Cell Phone  
Primary Email daisyduck@gmail.com

Scroll down the page to see each person who is listed in TeD as a ministry leader in your church. Many positions may not apply in your setting. Pay special attention to missing information, omitted positions, and other changes that need to be made.

If you are comfortable working in a database, however, this tutorial guides you with steps to take. If not, the best way to update your Leadership Profile is to make a list of changes and deliver them to your associational office staff or email your changes to [TeDHelp@TNBaptist.org](mailto:TeDHelp@TNBaptist.org).

**SIDEBAR 2:** Vacant positions have a green icon. Filled positions have two green and one red icons.

Add New Position Replace with New Person Remove without Replacing

➔ **ADDING A POSITION** — on a vacant position, click on the Green “Add new position” icon.

**Chairman of Deacons** DEACCH  
No Leadership Found  
Add new position

When the pop-up screen opens, type in the First and Last Name of the individual to see if his or her name is already in TeD.

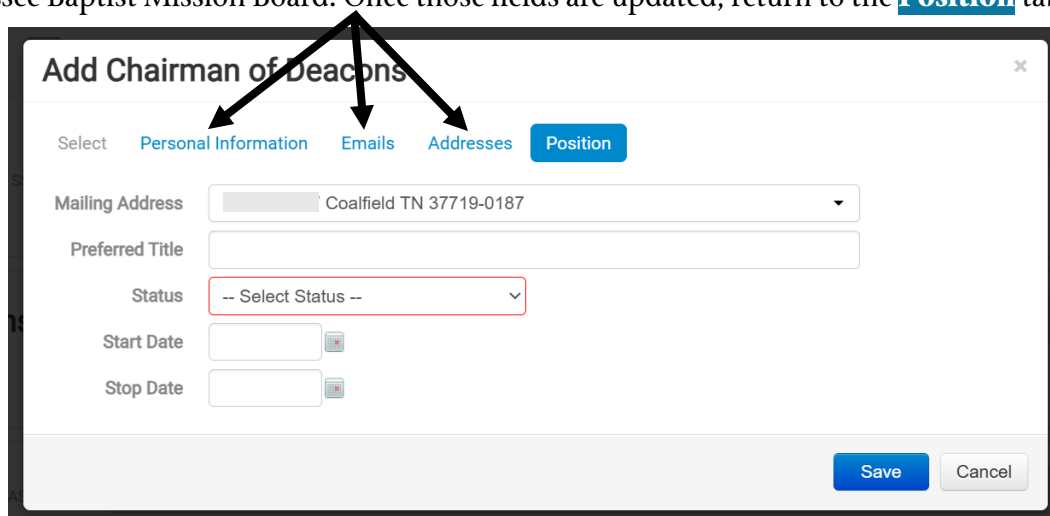
Names that are more common may generate many hits. For Example, Robert Smith will pull up anyone whose name or address contains the letters “Robert” or “Smith.” Scroll through the names to see if the person you are looking for is in the database.

Use the search features to see if the one you are looking for is already in the system. Features include (a) **alphabetical** listing of up to ten names per page with (b) a **scroll bar**; (c) **additional** pages of names if warranted; and (d) **addresses** to check if the address on file matches the person you are seeking. If you find a match, (e) click the **Select** tab in the left margin. If you do not find the person, (f) click the **green Add Person** tab in the light blue line. More on e and f below.

Action	Name a	Address d
Select e		Smithville TN 37166
Select	Mr Robert	Mandy Smith Ln
Select	Mr Robert	Smithville TN 37166 b
Select	Mr Robert	Smithville TN 37166
Select	Mr Robert	Smithville TN 37166
Select	Mr Robert	Smith Grove Church Road

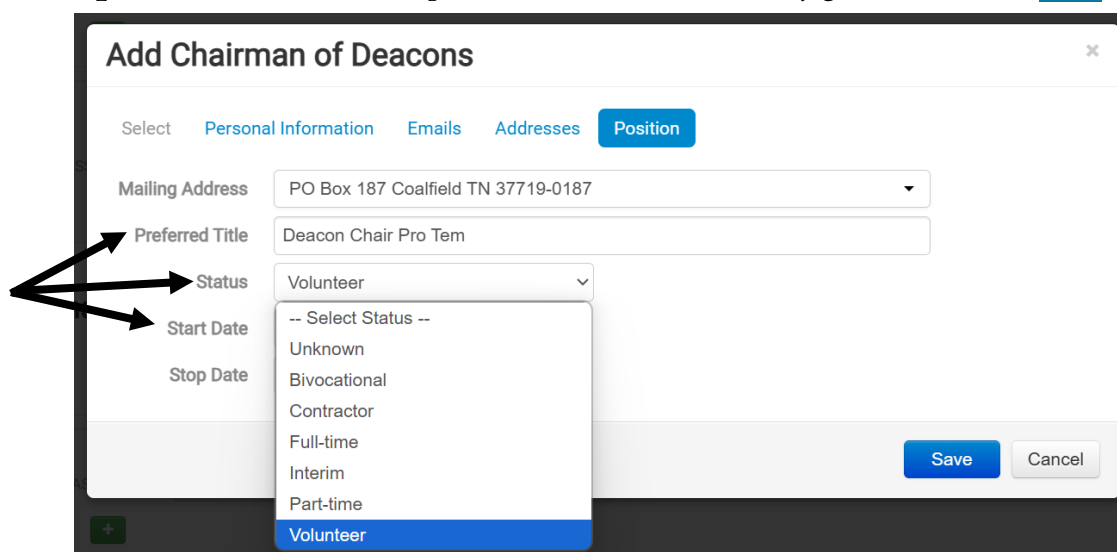
If you chose **Select** (letter **e** above), the following screen will open. This indicates you have matched the right name and address with a person already in the TeD Database. You will see a banner with blue links and the **Position** tab highlighted as shown below.

Before entering Position Information, click on the other tabs — Personal Information, Emails, and Addresses — and update other information as needed. For emails and addresses, there is a place for personal or work and an option to show which one is preferred to receive resources from the Tennessee Baptist Mission Board. Once those fields are updated, return to the **Position** tab.



The screenshot shows the 'Add Chairman of Deacons' form with the 'Position' tab highlighted. The form includes fields for Mailing Address (Coalfield TN 37719-0187), Preferred Title, Status (a dropdown menu with '-- Select Status --'), Start Date, and Stop Date. Arrows point to the 'Personal Information', 'Emails', and 'Addresses' tabs, indicating they should be updated before returning to the 'Position' tab. The 'Save' and 'Cancel' buttons are at the bottom right.

If your church has a different preferred title, enter it in the **Preferred Title** field. **Status** is a required field and gives seven options as shown below. Select the one that best reflects your church's decision. Once this is entered, please enter the **Start Date**. As you update this position in the future, it will add a **stop date** so that the current person is the one shown at any given time. Click **Save**.



The screenshot shows the 'Add Chairman of Deacons' form with the 'Status' dropdown menu open. The dropdown menu lists seven options: -- Select Status --, Unknown, Bivocational, Contractor, Full-time, Interim, Part-time, and Volunteer. Arrows point to the 'Preferred Title' field (Deacon Chair Pro Tem), the 'Status' dropdown, and the 'Start Date' field. The 'Save' and 'Cancel' buttons are at the bottom right.

If you chose the **green Add Person** tab (letter **f** above), the following screen will open. You will find the same four blue hyperlink fields as shown on the page above. In this instance, you will need to enter all the information rather than just updating existing information.

Click on each link in succession — Personal Information, Emails, Addresses and Position — and enter as much information as you have available. The Leadership Profile is an “open” Profile, which means you can update it at any time there is a change in contact information such as email address, cell phone number, or position title. Note that **Preferred Name** is on the Personal Information screen. This allows you to enter nicknames, middle names, or just initials as the name the individual prefers. Click **Next** on each successive field until completed, then click **Save** on the final field.

Return to the Profile page. Scroll down the page and repeat these steps for each vacant leadership position that your church has selected someone to fill.

➔ **REPLACE WITH NEW PERSON** — on a filled position, click on the Green “Replace Name of Person with new Position Title” icon.

The image shows three screenshots of the TeD system interface, each with a green icon (a person with a plus sign) that is highlighted by an arrow pointing from the left. These icons are used to replace a person in a specific role.

- ACP Contact (ACPCON):** The role is currently held by Mrs Daisy Duck. The interface shows options to 'Add additional position', 'Replace Mrs Daisy Duck with new acp contact', and 'Remove Mrs Daisy Duck'. The personal information for Mrs Daisy Duck is displayed, including her address (PO Box 187 Coalfield TN 37719-0187) and contact details (Primary Email: daisyduck@gmail.com).
- Church Secretary (CHSEC):** The role is currently held by Mrs Daisy Duck. The interface shows options to 'Add additional position', 'Replace Mrs Daisy Duck with new church secretary', and 'Remove Mrs Daisy Duck'. The personal information for Mrs Daisy Duck is displayed, including her address (1306 Fairview Rd Harriman TN 37748) and contact details (Primary Email: daisyduck@gmail.com).
- Church Clerk (CLERK):** The role is currently held by Tinker Bell. The interface shows options to 'Add additional position', 'Replace Tinker Bell with new church clerk', and 'Remove Tinker Bell'. The personal information for Tinker Bell is displayed, including her address (1306 Fairview Rd Harriman TN 37748) and contact details (Primary Email: tinkerbelle@gmail.com).

When you click on this icon, the following screen will open.

The screenshot shows the 'Add ACP Contact' screen. It has a search bar with a 'Search' button and a dropdown menu showing '1 exclusion(s)'. Below the search bar is a blue button labeled 'Search people for new position.' and a 'Cancel' button in the bottom right corner.

You will repeat the process as shown on the screens on pages 2–6 above:

- ➔ Search to see if the person is already in TeD.
- ➔ If so, click on their name, update each screen as shown above — Personal Information, Emails, and Address — then enter the Position information for this individual. If not, click Add Person and follow the same steps.
- ➔ When you enter the individual’s Start Date, it will automatically enter a Stop Date for the previous person in the position.
- ➔ If the church has selected two or more people to hold the same role, please contact Beth at [TeDHelp@TNBaptist.org](mailto:TeDHelp@TNBaptist.org) for assistance.

➔ **REMOVE WITHOUT REPLACING** — on a filled position, click on the Red “Replace Name of Person” icon.

The screenshot displays three leadership roles in a list:

- ACP Contact** (ACPCON): Actions include 'Add additional position', 'Replace Mrs Daisy Duck with new acp contact', and 'Remove Mrs Daisy Duck'. The profile card for Mrs Daisy Duck shows her part-time status from Jan 2024 to Present, address at PO Box 187 Coalfield TN 37719-0187, and contact information for her spouse, Donald Duck.
- Church Secretary** (CHSEC): Actions include 'Add additional position', 'Replace Mrs Daisy Duck with new church secretary', and 'Remove Mrs Daisy Duck'. The profile card for Mrs Daisy Duck shows her part-time status from Jan 2024 to Present, address at 1306 Fairview Rd Harriman TN 37748, and contact information for her spouse, Donald Duck.
- Church Clerk** (CLERK): Actions include 'Add additional position', 'Replace Tinker Bell with new church clerk', and 'Remove Tinker Bell'. The profile card for Tinker Bell shows her part-time status from Apr 2024 to Present, address at 1306 Fairview Rd Harriman TN 37748, and contact information for her spouse, Donald Duck.

Arrows from the 'Remove' icons in each role's action list point to the 'Remove Leader' dialog box shown below.

When you click on this icon, the following screen will open.

The 'Remove Leader' dialog box contains the following options:

- ☒ **This position has ended:** This option includes a text input field for an end date and a calendar icon.
- ☐ **This leader was a data entry error** (i.e. Tinker Bell was never a church clerk for this organization)

At the bottom right, there are two buttons: **Confirm** (orange) and **Cancel** (gray).

You have two options in this screen: “This position has ended” and “This leader was a data entry error.” Select the appropriate option and enter the end date for the person who is no longer serving in the position for whom there is no current replacement. If you do not know the end date, enter the date you are making this change.

Clicking this option does not end the position per se; it just indicates that the position is ended until a successor is selected. At that time, you can Add the new person using the steps outlined above.

Once you make certain you want to remove without replacement, click on the orange **Confirm** link.