

Annual Church Profile

Leadership Profile Tutorial 2 Adding/Replacing Vocational Leaders from within Tennessee



Introduction: SBC WorkSpace 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: Your leadership page opens like what is shown below. Scroll to the Ministerial Position you think most closely approximates the ministerial position you are adding. Some of the more common **Position “Presets”** are shown below.

Pastor <small>PAS</small> Add new position 	No Leadership Found
Pastor-Associate/Executive <small>APAS</small> Add new position 	No Leadership Found
Worship/Music Minister <small>MUS</small> Add new position 	No Leadership Found
Youth Minister/Director <small>YOUDIR</small> Add new position 	No Leadership Found
Discipleship Pastor/Education Min <small>EDU</small> Add new position 	No Leadership Found
Missions Minister/Director <small>MSDEVDIR</small> Add new position 	No Leadership Found
Minister - Other <small>OMIN</small> Add new position 	No Leadership Found

SIDEBAR 2: If you are comfortable working in a database, 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.

SIDEBAR 3: 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.

The screenshot shows a header for 'Youth Minister/Director' with the subtext 'YOU DIR'. To the right, a pink banner reads 'No Leadership Found'. Below the header, there is a link 'Add new position' and a green plus icon in a square.

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.

The screenshot shows a form titled 'Add Youth Minister/Director'. It has tabs for 'Select', 'Personal Information', 'Emails', 'Addresses', and 'Position'. A search bar contains 'robert smith' and a 'Search' button. Below the search bar, it says '(38 Matches)' and '1 c of 4'. A light blue banner says 'If you cannot find the person you are looking for, + Add Person f'. Below this is a table with columns 'Action', 'Name a', and 'Address d'. The table lists several entries for 'Robert Smith' with different addresses. A vertical scroll bar b is on the right side of the table. The first entry has a 'Select' button e next to it.

Action	Name a	Address d
e Select	Dr Robert	Smithville TN 37166
Select	Mr Robert	Mandy Smith Ln
Select	Mr Robert	Smithville TN 37166
Select	Mr Robert	Smithville TN 37166
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 on the following page.

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.

Add Youth Minister/Director

Select Personal Information Emails Addresses **Position**

Mailing Address Coalfield TN 37719-0187

Preferred Title

Status -- Select Status --

Start Date

Stop Date

Save Cancel

If your church has a different preferred title, enter it in the **Preferred Title** field. Many churches have combined positions or unique title roles. You can enter whatever title is preferred in your church. In this instance, it could be names such as Youth Pastor, Minister of Youth and Children, Student Minister, etc. You select the preferred title for your vocational staff member.

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**.

Add Youth Minister/Director

Select Personal Information Emails Addresses **Position**

Mailing Address PO Box 187 Coalfield TN 37719-0187

Preferred Title Minister to Students

Status Full-time

Start Date

Stop Date

Save Cancel

-- Select Status --

Unknown

Bivocational

Contractor

Full-time

Interim

Part-time

Volunteer

If the minister is married, this is the perfect time to search TeD to see if the spouse also has a record in TeD. If so, you can update the address, phone numbers, email addresses, and other contact information. If not, you can create a record for the spouse by following the steps outlined below. In this instance, you may set the Position as Member and indicate in the Preferred title the relationship between the spouse and the minister (for example, “Pastor’s Wife” or “Worship Leader’s Spouse”).

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.

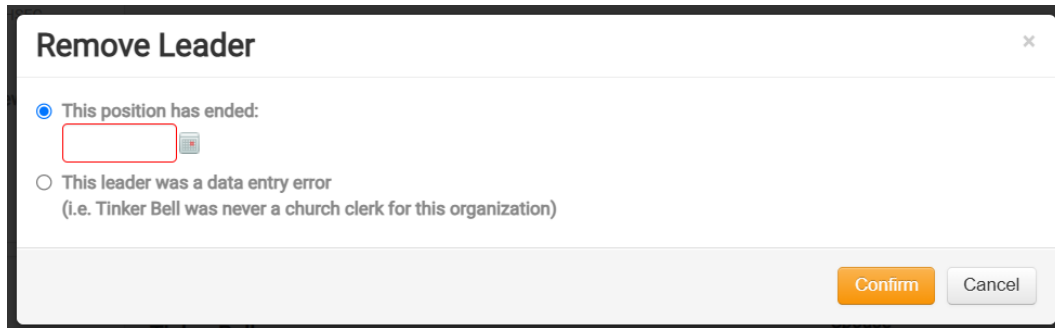
Click on each link in succession — Personal Information, Emails, Addresses and Position — and enter as much information as you have available. The Leadership Profile is an “open” Profile, which means you can update it at any time there is a change in contact information such as email address, cell phone 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.

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



If you see the name of a person filling a ministry staff position that is no longer serving in that role with your church, there are three icons next to the Position title on your Leadership Profile Page. Select the red icon, “Remove without Replacing.”

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

A screenshot of a web application dialog box titled "Remove Leader" with a close button (X) in the top right corner. The dialog contains two radio button options. The first option, "This position has ended:", is selected and followed by a date input field with a calendar icon. The second option is "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: an orange "Confirm" button and a grey "Cancel" button.

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.