

WORKSPACE
Congregation
Survey User

Guide

Accessing the Workspace Database

To access the Workspace Database use the following web address: **ky.sbcworkspace.com**

DO NOT USE the www normally associated with a web address.

To login to the database select the User Name Box and enter your assigned User ID (the User ID is not case sensitive). Next press the [Tab] key or use the mouse and select the Password Box and enter your assigned User Password (the Password is case sensitive).

When you have successfully logged into Workspace you will see the Survey User Identification Information Page.

Home / Survey Username

Please Enter Your Name

General

Display Name

[Save Changes](#)

The Login ID displayed is the default survey user ID but the person who is entering the information should enter his or her name in the Display Name Box.

Please Enter Your Name

General


Display Name

[Save Changes](#)

This information is used to contact the congregation if there are any questions about the profile information.

When the contact name is entered click on the blue [Save Changes] box to open the Congregation Survey Home Screen:

WS People Organizations Survey CRPS Logout Account Help



Welcome to Workspace.

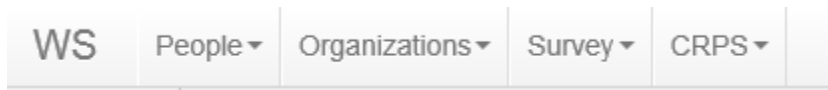
Organization	
Name	Phone
Bethany	

Surveys	
Survey	Year
ACP Statistical Profile	2015
Leadership Profile	2014
Supplemental Survey	2015

The congregation record can be opened by clicking on the congregation name in the Organization Box.

The congregation record can also be updated from the Survey Profiles.

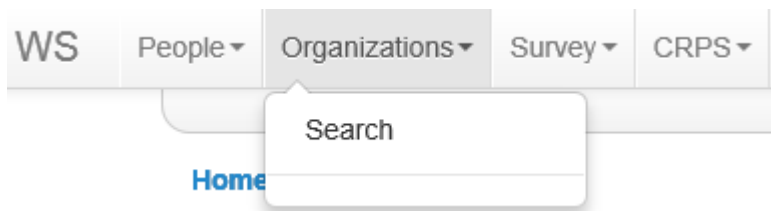
The Workspace Main Menu for the congregation survey user has four options.



The WS will return the user to the Home Screen at any time.

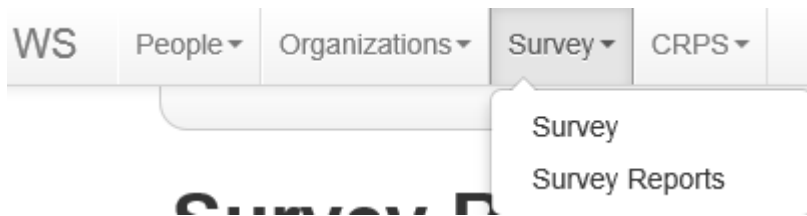
The People Tab is not used for the congregation survey user.

The Organizations Tab has one choice:



The Organization Search will only access the congregation of the login ID.

The Survey Tab has two options. Survey which will open the Surveys Display showing all the open surveys available to the user. This is also accessible from the Surveys Box on the Home Screen.



Reports for the current year can be printed by selecting the Survey Reports option.

To process the Surveys click on the Survey option.

To process an Annual Church Profile (ACP) click on the Profile box and the profile will open to enter information.

Bethany Baptist Church (0131359) - Eddyville, KY

Open	
Supplemental Survey	
Year:	2015
Starts:	02/23/2015
Due By:	12/01/2015
Closes:	03/01/2016

Open	
Leadership Profile	
<i>Manage church staff/leadership positions</i>	
Year:	2014
Starts:	06/01/2014
Due By:	12/31/2099
Closes:	12/31/2099

Open	
ACP Statistical Profile	
<i>Collects membership, program and financial data</i>	
Year:	2015
Starts:	03/01/2015
Due By:	12/01/2015
Closes:	03/01/2016

THE STATISTICAL SURVEY PROFILE

In the Statistical Profile, the congregation contact information may be entered or updated by selecting the [Update Organization] button located beside the congregation name.

Surveys / ACP Statistical Profile

Bethany Baptist Church [Update Organization](#) [Hide Details](#)

-- Other Surveys --

Mailing
572 Center Ridge Rd
Eddyville, KY, 42038-8811

Physical
988 State Route 274
Eddyville, KY, 42038

SBCID: 0131359
State Org ID: 480
Year Organized: 1871
Pastor Name:
Date Pastor Came:
Phone:
Fax:
Website:
Email:

Ethnicity:
Primary: White Non-Hispanic

When the congregation information form opens the congregation contact information may be entered or updated. The congregation Name and ID numbers can not be changed by the congregation. If there is a need to change the Name or ID Numbers please contact your association or the state convention Workspace Administrator.

Bethany

[Back to Survey](#)

[General](#) [Staff](#) [Affiliations](#) [Statistics](#) [Reports](#)

General

Type	Church	Year Organized	1871
Name	Bethany Baptist Church	Phone	
Short Name	Bethany	Fax	
State	K	Website	
County	Lyon County	Email	
SBC ID	0131359	Lat/Lon	0 0
State ID	480	Primary Ethnicity	White Non-Hispanic
		Secondary Ethnicity	-- Select --

After completing all additions or changes the user can return to the profile by selecting the [Back to Survey] button located beside the congregation name.

Below the congregation contact information is the Statistical Entry Form for the Annual Church Profile.

[Full Survey](#) [Membership](#) [Programs](#) [Financial Receipts](#) [Financial Giving](#) [Save](#) [Reports](#)

Membership

	Current Year		Prior Year
1 Total Members	<input type="text" value="0"/>	•	109
2 Resident Members	<input type="text" value="0"/>	•	75
3 Total Baptisms			
a Baptisms Ages Birth-11	<input type="text" value="0"/>	•	0
b Baptisms Ages 12-17	<input type="text" value="0"/>	•	0
c Baptisms Ages 18-29	<input type="text" value="0"/>	•	0
d Baptisms Ages 30-Over	<input type="text" value="0"/>	•	0
Total - Total Baptisms	<input type="text" value="0"/>	•	0

Information can be entered for any field by clicking in the box located under Current Year and entering the number. After entering the number the user can advance to the next field box by pressing the [Enter] key, by pressing the [Tab] key, or by clicking inside the box with the mouse.

If the information was reported for the previous year it will be displayed on the right side of the display. Also, when the box is selected the instructions pertaining to the field of information will be displayed.

The screenshot shows a form titled "Membership" with two columns: "Current Year" and "Prior Year". Under "Current Year", there is a text input field for "Total Members" which is currently empty. Under "Prior Year", the value "109" is displayed. A tooltip box is open over the "Total Members" field, containing the text "Total Members" and "Total of both resident and nonresident members." There is also a small information icon (i) next to the field.

A validation process is activated when a number is entered in the field box. If the number entered is outside the validation parameters a dialog box will be displayed requesting verification that the information entered was correct.

This screenshot shows the same "Membership" form. The "Current Year" field now contains the number "800". A yellow validation dialog box is overlaid on the "Current Year" field, with the message "The current year value increased by more than 50%." and an "OK" button. The "Prior Year" field still shows "109".

If the information is correct the box can be closed by clicking on [OK]. If the number has been entered in error, correct the information and advance to the next field. The dialog box will close when advancing.

The Total Baptisms field is an automatically calculated field. When the information for any of the age groups is entered the Total Baptisms Box will increase accordingly. Workspace will advance to the Other Additions box when exiting the last age group box.

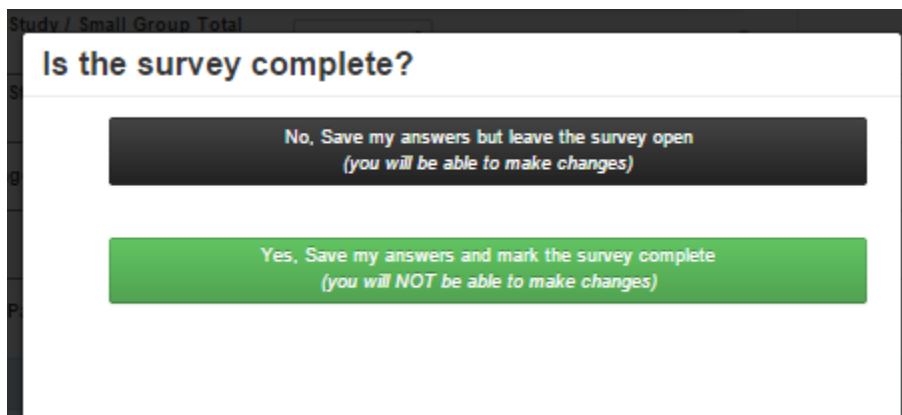
If the congregation reports only Total Baptisms the number may be entered directly into the Total Baptisms box. This can be done only if all the age group boxes have a zero in them.

Every reasonable effort should be made to acquire the age breakdown information before entering only the Total Baptisms.

When all available information is entered, select the Blue [Save] button located at the top or bottom of the form.

The screenshot shows a navigation bar at the top with buttons for "Full Survey", "Membership", "Programs", "Financial Receipts", "Financial Giving", "Save", and "Reports". Below this, the form displays "17 Total Missions Giving" with an input field containing "0" and a "Save" button. There is also a small information icon (i) next to the field.

When the [Save] Button is selected the form closing dialog box will be displayed:



If the Profile information is not finished select the black bar. This allows the Profile to be opened again by the survey user to finish entry of the information.

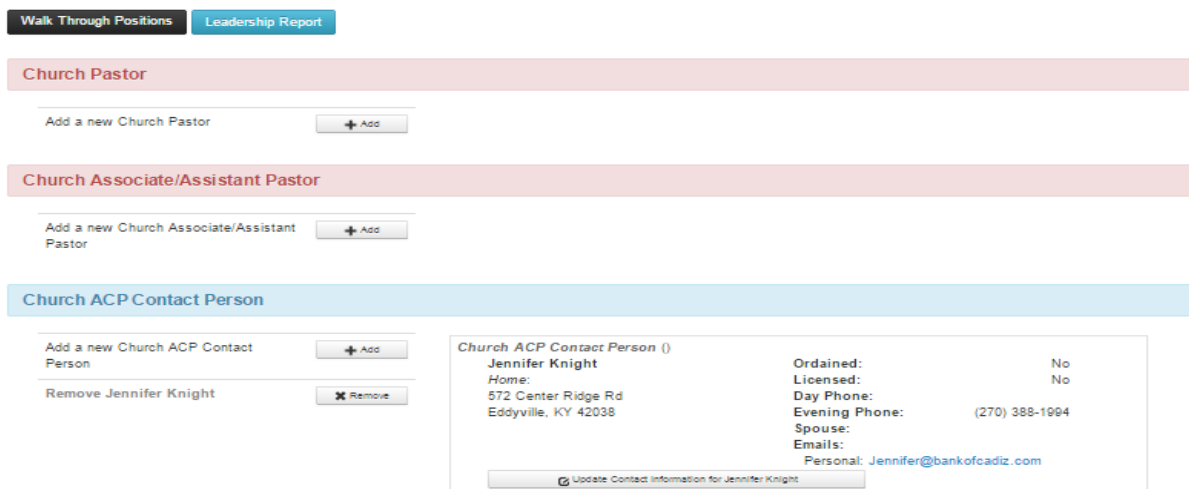
When all the information has been entered select the Green bar. This submits the entered information and closes the profile. After completing the profile it will no longer be displayed on the main Survey Profile screen.

If a profile is completed and closed but at a later time a correction needs to be made the profile can be Re-Opened by the Association or the State Administrator.

THE LEADERSHIP SURVEY PROFILE

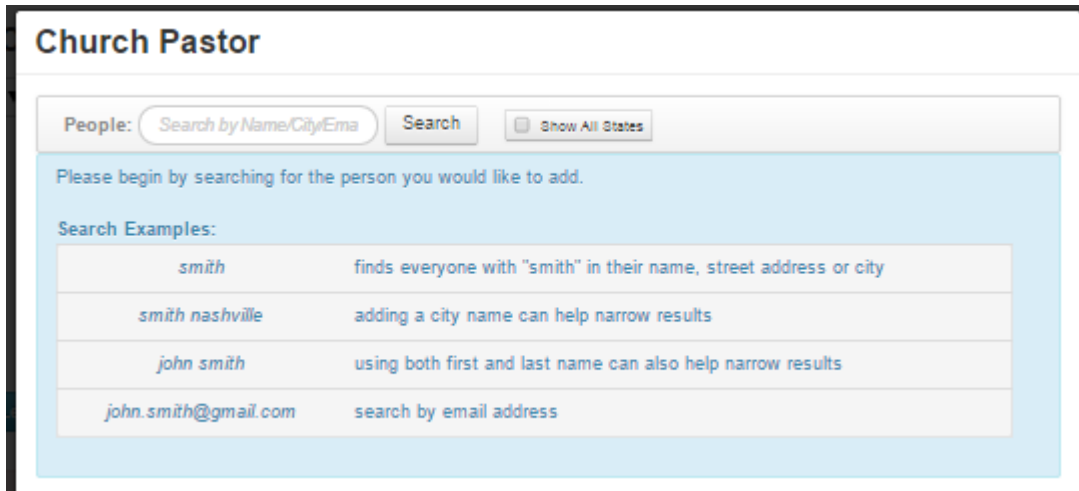
The congregation contact information can be entered or updated at the top of the Leadership Profile as noted in the previous section.

Below the Congregation Information Section is a list of the ACP Leadership Positions. A position that is vacant will be have a red bar at the top and there will be no leader information displayed. A position that is filled will have a blue bar at the top with the information for each person below. There may be multiple people in any leadership position EXCEPT the Church Pastor Position. This position represents the Senior Pastor of the congregation which should have only one person. The Associate / Assistant Pastor position may have multiple persons.

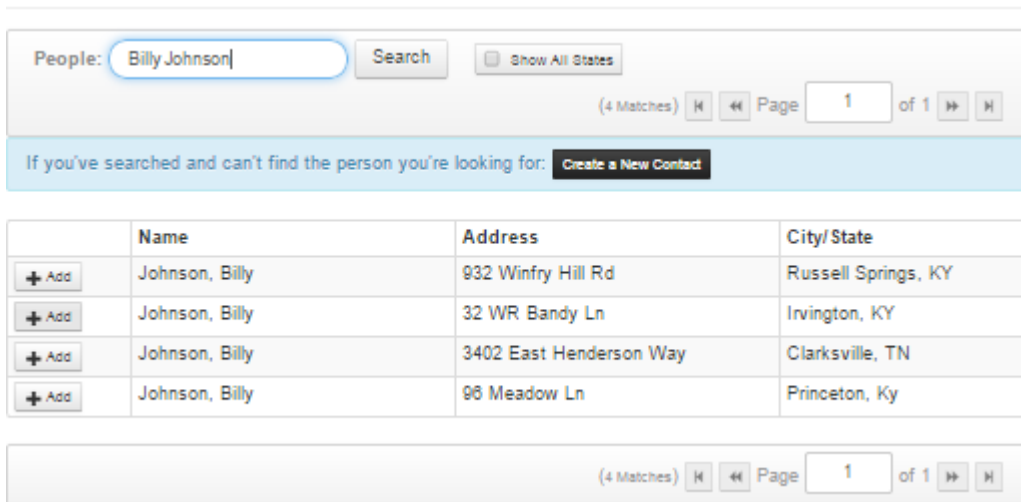


The user can scroll down the display to see each of the leadership positions. Only the listed positions are maintained in the database.

A new leader may be added by selecting the [Add] button beneath the Position Title Bar. When selected, the dialog box to enter a person for the position will be displayed.



The first step to creating a new leadership record is selecting the person who is in the position. This is done by typing the person name in the search box and selecting the [Search] button. A list of records matching the name entered will then be displayed. To select the person click on the [Add+] button located at the left of the name. NOTE: Please make every effort to determine the record selected is the correct person record. It may be necessary to cancel the process and use the People Search to identify the correct person record.



If no person record matches the name entered, and reasonable effort has been made to search for the person, a new person record can be created by selecting the [Create a New Contact] button.

Once a person has been selected the Position Information dialog box will be displayed.


Church Pastor - Billy Johnson


General Addresses Position Details

Validation Errors Occurred. Follow the red tabs to view the different areas the validation errors occurred in.

Organization **Bethany Baptist Church**


Position **Church Pastor**


Start 
This field is required.

Stop 

Interim Only

Preferred Position Title

Position Status **-- Please Select --** 
This field is required.

Mailing Location **-- Select Address --** 


There are three tabs at the top of the box. The [General] tab can be used to update any contact information in the person record. The [Addresses] tab can be used to enter new addresses or update existing addresses.

The [Position Details] tab is used to enter the position information. This consists of the Start Date for the position, the Position Status, and the Mailing Location. The fields are outlined in red to designate them as required fields. If these fields are not populated Workspace will not allow the position record to be saved.

When the box is selected a calendar will be displayed from which a date may be selected, or the date may be typed into the box if desired. If the actual date the person began the position is not known use the current date or any date prior to the current date.

Organization **Bethany Baptist Church**


Position **Church Associate/Assistant Pastor**

Start 
This field is required.

Stop

Preferred Position Title

Position Status

Mailing Location 

April 2015

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

The Interim Only box should be selected only if the position is for a pastor and the person is serving in an Interim status.

Interim Only

The Stop Date box will remain empty until the person leaves the position.

The Preferred Position Title box should remain blank.

The Position Status. This is a Drop Down Selection Box. Only one of the options displayed can be selected.

Preferred Position Title

Position Status

Mailing Location

ACE
ANC
ANE
ASC
ASE
ASO
ASW
ATL
BI
E/A
EXO
FT
IN
PER
PF
PP
PT
UNX

The Status selections that apply to a leadership position are:

- (1) The Blank box at the top of the list. Select this if the position status is unknown.
- (2) The FT should be selected if the position is paid and is a Full Time Position.
- (3) The BI should be selected if the position is paid and is a Bi-Vocational position.
- (4) The PT should be selected if the position is paid and is a Part Time position.

No other Status option should be selected for a position. All remaining options pertain to positions other than church leaders and are used only at the state convention.

When one of the status codes is selected the drop down box will close and the selection will be displayed in the box.

The Mailing Location is a drop down box that will display all the available mailing locations in the person record and the organization record.

Mailing Location

-- Select Address --

-- Select Address --
Preferred - Home (932 Winfry Hill Rd)
Preferred - Org: Physical (988 State Route 274)
Preferred - Org: Mailing (572 Center Ridge Rd)

Select the location where the mail for this position should be delivered. When the address is selected it will be displayed in the box.

When all the information for the position has been entered click on the blue [Save] button at the bottom right of the dialog box to finish creating the new leadership position record.

Mailing Location

Preferred - Org: Physical (1829 Dove Rd)

Save Cancel

Remove a person from a Position

When the person leaves a leadership position the position can be ended by clicking on the [X Remove] button located to the left of the person information.

Remove Richard Knight

X Remove

When the button is selected the Remove a Position dialog box is displayed:

They left the position as of:



This assignment was a data entry error (i.e. this person was never a Church Minister of Music for)

Remove

Cancel

To end the leadership position click under 'They left the position as of:'.

When the box is selected a calendar will be displayed from which a date may be selected, or the date may be typed into the box if desired. If the actual date the person left the position is not known use the current date or any date prior to the current date.

The second option is intended to delete the leadership position. This option is not available to the congregation survey user. If a leadership position is created in error and should be deleted please contact your association.

When all the positions have been updated it is not necessary to Save the Leadership Survey Profile. The leadership information is automatically saved when each position is created or updated.

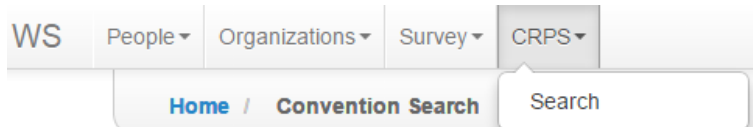
THE SUPPLEMENTAL SURVEY

The Supplemental Information Survey is used to enter information that is not available in the Survey Profiles.

Other Information		
	Current Year	Prior Year
1 Representatives on Asc'n Board	<input type="text"/>	0
2 Messengers to the Association	<input type="text"/>	0
3 Ministers Licensed During the Year	<input type="text"/>	0
4 Ministers Ordained During the Year	<input type="text"/>	0
5 Historical Events of Interest During the Year	<input type="text"/>	0
6 Member Deceased During the Year	<input type="text"/>	0

The requested information should be written or typed in each box.

The CRPS Tab has one option:



CRPS is the process by which a congregation can register for the Kentucky Baptist Convention Annual Meeting.

Click on the Search option to open the CRPS Dialog Box.

Convention	Contact	Convention Date	Pre-Registration
2014 Kentucky Baptist Convention Annual Meeting	Debra T (Debbie) Bannon	11/11/2014	09/01/2014 - 11/09/2014

(1 Match) Page 1 of 1

When the registration process for an Annual Meeting is open the user will have the ability to select the meeting for which to register by clicking on the meeting name.