**Completing the 2025 ACP Packet ONLINE for churches**

We recommend that you **complete the hardcopy of the ACP packet** before entering the data online.

Please **submit your ACP as thoroughly and accurately as possible**, and within the timeframe provided by your association.

If you have any questions or need assistance, **don’t hesitate to reach out** to your Association office or contact:

**Vesta Clary**
Mississippi Baptist Convention Board
📞 (601) 292-3310
📧 vclary@mbcb.org

We’re here to support you through the process!

Just as your hardcopy ACP Packet includes **three parts**, the **online ACP** also consists of **three sections** that must be completed. We ask that you complete ***all three parts***:

* **Part 1 – Church Information Update**
* **Part 2 – 2024 ACP Statistical Profile** *(12 questions)*
* **Part 3 – Leadership Profile**

Completing all sections ensures accurate reporting and helps us serve your church better. Thank you for your attention to detail and timeliness!

**General**

**It is always good to keep a copy of your yearly ACP for your records and future reference.**
**(You may print a copy of your online submission after completion)**

***This report covers a 12-month period. Many Associations recommend a time frame for their churches. The best practice is to use the same time frame each year. If you are uncertain, check with your Association.***

***The deadline for ACP completion is determined by your Association.***

**Screenshots for entering Annual Church Profile**

Web address for entering ACP: [www.sbcworkspace.com](http://www.sbcworkspace.com)

 *Note: If you have difficulty logging in, please contact Vesta Clary.*

*Data Protection Agreement*

When you log on to [www.sbcworkspace.com](http://www.sbcworkspace.com) the FIRST TIME you will be asked to agree to the terms of the Data Protection Agreement. Please take the time to read this carefully before clicking on the “Agree” button to acknowledge your acceptance. Once you have agreed to the DPA, you will not see the form again.

***The SBC Workspace Welcome Page***



Your congregation’s name will be displayed in the “Organization” frame for quick access to update general information (address, phone, email, website, etc.) for your congregation. In the “Surveys” frame are access links to the 2 surveys that make up the Annual Church Profile for the current year.

**­­­­­­­­­­­­­­­­­**

***Should you ever get lost or confused in SBC Workspace, you can always click on the WS in the top left corner of your screen, and it will return you to the Welcome Page for your church.***



**Part 1 – Updating Church Information**

Before beginning the survey, please click on the name of your church to ensure that all the information is complete and correct.

* A screen like the one below should appear.
* ***Use your updated hardcopy ACP Packet as a guide to update the following.*** ***If a field is locked and needs updating, contact Vesta Clary at MBCB.***

Please check ALL the items in the “General” information box and update as needed.



**General -** highlights**:**

**Name**: Formal name of congregation.

**Short name**: Name without Baptist or Church, physical location.

**Type:** Only churches & missions complete the ACP.

**Email**: Please include an email address, if possible. **Email** is helpful for efficient communication.

**Largest Ethnicity**: Ethnicity helps us identify and meet the needs of the various ethnic groups within the Association and State.

**Communication Language**: The preferred language for contacting your church.

**Worship Languages**: Languages in which your congregation offers worship services. (Select all that apply.) ***Sign Language is an option*.**

**Addresses:**

**Mailing Address**: address for receiving mail

* If mail is sent to an address **other than the church address, include**:
	+ **c/o Name** of recipient, **Position/Title**
	+ **Example:**

The Church name is system-generated
123 Hall Lane

c/o Susie Hall, Secretary

Hall City, MS 12345

**Street Address**: the physical address where the church is located

* If your church has a different mailing address from the physical address, then please click “ADD ADDRESS” to include both. (Note sample at bottom of page 3)
* If your church receives mail at the physical address, list ONLY the physical address and click “Preferred Mailing Address.”

******

When finished, click the blue **SAVE** button at the bottom left of the screen or the blue **SAVE ORGANIZATION** button in the top right corner.

**Part 2 - Accessing the Surveys – 2025 ACP Statistical Profile**

Click WS is the top left corner of your screen to return to the Home Page for your church.

****

Click on the 2025 ACP Statistical Profile to access a specific part of the profile.

Update Organization button provides another way to edit general information.

Hide button to close organization details and only view survey questions.

 

Save button to retain information.

Reports button to print copy of statistical form for proofing or for record keeping.

**PLEASE READ the directions in the blue highlighted box before you begin.**



The statistical fields are listed on the left.

Next, there is a box for you to enter this year’s statistical data.

The numbers to the far right of the screen are the statistical data from last year’s survey for comparison. (*This is given as a point of reference only.)*

For a description of each data field, hover over the black “i”.



Audit checking of data for correctness is also applied for your assistance. It does not prevent entering data but warns if the range is out of % norm because of a typo.



For questions #2, #6 and #12:

When entering data for an age group question, it is not necessary to enter the total. It will be automatically totaled for you as you enter the individual data requested by the question. Data may be entered into the total field if you do not have the age group information. Just skip the detail area and click the *Total* box. (This is not recommended if you can provide age group data.)



**Don’t forget to click the Save button presented at the end of each Survey.**

When you have finished entering statistics, please be sure to click the blue SAVE button at either the top or bottom of the survey.



If you haven’t finished answering all the questions, this button is used to save your work. You will be given two options after clicking save. (See below.)

1. The option in BLACK will allow you to come back and finish or edit the survey later.
2. The option in GREEN indicates that you are finished with the survey.

NOTE: You cannot return to make further changes.

**Suggestion:** **CHECK YOUR WORK!**

Click the black button and print a copy of the survey to check for errors. Compare the printed copy to the hardcopy ACP report that you completed. Directions for printing are below. Once you verify your data, either make corrections or click the green button and mark the survey as complete. If you make corrections to the survey, print again for your records.

**For your records**

**We recommend that you always keep a copy of your ACP Survey for your records and use it as a reference for next year.**



*If you mark the survey as complete but later need to add or update the information, contact Vesta Clary at 601-292-3310 or* *vclary@mbcb.org**. She will either open the report for you or she can update the information.*

Once you click on one of the options above, you will be given the opportunity to print a copy of the Survey.

**Printing the Survey for your records****

Click the blue “Print/Download” button.

The report you want to print is SURVEY – ACP Statistical Report by Year.

**Part 3 – Updating and Completing the Leadership Profile**

First, preview the positions on your paper form and note any needed changes.

Then, return to the top left of the screen and click the down arrow beside the box that reads – OTHER SURVEYS – (located just below the church name). You will see the Leadership Profile listed. Click on Leadership Profile to open that report.



To complete this portion later, open the home page to access this report.

**THIS IS AN IMPORTANT REPORT!** Please update this report accurately. If you cannot complete it online, send the corrected copy to your association or Vesta Clary at the MBCB to enter.

**PLEASE READ the directions in the blue highlighted box before you begin.**

There are two ways to view the leadership positions:

1. You may scroll through the positions that are listed in order of the paper form (this option is good if you have only a few positions or few changes to the leadership). OR
2. You may choose the black button *Walk Through Positions,* which allows you to step through each position one at a time. (If you have many positions, this is a better option for reviewing each position.)

If a person is assigned to a position, the banner will be in blue. If no person is assigned to a position, it will be pink.



**FOUR OPTIONS for updating a position record:**

**UPDATE** –use the “black button” to “Edit Leader Personal Information”. Click to view more information about the person currently displayed on the screen. **DO NOT use this option to add or delete a person for another!! This is used specifically for updating the information for the current individual whose name appears on the screen.**

**ADD additional position** – the “green +” button is used to add another person in a specific position. This could be used for a position that has multiple people, such as Church Secretary/Ministry Assistant.

**REPLACE** Person with new person in a position – the “green + with a person” is used to add a new person, AND to remove the current person in that position. The start date for the new person will automatically be the Stop Date for the previous person.

**REMOVE Person** – the “red ‘x’ with a person” button is used to remove a person from the position. Add the date to “this position has ended” for this person.

Please scroll through the entire list of positions in the Leadership Profile to ensure its integrity. Remember, emails are a more efficient way to communicate! **These emails will not be shared outside of the convention.** Please provide as many email addresses as possible 7514for your staff and volunteers.

When you are finished, please click the blue “Save and Submit” button.

**Reports available in SBC Workspace for each Church**

You can view available reports for your church as well as for other churches, both within and outside your association. This can be especially helpful when considering candidates for a new staff position.

On the Welcome page of SBC Workspace, click on the blue link that has your church’s name. Then click on the “Reports” tab to view your reports.





**Church 10 Year Profile** – Looks at ACP data provided by a church in 10-year increments.

**Leadership Profile Summary** – Leaders for a church in a one-two page format.

**SURVEY – ACP Statistics Report by Year** – A one-page summary of the Statistical data a church provided via their ACP. (Please print this for your records.)

**SURVEY – Leadership Profile** – The Leadership Profile is open all year so you can update at any time you need to add, remove and update a leader.