

Completing the 2026 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 includes these **three parts** as well. All three parts are equally important, and we ask that you complete ***all three parts***:

- **Part 1 – Church Information Update**
- **Part 2 – 2026 ACP Statistical Profile** (*13 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 of the time frame, check with your Association.

The deadline for ACP completion is determined by your Association and is found at the bottom of the first page of your hardcopy ACP Packet.

Screenshots for entering Annual Church Profile

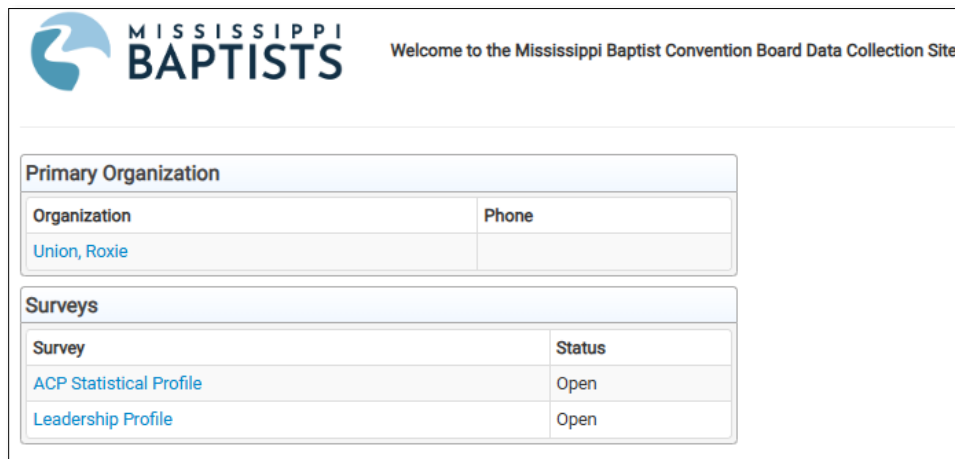
Web address for entering ACP: www.sbcworkspace.com

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

Data Protection Agreement

When you log on to www.sbcworkspace.com 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



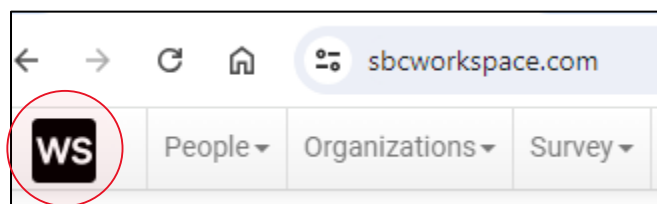
The screenshot shows the SBC Workspace Welcome Page. At the top left is the Mississippi Baptists logo, and to its right is the text "Welcome to the Mississippi Baptist Convention Board Data Collection Site". Below this, there are two main sections: "Primary Organization" and "Surveys".

Primary Organization	
Organization	Phone
Union, Roxie	

Surveys	
Survey	Status
ACP Statistical Profile	Open
Leadership Profile	Open

Your congregation's name will be displayed in the “Primary Organization” block 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.

If you 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

In the block labeled “Primary Organization”, click on the [name of your church](#) to ensure that all the information is complete and correct.

If you have completed this information on SBC Workspace before, you will note that **the screen has changed**.

- ***A screen like the one below should appear.*** (This is only a portion of the screen.)

Union, Roxie

General Leaders Affiliations Statistics Reports Conventions

Union Baptist Church [View All](#)

✓ PO Box 87 Roxie MS 39661	Type	Church
📍 10026 US-84 Roxie MS 39661-4549	State ID	300943
📞 601-786-9999	SBC ID	0168252
✉️ jennifer.b.brumfield@gmail.com	Year Organized	1859
🕒 6/3/2026 7:13:15 PM	Largest Ethnicity	White (Non-Hispanic)
	Communication Language	English

Leadership

[McDaniel, Rev Andy](#)
Senior Pastor | 601-807-7192

[Evans, Rev Carl](#)
Other Minister | 601-384-2066

Affiliations [View All](#) **2021 Statistics** [View All](#) **Convention Messengers**

- Since we are focusing on completing your ACP Packet, we are going to **focus on the first block that has the name of your church and information about your church**.
- Click the blue tab labeled “View All” in the upper right-hand corner of that block.
- A new screen will appear with the “General” Information for your church. (Sample is on page #3)
- ***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:

Union, Roxie

General | Leaders | Affiliations | Statistics | Reports | Conventions

General [Save Organization](#)

Name: Union Baptist Church
Short Name: Union, Roxie
Type: Church
State: MS
County: Franklin County
State ID: 300943
SBC ID: 0168252
Year Organized: 1859
Phone:
Fax: (601) 786-9999
Website:
Email: jennifer.b.brumfield@gmail.com
Lat / Lon: 31.499232 -91.028117
Largest Ethnicity: White (Non-Hispanic)
Other Ethnicities:
Communication Language: English
Worship Languages: English
Facebook: Union-Baptist-Church-100530852286944/?ref=py_c
Instagram:
X (Twitter):
[Save Organization](#)

Addresses [Add Address](#)

Mailing [Add Address](#)
☒ Preferred Mailing ☐ International
Attn:
PO Box 87
Apt, Suite, etc.:
Roxie MS 39661

Physical [Add Address](#)
☐ Preferred Mailing ☐ International
Attn:
10026 US-84
Apt, Suite, etc.:
Roxie MS 39661-4549

[Save](#) [Cancel](#)

Phone number and email address: Important for quick communication. This can be the contact information for the pastor or church member if the church does not have an email or a phone number.

Website: Link is shared on MBCB “Find a Church” along with the physical address of your church.

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

- Make sure you have both a mailing address block and a physical address block, even if the same address is used for both.
- You can add an address by clicking on the green “Add Address” block.
- Click the “Preferred Mailing Address” button for the mailing address.

The screenshot shows a web form titled "Addresses". It contains two main address blocks. The left block is for a "Mailing" address, with a dropdown menu set to "Mailing" and a "Preferred Mailing" checkbox that is checked and circled in red. The right block is for a "Physical" address, with a dropdown menu set to "Physical" and "Preferred Mailing" and "International" checkboxes that are unchecked. Both blocks have fields for "Attn", "Address", "Apt, Suite, etc.", "City", "State", and "Zip". The "Mailing" block shows "PO Box 87" and "Roxie, MS 39661". The "Physical" block shows "10026 US-84" and "Roxie, MS 39661-4549". At the bottom left are "Save" and "Cancel" buttons. At the top right is a green "+ Add Address" button circled in red.

When you are 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 – 2026 ACP Statistical Profile

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

Surveys	
Survey	Status
ACP Statistical Profile	Open
Leadership Profile	Open

Click on the [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.

Union Baptist Church [Update Organization](#) [Hide Details](#) Last Modified On: 6/19/2026

-- Other Surveys --

Mailing
PO Box 87
Roxie MS 39661

Physical
10026 US-84
Roxie MS 39661-4549

State ID: 300943
SBCID: 0168252
Year Organized: 1859
Pastor: Rev Andy McDaniel
Date Pastor Came: 09/12/2006
Phone:
Fax: 601-786-9999
Website:
Email: jennifer.b.brumfield@gmail.com

- Please complete all 12 questions
- Use a zero ("0") to indicate none.
- Church-type missions should complete their own ACP.
- A church with multiple campuses should be combined and reported in a single ACP Statistical Profile. In addition, complete the Multi Campus form located at www.mbcconnect.com to share location information for additional campuses.

Full Survey **Membership** Program Financial [Save](#) [Reports](#) [Cancel](#)

Membership

	Current Year Value	Prior Year Value
1 Total Membership		
2 Total Baptisms		
a Baptisms 11 and under		
b Baptisms 12 - 17		

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

Save button to retain information.

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

		Current Year Value		Prior Year Value
1	Total Membership	0	i	58
2	Total Baptisms			
a	Baptisms 11 and under		i	1
b	Baptisms 12 - 17		i	0
c	Baptisms 18 - 29		i	0
d	Baptisms 30 and up		i	1
	Total - Total Baptisms		i	2
3	Other Additions		i	0
4	In-Person Weekly Worship Average Attendance		i	65

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".

		Current Year Value		Prior Year Value
Total Membership Total of both Resident and Nonresident members.				
1	Total Membership		i	753
2	Total Baptisms			
a	Baptisms 11 and under		i	10
b	Baptisms 12 - 17		i	0

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.

	Current Year Value	Prior Year Value
1 Total Membership	1,500 The current year value increased by more than 50%. ❗ Ok	753

For questions 2, 6, 8, 9, 12, and 13:

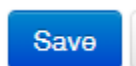
When entering data for an age group or financial questions, it is not necessary to enter the total. It will be automatically totaled for you as you enter the individual data requested by the question. Data may be entered into the total field if you do not have the age group information. Just skip the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

2 Total Baptisms

a	Baptisms 11 and under		❗
b	Baptisms 12 - 17		❗
c	Baptisms 18 - 29		❗
d	Baptisms 30 and up		❗
<i>Total - Total Baptisms</i>			❗

Don't forget to click the Save button at the end of each Survey.

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



You will be given two options after clicking save. (See below.)

1. The option in **BLACK** will allow you to come back to 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.

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)

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 option to print a copy of the Survey.

Printing the Survey for your records

Survey saved. Would you like to download a file for your records?

Print / Download

Continue

Click the blue “Print/Download” button.

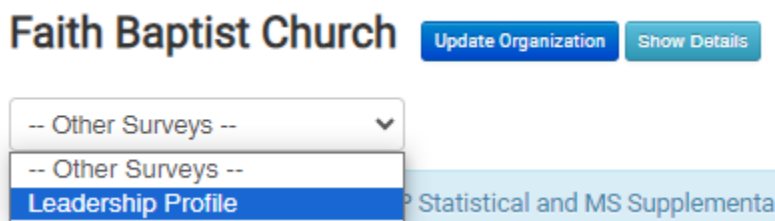
Reports	
Survey Reports	
Report	Description
Church 10 Year Profile	Statistics by Organization in 10 Year increments
Leadership Profile Summary	Current Listing of Organization Leadership
SURVEY - ACP Statistics Report by Year	Organization Statistics by Year entered in ACP Statistical Profile
SURVEY - Leadership Profile	Organization Leadership Profile
SURVEY - Supplemental Survey	Supplemental Organization Data for ACP Year

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.

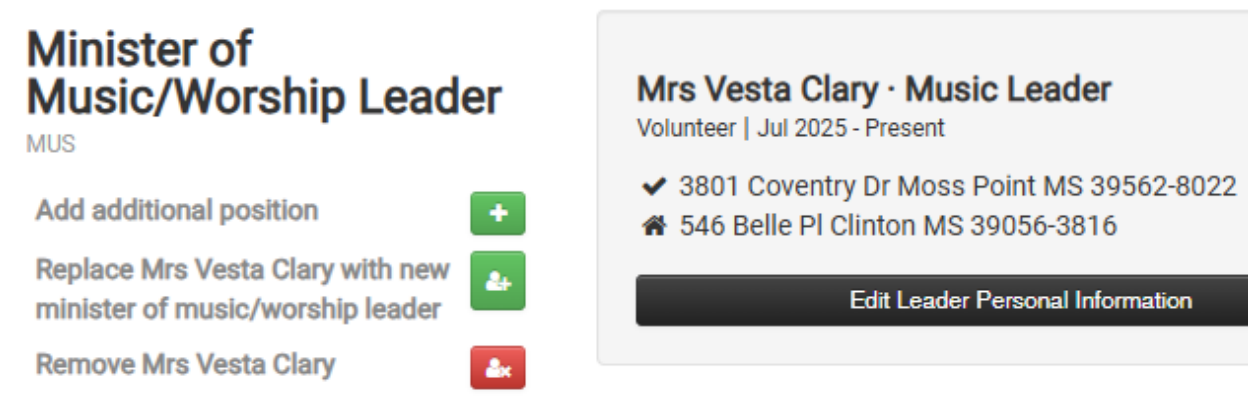
THIS IS AN IMPORTANT REPORT! Please update this report accurately. If you cannot complete it online, send the corrected copy to your association or Vesta Clary at the MBCB to enter.

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!!** This is used specifically for updating the information for the current individual whose name appears on the screen.

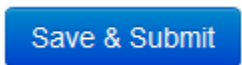
ADD additional position – the “green +” button is used to add another person in a specific position. This could be used for a position that has multiple people, such as Church Secretary/Ministry Assistant.

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 accuracy. Remember, emails are the most efficient way to communicate! **These emails will not be shared outside of the convention.** Please provide as many email addresses as possible for your staff and volunteers.

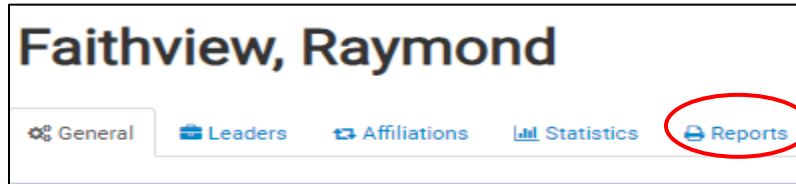
When you are finished, click the blue “Save and Submit” button.

A blue rectangular button with rounded corners and a thin white border. The text "Save & Submit" is written in white, sans-serif font, centered within the button.

NOTE: This report is available year-round, therefore, when you click the “Save & Submit” button, you WILL NOT get a “completed” button to click. You will find this report available on the SBC Workspace Opening page for your church. Please update as changes occur.

Reports available in SBC Workspace for each Church

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.



Reports		
Category	Name	Description
	Church 10 Year Profile	Statistics by Organization in 10 Year increments
	Leadership Profile Summary	Current Listing of Organization Leadership
	SURVEY - ACP Statistics Report by Year	Organization Statistics by Year entered in ACP Statistical Profile
	SURVEY - Leadership Profile	Organization Leadership Profile
	SURVEY - Supplemental Survey	Supplemental Organization Data for ACP Year

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

Leadership Profile Summary – Church leaders 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 – Allows you to look at the complete record for each leader in your church, like what is included in your ACP Packet each year. The Leadership Profile is always open to add, remove, and update a leader.