

# Annual Church Profile

## 2025 Leadership Profile Instructions



### Step ONE: Update Your Organization Home Page

Type in your church's ACP UserName and Password in **TeD** at TN.SBCWorskSpace.com. You should see your Home Page as follows. Click on your church name in the **Organization Box**.

The screenshot shows the TeD home page. At the top, it says "Welcome to TeD (Tennessee Electronic Database)". Below this, there are two logos: the TeD logo on the left and the "Your Church COUNTS" logo on the right. To the right of the logos, there is a paragraph of text explaining the 2024 Statistical Profile page and the Church Leadership Profile. Below the text, there is a table with two columns: "Organization" and "Surveys". The "Organization" table has two rows: "Name" and "Phone". The "Name" row shows "Made Up Church 2" and the "Phone" row shows "(865) 435-6167". The "Surveys" table has two columns: "Survey" and "Status". The "Survey" column has two rows: "2025 ACP Statistical Profile" and "2025 Leadership Profile". The "Status" column has two rows: "Open" and "Open". An arrow points from the text "Click on your church name in the Organization Box" to the "Made Up Church 2" link in the "Organization" table.

Check the contact information on the Organization Page for accuracy. This includes:

- primary **PHONE** number for reaching the church
- church **WEBSITE** address if applicable
- primary **EMAIL** address for contacting the church
- usernames for **FACEBOOK**, **INSTAGRAM**, and **X** if applicable
- church **MAILING ADDRESS** and **PHYSICAL ADDRESS**, indicating which is Preferred



Make changes as needed, then click on the blue **SAVE ORGANIZATION** box on the top right of the page. Click **HOME** to return to the Home Page.

The screenshot shows the Organization Page for "Made Up Church 2". At the top, there is a navigation bar with links: "Home", "Organizations", and "Edit". Below the navigation bar, the title "Made Up Church 2" is displayed. Underneath the title, there is a row of tabs: "General", "Leaders", "Affiliations", "Statistics", "DR", "Reports", and "Conventions". The "General" tab is selected. Below the tabs, there is a "General" section. In the bottom right corner of the "General" section, there is a date "11/04/24" and a blue button labeled "Save Organization". An arrow points from the text "Click on the blue SAVE ORGANIZATION box on the top right of the page" to the "Save Organization" button. Another arrow points from the text "Click HOME to return to the Home Page" to the "Home" link in the navigation bar.

## **Step TWO: Review Your Church Leadership Profile**

Return to the Home Page as shown above and 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](mailto: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

Your Leadership Profile screen should look like the image on the following page. If you received a paper copy of a leadership summary, you can also visually scan the page for missing information.

Collectively, Lifeway and the SBC's cooperating state and regional Baptist conventions have agreed on forty-one **Positions** as the most commonly reported by the broadest number of churches. Very few churches have all these positions. Many churches have additional Positions. TeD provides for this greater set of positions in an additional field called "Preferred Title."

Please review your paper Leadership Summary or scroll through your summary in TeD for accuracy with respect to filled positions, looking for missing information and/ omitted positions and for other changes that need to be made.

For most churches, the best way to update your Leadership Profile is to make a list of changes and deliver them to your associational office staff. You can also email your list of changes to [TeDHelp@TNBaptist.org](mailto:TeDHelp@TNBaptist.org). Be sure to include your church's name, address, and, if possible, your SBC ID Number located on your Organization page. Optimally, your Leadership Profile should be updated each time you have a change in vocational or lay leadership.

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

**TeD** is a subset of a larger database created as a joint venture of Lifeway Christian Resources of the SBC and state Baptist conventions across the nation. The complete database is called [sbcworkspace.com](http://sbcworkspace.com). Our portion of the database has the prefix TN, so our database is [tn.sbcworkspace.com](http://tn.sbcworkspace.com).



## Leadership Profile Sample Page

[Home](#) / [Organization](#) / [Leadership Profile](#)

### Made Up Church 2

✓ PO Box 187 Coalfield TN 37719-0187  
 1306 Fairview Rd Harriman TN 37748

Association  
 State ID  
 SBC ID 9950000  
 Year Organized  
 Phone (865) 435-6167  
 Fax  
 Website  
 Email [pgbcccoalfield@gmail.com](mailto:pgbcccoalfield@gmail.com)

Largest Ethnicity  
 Other Ethnicity  
 Comm. Language  
 Worship Language  
 Facebook  
 Instagram  
 X (Twitter)

-- Other Surveys --

Download Report

Sort Filled Positions

Current Leadership 05/15/25 Save Leadership

**Pastor** PAS

No Leadership Found

Add new position

**Pastor-Associate/Executive** APAS

No Leadership Found

Add new position

**Pastor - Campus/Satellite Pastor** PASSAT

No Leadership Found

Add new position

**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](mailto:daisyduck@gmail.com)

The complete list of Basic Positions is given below. They are in the order they appear when you scroll down the Leadership Profile Page in TeD.

Pastor	Finance Committee Chair
Pastor – Associate/Executive	Church Trustee
Pastor – Campus/Satellite Pastor	Church Elder
ACP Contact	Missions Leader - WMU Director
Church Secretary	VBS Director
Church Clerk	Children’s Director/Minister
Worship/Music Minister	Preschool Director/Minister
Sunday School Director/Groups Dir	Discipleship Pastor/Education Min
Chairman of Deacons	Missions Minister/Director
Church Treasurer	Media/Audio Visual Director

Minister of Collegiate Students  
Youth Minister/Director  
Assoc Ex Bd Representative  
Pianist  
Worship Band Leader  
Discipleship Training/Classes Leader  
Missions Leader – Adult  
Church Men’s Ministry Director  
Women’s Ministry Director  
Missions Leader – Preschool  
Missions Leader – Children

Missions Leader – Students  
Minister – Other  
Church Bible Drill Coordinator  
Church Administrative Director  
Prayer Ministry Coordinator  
Church Library Team Leader  
Other Paid Church Staff  
Church Weekday Early Edu Dir  
Missions Leader – Churchwide  
Pastor’s Assistant

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## FINAL NOTE

Making Changes to your church Leadership Profile is an involved process. Each green and red button on the Leadership Profile Page opens additional screens for updating each position. For church leaders who feel comfortable making changes to their Leadership Profiles, we have tutorials posted online that will walk the church user through the myriad steps prompted by these icons.