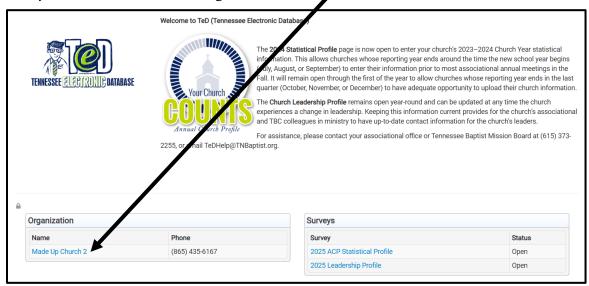
Annual Church Profile

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.**





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 ADRESS, indicating which is Preferred

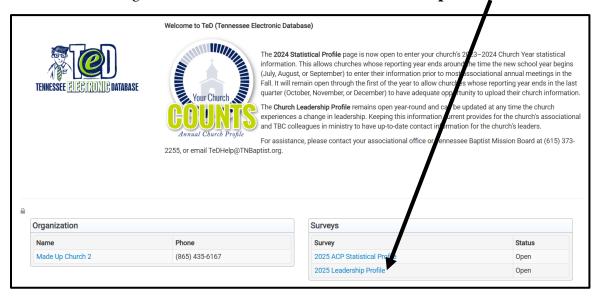
Make changes as needed, then click on the blue **SAVE ORGANIZATION** box on the top right of the page. Click **HOME** to return to the Home Page.





Step TWO: Review Your Church Leadership Profile

Return to the Home Page as shown above and click on **2025 Leadership Profile**.



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. 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.

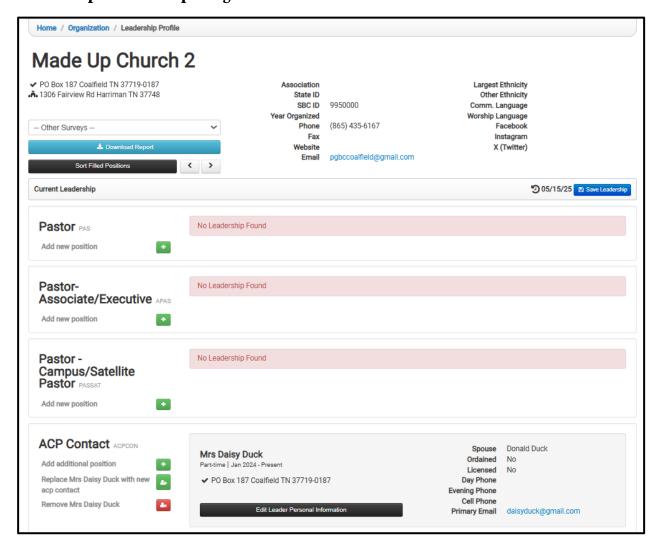
NOTE: TeD is the nickname we have given our **Tennessee Electronic Database**.

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. Our portion of the database has the prefix TN, so our database is tn.sbcworkspace.com.





Leadership Profile Sample Page



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

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

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.

