

Annual Church Profile

Leadership Profile Tutorial 3 Adding/Replacing Vocational Leaders from Other States



Introduction: SBC WorkSpace is a collaborative database developed by Lifeway Christian Resources of the SBC and the state and regional Baptist conventions that work cooperatively with the SBC. The development team has created presets for the forty-one most commonly-reported **Positions**. Very few churches have all these positions. Many churches have additional positions or use different titles for similar roles. TeD provides for quite a bit of customization in an additional field called "Preferred Title."

SIDEBAR 1: TeD is the nickname we have given our **Tennessee Electronic Database**.



TeD is a subset of the larger database described above. The complete database is called sbcworkspace.com. Our portion has the prefix TN, so our database is tn.sbcworkspace.com. We encourage you to update your Leadership Profile each time you have a change in vocational or lay leadership.



Step ONE: Access Your Church Leadership Profile

At tn.sbcworkspace.com, enter your church's ACP Username and ACP Password. When the screen opens, 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.

Organization	
Name	Phone
Made Up Church 2	(865) 435-6167

Surveys	
Survey	Status
2025 ACP Statistical Profile	Open
2025 Leadership Profile	Open

Step TWO: Your leadership page opens like what is shown below. Scroll to the Ministerial Position you think most closely approximates the ministerial position you are adding. Some of the more common **Position “Presets”** are shown below.

Pastor <small>PAS</small> Add new position 	No Leadership Found
Pastor-Associate/Executive <small>APAS</small> Add new position 	No Leadership Found
Worship/Music Minister <small>MUS</small> Add new position 	No Leadership Found
Youth Minister/Director <small>YOUDIR</small> Add new position 	No Leadership Found
Discipleship Pastor/Education Min <small>EDU</small> Add new position 	No Leadership Found
Missions Minister/Director <small>MSDEVDIR</small> Add new position 	No Leadership Found
Minister - Other <small>OMIN</small> Add new position 	No Leadership Found

SIDEBAR 2: If you are comfortable working in a database, this tutorial guides you with steps to take. If not, the best way to update your Leadership Profile is to make a list of changes and deliver them to your associational office staff or email your changes to TeDHelp@TNBaptist.org.

SIDEBAR 3: Vacant positions have a green icon. Filled positions have two green and one red icons.

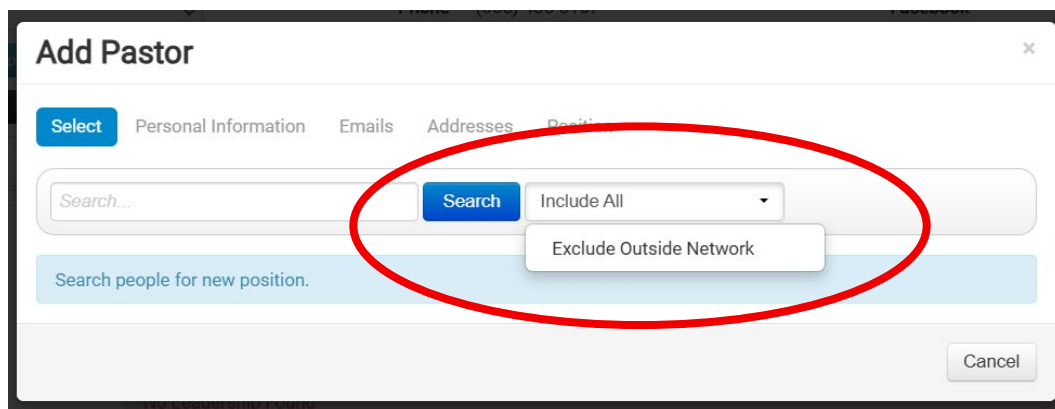
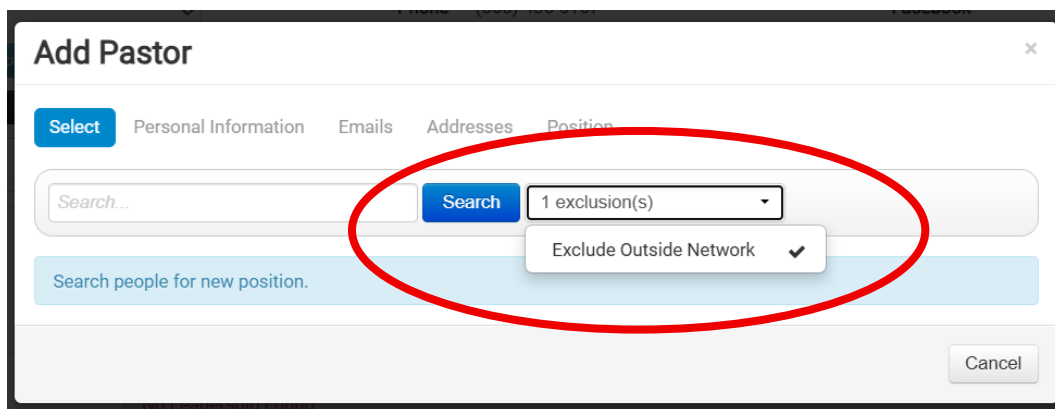
	Add New Position		Replace with New Person		Remove without Replacing
---	------------------	---	-------------------------	--	--------------------------

➔ **ADDING A POSITION** — on a vacant position, click on the Green “Add new position” icon.



When the pop-up screen opens, you will need to expand your search to see if the individual’s name is in SBC Workspace, the national database. As noted on page 1, TeD is the “database within a database” developed for Tennessee Baptist Convention use.

To check for an individual from another state, click on the “1 exclusion(s)” link and uncheck the Exclude Outside Network box. This will change the message from “1 exclusion(s)” to “Include All.”



IMPORTANT NOTE: Though a church or associational secretary may take these following steps, each state “owns” the records of individuals in those states. Since TeD is the Tennessee version of SBC Workspace, the search, reporting, and resourcing utilities must be released by the state convention from which a minister moves. Please contact Beth at TeDHelp@TNBaptist.org to report any additions of a minister from another state so she can reach out for the necessary release.

Names that are more common may generate many hits. For Example, Robert Smith will pull up anyone whose name, street address, or city name contains the letters “Robert” or “Smith.” You will likely get multiple hits from across the United States. Scroll through the names to see if the person you are looking for is in the SBC Workspace database. Check name, then state, then city, then address to find any matches.

Features include (a) **alphabetical** listing of up to ten names per page with (b) a **scroll bar**; (c) **additional** pages of names if warranted; and (d) **addresses** to check if the address on file matches the person you are seeking (see following page). If you find a match, (e) click the **Select** tab in the left margin. If you do not find the person, (f) click the **green Add Person** tab in the light blue line. More on e and f below.

The screenshot shows the 'Add Pastor' form with the following elements:

- Search Bar:** Contains 'Robert Smith' and a 'Search' button. A dropdown menu shows 'Include All'.
- Results Summary:** '(246 Matches)' with navigation buttons. A red 'c' is next to the page number '1'.
- Message Bar:** 'If you cannot find the person you are looking for, + Add Person' with a red 'f' next to the button.
- Table:**

Action	Name a	Address d
Select	Dr Robert	Smithville TN b
Select	Miss Roberta	Smithton IL
Select	Mr. Robert (Bob)	Smithfield NC
Select	Mr Robert	Mcqueen Smith Rd N Prattville AL
Select	Mr Robert	Mcqueen Smith Rd N Prattville AL
Select	Mrs. Robert	Fort Smith AR
e Select	Rev. Robert	Fort Smith AR
Select	Robert (Rob)	Smiths Grove KY
- Footer:** '3956' and a 'Cancel' button.

If you chose **Select** (letter e above), the following screen will open. This indicates you have matched the right name and address with a person already in the TeD Database. You will see a banner with blue links and the **Position** tab highlighted as shown on the following page.

Before entering Position Information, click on the other tabs — Personal Information, Emails, and Addresses — and update other information as needed. For emails and addresses, there is a place for personal or work and an option to show which one is preferred to receive resources from the Tennessee Baptist Mission Board. Once those fields are updated, return to the **Position** tab.



Add Pastor

Select **Personal Information** Emails Addresses **Position**

Mailing Address Coalfield TN 37719-0187

Preferred Title

Status -- Select Status --

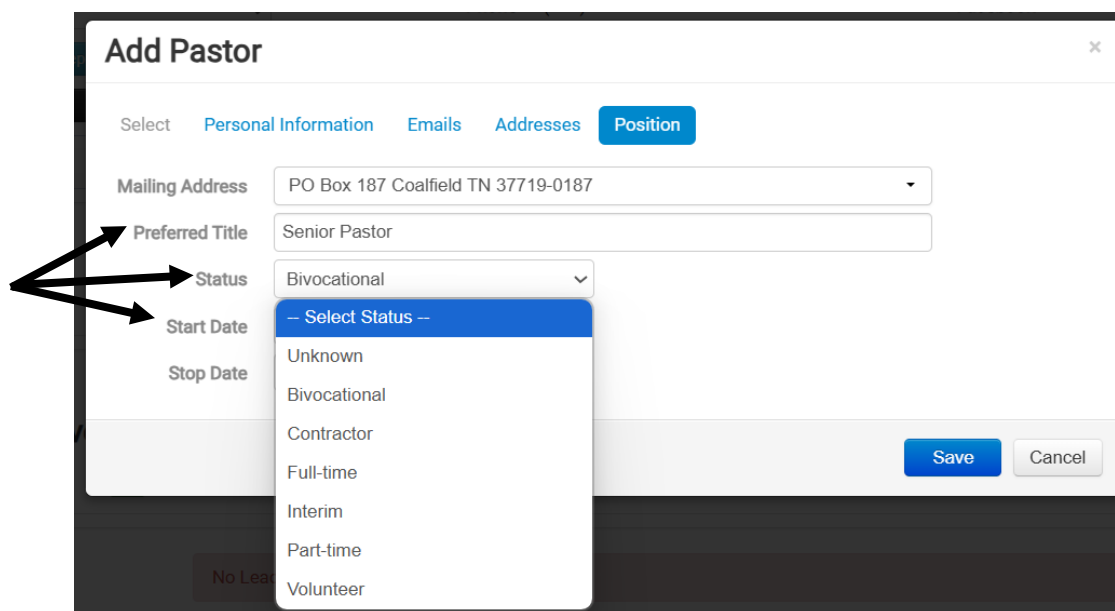
Start Date

Stop Date

Save Cancel

If your church has a different preferred title, enter it in the **Preferred Title** field. Many churches have combined positions or unique title roles. You can enter whatever title is preferred in your church. In this instance, it could be names such as Pastor, Senior Pastor, Teaching Pastor, Lead Pastor, etc. You select the preferred title for your vocational staff member.

Status is a required field and gives seven options as shown below. Select the one that best reflects your church's decision. Once this is entered, please enter the **Start Date**. As you update this position in the future, it will add a **stop date** so that the current person is the one shown at any given time. Click **Save**.



Add Pastor

Select **Personal Information** Emails Addresses **Position**

Mailing Address PO Box 187 Coalfield TN 37719-0187

Preferred Title Senior Pastor

Status Bivocational

Start Date

Stop Date

Save Cancel

-- Select Status --

- Unknown
- Bivocational
- Contractor
- Full-time
- Interim
- Part-time
- Volunteer

If you chose the **green Add Person** tab (letter **f** above), the following screen will open. You will find the same four blue hyperlink fields as shown on the page above. In this instance, you will need to enter all the information rather than just updating existing information.

The screenshot shows the 'Add Pastor' form. At the top, there are four blue tabs: 'Personal Information', 'Emails', 'Addresses', and 'Position'. Four black arrows point from above to each of these tabs. The 'Personal Information' tab is currently selected. The form contains several input fields: 'Title' (a dropdown menu), 'First Name', 'Last Name', 'Preferred Name', 'Middle Name', 'Suffix', 'Gender' (a dropdown menu), 'Day Phone', 'Evening Phone', 'Cell Phone', 'Spouse Phone', 'Ordained' (checkbox), 'Licensed' (checkbox), 'Retired' (checkbox), 'Spouse' (text field), 'Facebook', 'Instagram', and 'X (Twitter)'. A light blue informational box on the right side of the form contains the text: 'If this person is deceased or has additional information not found here, please click **Help** and explain the update that needs to be made. Include a valid email in case we need to ask for further clarification.' At the bottom right of the form are two buttons: 'Next' (blue) and 'Cancel' (gray).

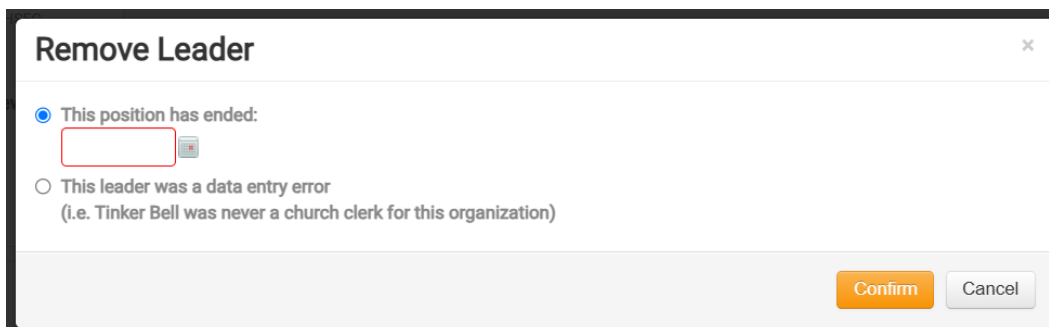
Click on each link in succession — Personal Information, Emails, Addresses and Position — and enter as much information as you have available. The Leadership Profile is an “open” Profile, which means you can update it at any time there is a change in contact information such as email address, cell phone number, or position title. Note that **Preferred Name** is on the Personal Information screen. This allows you to enter nicknames, middle names, or just initials as the name the individual prefers. Click **Next** on each successive field until completed, then click **Save** on the final field.

➔ **REMOVE WITHOUT REPLACING** — on a filled position, click on the Red “Replace Name of Person” icon.



If you see the name of a person filling a ministry staff position that is no longer serving in that role with your church, there are three icons next to the Position title on your Leadership Profile Page. Select the red icon, “Remove without Replacing.”

When you click on the red icon, the following screen will open.



Remove Leader

☒ This position has ended:

☐ This leader was a data entry error
(i.e. Tinker Bell was never a church clerk for this organization)

[Confirm](#) [Cancel](#)

You have two options in this screen: “This position has ended” and “This leader was a data entry error.” Select the appropriate option and enter the end date for the person who is no longer serving in the position for whom there is no current replacement. If you do not know the end date, enter the date you are making this change.

Clicking this option does not end the position per se; it just indicates that the position is ended until a successor is selected. At that time, you can Add the new person using the steps outlined above.

Once you make certain you want to remove without replacement, click on the orange [Confirm](#) link.