NKBA

NORTHERN KENTUCKY BAPTIST ASSOCIATION

WORKSPACE
Congregation Survey

User Guide

Accessing the Workspace Database

To access the Workspace Database use the following web address: **ky.sbcworkspace.com**

DO NOT USE the www normally associated with a web address.

To login to the database select the User Name Box and enter your assigned User ID (the User ID is not case sensitive). Next press the [Tab] key or use the mouse and select the Password Box and enter your assigned User Password (the Password is case sensitive).

When you have successfully logged into Workspace, you will see the Survey User Identification Information Page.

Home / **Survey Username**

Please Enter Your Name

☑ General

Display Name   U0131359

Save Changes

The Login ID displayed is the default survey user ID but the person who is entering the information should enter his or her name in the Display Name Box.

Please Enter Your Name

☑ General

Display Name   Your Name

Save Changes

This information is used to contact the congregation if there are any questions about the profile information.

When the contact name is entered, click on the blue [Save Changes] box to open the Congregation Survey Home Screen:

ons ▾   Publications ▾   Survey ▾   Data Extract ▾

KBC *KENTUCKY BAPTIST CONVENTION*   Welcome to Workspace

Organization			Surveys	
Name	**Phone**		**Survey**	**Year**
Northern KY Ascn	(859) 727-6522		Leadership Profile	2015

The congregation record can be opened by clicking on the congregation name in the Organization Box.

The congregation record can also be updated from the Survey Profiles.

The Workspace Main Menu for the congregation survey user has four options.

WS   People ▾   Organizations ▾   Survey ▾   CRPS ▾

The WS will return the user to the Home Screen at any time.

The People Tab is not used for the congregation survey user.

The Organizations Tab has one choice:

WS   People ▾   Organizations ▾   Survey ▾   CRPS ▾

Search

Home
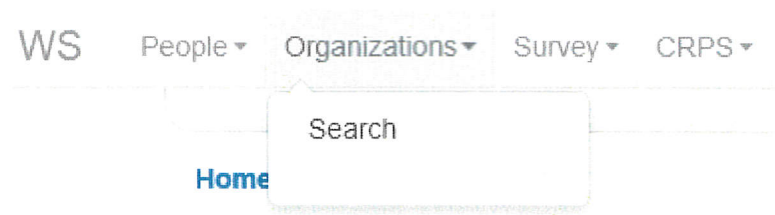
The Organization Search will only access the congregation of the login ID.

The Survey Tab has two options. Survey which will open the Surveys Display showing all the open surveys available to the user. This is also accessible from the Surveys Box on the Home Screen.

WS   People ▾   Organizations ▾   Survey ▾   CRPS ▾

Survey
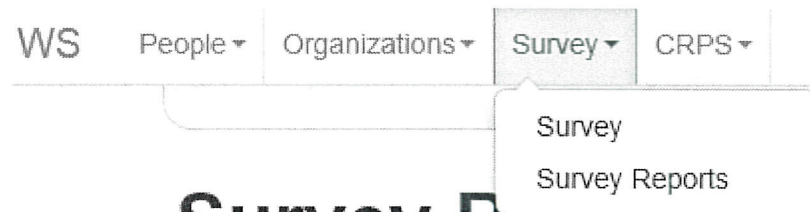
Survey Reports

Reports for the current year can be printed by selecting the Survey Reports option or the Reports tab.

To process the Surveys click on the Survey option.

To process an Annual Church Profile (ACP) click on the Survey box and the profile will open to enter

📍 ☰ 🌐   Highland Heights First

📍 ☰ 🌐   Highland Hills

📍 ☰ 🌐   Highland Park

information.

The survey profiles will open.

Open	Open	Open

ACP Statistical Profile		**Supplemental Survey**		**Leadership Profile**	
Collects membership, program and financial data		Year:	2016	*Manage church staff/leadership positions*	
Year:	2016	Starts:	04/01/2016	Year:	2015
Starts:	04/01/2016	Due By:	12/01/2016	Starts:	03/02/2015
Due By:	12/01/2016	Closes:	02/01/2017	Due By:	12/31/2099
Closes:	02/01/2017	Last Modified:	03/30/2016	Closes:	12/31/2099
Last Modified:	03/30/2016			Last Modified:	04/07/2016

THE STATISTICAL SURVEY PROFILE

Click on the Statistical Profile box. In the Statistical Profile, the congregation contact information may be entered or updated by selecting the [Update Organization] button located beside the congregation name.

First Baptist Church Highland Heights [Update Organization] Hide Details   Last Modified On: 3/30/2016

-- Other Surveys --

Physical			**Ethnicity:**
2315 Alexandria Pike	**SBCID:**	0135871	Primary: White Non-Hispanic
Highland Heights, KY, 41076-1313	**State Org ID:**	595	
	Year Organized:	1962	
	Pastor Name:		
	Date Pastor Came:		
	Phone:	(859) 441-7274	
	Fax:		
	Website:	http://www.fbchighlandheights.org	
	Email:	fbchh@hotmail.com	

When the congregation information form opens, the congregation contact information may be entered or updated. The congregation Name and ID numbers cannot be changed by the congregation. If there is a need to change the Name or ID Numbers, please contact your association or the state convention Workspace Administrator.

Organizations ▾   Publications ▾   Survey ▾   Data Extract ▾

Home / **Organization Surveys** / Organization Edit

Highland Heights First

[Back to Survey]

☑ General   👔 Staff   🔁 Affiliations   📊 Statistics   📄 Reports

General

Name	First Baptist Church Highland Heights	Year Organized	1962
Short Name	Highland Heights First	Phone	(859) 441-7274
Organization Type	Church	Fax Number	
County	Campbell County	Website	http://www.fbchighlandheights.org
State	KY	Email	fbchh@hotmail.com
State ID	595	Lat/Lon	0 0

After completing all additions or changes, the user can return to the profile by selecting the [Back to Survey] button located beside the congregation name.

Below the congregation contact information is the Statistical Entry Form for the Annual Church Profile.

Information can be entered for any field by clicking in the box located under Current Year and entering the number. After entering the number the user can advance to the next field box by pressing the [Enter] key, by pressing the [Tab] key, or by clicking inside the box with the mouse.

If the information was reported for the previous year it will be displayed on the right side of the display. Also, when the box is selected, the instructions pertaining to the field of information will be displayed.

A validation process is activated when a number is entered in the field box. If the number entered is outside the validation parameters, a dialog box will be displayed requesting verification that the information entered was correct.

If the information is correct, the box can be closed by clicking on [OK}. If the number has been entered in error, correct the information and advance to the next field. The dialog box will close when advancing.

The Total Baptisms field is an automatically calculated field. When the information for any of the age groups is entered the Total Baptisms Box will increase accordingly. Workspace will advance to the Other Additions box when exiting the last age group box.

If the congregation reports only Total Baptisms, the number may be entered directly into the Total Baptisms box. This can be done only if all the age group boxes have a zero in them.

Every reasonable effort should be made to acquire the age breakdown information before entering only the Total Baptisms.

When all available information is entered, select the Blue [Save] button located at the top or bottom of the form.

When the [Save] Button is selected the form closing dialog box will be displayed:

If the Profile information is not finished, select the black bar. This allows the Profile to be opened again by the survey user to finish entry of the information.

When all the information has been entered, select the Green bar. This submits the entered information and closes the profile. After completing the profile, it will no longer be displayed on the main Survey Profile screen.

If a profile is completed and closed but at a later time a correction needs to be made, the profile can be Re-Opened by the Association or the State Administrator.

THE LEADERSHIP SURVEY PROFILE

The congregation contact information can be entered or updated at the top of the Leadership Profile as noted in the previous section.

Below the Congregation Information Section is a list of the ACP Leadership Positions. A position that is vacant will have a red bar at the top, and there will be no leader information displayed. A position that is filled will have a blue bar at the top with the information for each person below. There may be multiple people in any leadership position EXCEPT the Church Pastor Position. This position

represents the Senior Pastor of the congregation, which should have only one person. The Associate / Assistant Pastor position may have multiple persons.

The user can scroll down the display to see each of the leadership positions. Only the listed positions are maintained in the database.

IMPORTANT: A new leader may be added by selecting the [Add] button beneath the Position Title Bar. DO NOT TYPE OVER CURRENT INFORMATION! When selected, the dialog box to enter a person for the position will be displayed.

Church Associate/Assistant Pastor

People: Search   ☐ Show All States

Please begin by searching for the person you would like to add.

Search Examples:

smith	finds everyone with "smith" in their name, street address or city
smith nashville	adding a city name can help narrow results
john smith	using both first and last name can also help narrow results
john.smith@gmail.com	search by email address

The first step to creating a new leadership record is selecting the person who is in the position. This is done by typing the person's name in the search box and selecting the [Search] button. A list of records matching the name entered will then be displayed. To select the person, click on the [**Add+**] button located at the left of the name. NOTE: Please make every effort to determine the record selected is the correct person's record. It may be necessary to cancel the process and use the People Search to identify the correct person's record.

Church Associate/Assistant Pastor

People: Smith, Michael   Search   ☐ Show All States

(19 Matches) |◄ ◄◄ Page   1 of 1 ►► ►|

If you've searched and can't find the person you're looking for: [Create a New Contact]

	Name	Address	City/State
➕ Add	Hockensmith, Michael		
➕ Add	Kindred, Michael	1278 Coon Chapel Rd	Smithland, KY
➕ Add	Lawrence, Rev. Michael	280 F H Roundtree Rd	Smiths Grove, KY
➕ Add	Leasor, Michael	2118 Smith Road	Fairdale, KY
➕ Add	Oliver, Michael	731 Thomason Loop	Smithland, KY
➕ Add	Smith, Rev. Michael		

If no person record matches the name entered, and reasonable effort has been made to search for the person, a new person record can be created by selecting the [**Create a New Contact**] button.

Once a person has been selected, the Position Information dialog box will be displayed.

Church Associate/Assistant Pastor - Rev. Michael Smith

☑ General   ▤ Addresses   ☑ Position Details

Validation Errors Occured. Follow the red tabs to view the different areas the validation errors occured in.

Organization   First Baptist Church Highland Heights

Position   Church Associate/Assistant Pastor

Start   [   ]

Stop

☐ Interim Only

Preferred Position Title

Position Status   -- Please Select -- ⌄
This field is required.

Mailing Location   -- Select Address -- ⌄

There are three tabs at the top of the box. The [General] tab can be used to update any contact information in the person record. The [Addresses] tab can be used to enter new addresses or update existing addresses.

The [Position Details] tab is used to enter the position information. This consists of the Start Date for the position, the Position Status, and the Mailing Location. The fields are outlined in red to designate

them as required fields. If these fields are not populated, Workspace will not allow the position record to be saved.

When the box is selected, a calendar will be displayed from which a date may be selected, or the date may be typed into the box if desired. If the actual date the person began the position is not known, use the current date or any date prior to the current date.

| Organization | Bethany Baptist Church |
| Position | Church Associate/Assistant Pastor |

Start

Stop

April 2015

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Preferred Position Title

Position Status

Mailing Location

The Interim Only box should be selected only if the position is for a pastor and the person is serving in an Interim status.

☐ Interim Only

The Stop Date box will remain empty until the person leaves the position.

The Preferred Position Title box should remain blank.

The Position Status. This is a Drop Down Selection Box. Only one of the options displayed can be selected.

Preferred Position Title

Position Status   -- Please Select --

-- Please Select --

Mailing Location

ACE
ANC
ANE
ASC
ASE
ASO
ASW
ATL
BI
E/A
EXO
FT
IN
PER
PF
PP
PT
UNX

The Status selections that apply to a leadership position are:

    (1) The Blank box at the top of the list. Select this if the position status is unknown.
    (2) The FT should be selected if the position is paid and is a Full-Time Position.

(3) The BI should be selected if the position is paid and is a Bi-Vocational position.
(4) The PT should be selected if the position is paid and is a Part-Time position.

No other Status option should be selected for a position. All remaining options pertain to positions other than church leaders and are used only at the state convention.

When one of the status codes is selected, the drop down box will close and the selection will be displayed in the box.

The Mailing Location is a drop down box that will display all the available mailing locations in the person record and the organization record.

Mailing Location	-- Select Address -- ▼
	— Select Address —
	Preferred - Home (932 Winfry Hill Rd)
	Preferred - Org: Physical (988 State Route 274)
	Preferred - Org: Mailing (572 Center Ridge Rd)

Select the location where the mail for this position should be delivered. When the address is selected, it will be displayed in the box.

When all the information for the position has been entered, click on the blue [Save] button at the bottom right of the dialog box to finish creating the new leadership position record.

Mailing Location	Preferred - Org: Physical (1829 Dove Rd) ∨

Save   Cancel

Remove a person from a Position:

When the person leaves a leadership position, the position can be ended by clicking on the [X Remove] button located to the left of the person information.

Remove Richard Knight   ✖ Remove

When the button is selected, the Remove a Position dialog box is displayed:

They left the position as of:

◯

◯ This assignment was a data entry error (i.e. this person was never a Church Minister of Music for)

Remove   Cancel

To end the leadership position click under 'They left the position as of:'.

When the box is selected, a calendar will be displayed from which a date may be selected, or the date may be typed into the box if desired. If the actual date the person left the position is not known, use the current date or any date prior to the current date.

The second option is intended to delete the leadership position. This option is not available to the congregation survey user. If a leadership position is created in error and should be deleted, please contact your association.

When all the positions have been updated, it is not necessary to Save the Leadership Survey Profile. The leadership information is automatically saved when each position is created or updated.

THE SUPPLEMENTAL SURVEY

The Supplemental Information Survey is used to enter information that is not available in the Survey Profiles.

Other Information		Current Year	Prior Year
1	Representatives on Ascn Board	0	0
2	Messengers to the Association	0	0
3	Ministers Licensed During the Year	0	0
4	Ministers Ordained During the Year	0	0
5	Historical Events of Interest During the Year	0	0
6	Member Deceased During the Year	0	0

The requested information should be written or typed in each box.

The CRPS Tab has one option:

WS   People ▾   Organizations ▾   Survey ▾   CRPS ▾

        Home / Convention Search   Search

CRPS is the process by which a congregation can register for the Kentucky Baptist Convention Annual Meeting.

Click on the Search option to open the CRPS Dialog Box.

Convention	Contact	Convention Date	Pre-Registration
2014 Kentucky Baptist Convention Annual Meeting	Debra T (Debbie) Bannon	11/11/2014	09/01/2014 – 11/09/2014

(1 Match) ⋈ ◂◂ Page 1 of 1 ▸▸ ⋈

When the registration process for an Annual Meeting is open, the user will have the ability to select the meeting for which to register by clicking on the meeting name.