

# Guide to using Church Update

[Introduction](#)

[How to edit the information we hold about your church](#) (including who holds various roles)

[Completing your Annual Return](#)

[Appendix 1: Roles in Church Update](#)

[Appendix 2: Notifying us of a new Church Secretary](#)

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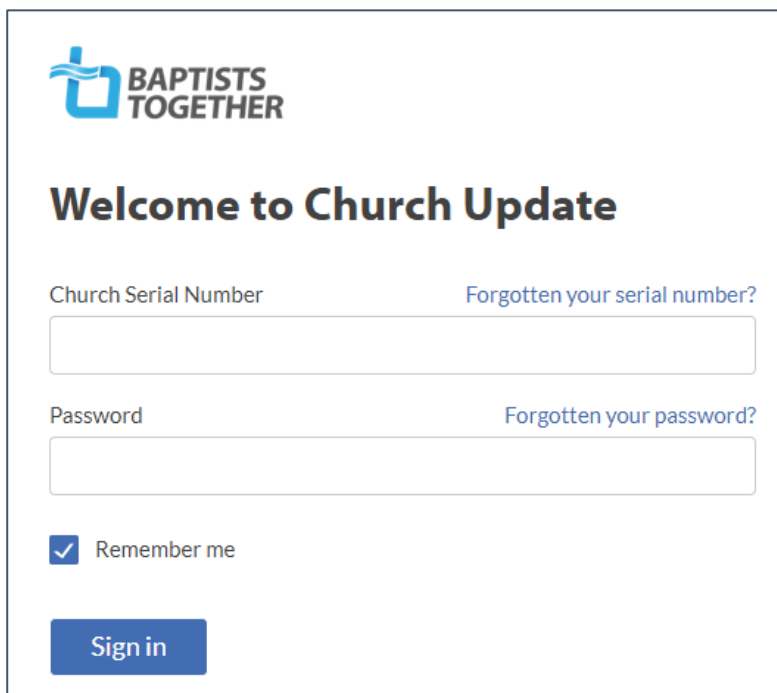
## Introduction to Church Update

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Church Update is a web-based system whereby BUGB member churches can view the information we hold about them and notify us of any changes. The system is also used to enable churches to complete their Annual Return to the Baptist Union. This is now the only way in which churches can complete their return.

To access Church Update please use the link which you will find at [www.baptist.org.uk/churchupdate](http://www.baptist.org.uk/churchupdate)

We recommend using Mozilla Firefox or Google Chrome as your browser, as we have had people experiencing difficulties with Microsoft Edge.



The screenshot shows the login page for Church Update. At the top left is the BAPTISTS TOGETHER logo. Below it is the heading "Welcome to Church Update". There are two input fields: "Church Serial Number" and "Password". To the right of each field is a link: "Forgotten your serial number?" and "Forgotten your password?". Below the password field is a checkbox labeled "Remember me" which is checked. At the bottom left is a blue "Sign in" button.

To access the system you will need to enter your serial number and password and then click '**Sign in**'

If you have forgotten either of these there are links you can click.

If you still experience problems then you can email [churchupdate@baptist.org.uk](mailto:churchupdate@baptist.org.uk) for help.


Once you have logged in you can change your password – use the link on the left-hand side.

[Change Password](#)

[Log Out](#)

## How to edit the information we hold about your church

- Logging in will take you to the **Church Info** section which will look something like this.
- If anything needs amending here use the relevant 'Edit' button on the right, make the change and click Confirm (or Cancel to exit without making any changes)
- Please note that you are unable to edit the name of your church. If this is incorrect, please email [churchupdate@baptist.org.uk](mailto:churchupdate@baptist.org.uk) to let us know.



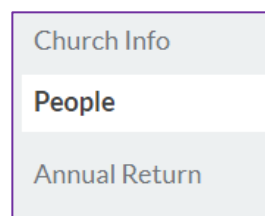
- Now move to the **People** section using the link on the left-hand side. If you are using a tablet or phone this may appear as a menu icon on the top right next to your church name. When you click on the item it may / will be highlighted.
- This is where you tell us about changes to people in key roles. The roles we need to know about are as follows:

Minister (including Lay Pastor and Minister-in-Training)  
Church Secretary/Main Contact \*\*  
Church Treasurer \*\*  
Safeguarding Trustee  
Designated Person for Safeguarding (DPS)  
Children's Worker, Families Worker, Youth Worker (paid roles only)

**[For an explanation of what we mean by these roles please see [Appendix 1](#)].**

\*\*You will need to have someone listed in both these roles in order to submit your return/update.

When you want to change a role, you MUST first add the new person. Each person is unique in the database, and it is the role which is added or removed from the individual. You cannot change the person's name who currently holds that role.



To view the information, we hold about each person click [View info →](#) under their name.

To edit their address or other contact details please use the relevant 'Edit' button on the right, make the change and click Confirm (or Cancel to exit without making any changes). Please note that the contact details include the field 'letter salutation' – This is the name you would like us to use as the normal way of addressing that person. Please do NOT leave this field blank even if this is the same as their name.

To let us know that one of these people is no longer in the role listed Click 'Edit Role' and then 'No longer in this role'. You will be asked to provide the date when the role ended. You are also asked if this person is taking on another role – click 'Yes' or 'No' as appropriate. If 'Yes' you will then be taken to the 'Add Role' option (see next point)

To let us know that one of the people listed has a new role, click 'Edit Role' and 'Add New Role'. Choose the appropriate role from the Dropdown list and give their start-date

To add someone who is not currently listed click 'Add New Person'; fill in the relevant fields and make sure you add their role(s)

[Add New Person](#)

You will not be able to confirm your changes if you do not have someone listed as 'Church Secretary / Main Contact'. This means that the system will not allow you not to have someone listed in this role.

If you need to change the person who is Church Secretary/Main contact you will need to add the new person BEFORE you can 'remove' the existing person from this role. [Appendix 2 takes you through this process step-by-step] You will also need to follow the same process for changing the person who is the Church Treasurer.

To go back to the main people page, click the arrow next to the person's name

When finished click 'Confirm'.

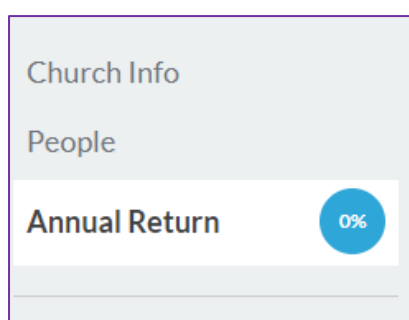
To cancel click 'Cancel' under 'Add new person' (top left)

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## Completing your Annual Return

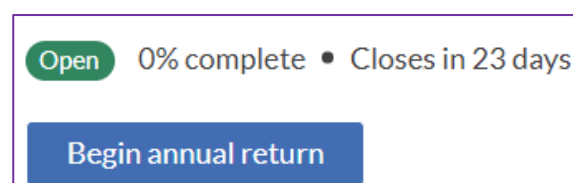
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In "Annual Returns" season (normally December and January) the option to complete your Annual Return will become visible. Access this from the menu on the left-hand side.



On this page you will be told how much you have completed and how long you have before the system closes.

Also on this page you are able to view the statistics we hold from previous years.



Click **Begin annual return** to get started!

*If you have started and saved this, the box will say Continue Annual Return*

There are two sections of figures – **Statistics & Membership** and **Attendance** – which you need to work through in this order. You should be able to view the previous year's figures and there are pop-up boxes which explain what we are looking for.

Please note that we are currently NOT collecting Attendance figures so you can ignore this section.

Follow the instructions on the page but make sure you complete every box. If you need to enter a "0" that is accepted, but you will not be able to leave a box empty.

### **Statistics & Membership**

You should provide us with the relevant figures as at **31 December**. The figures we currently hold in our database for your church are shown in brackets. Please note that if you have not completed an Annual Return for some time these figures may be rather out-of-date.

Just click in each box and add the right figures. Please note that the fields in this section will only accept numbers.

**IMPORTANT: Please do this even if the figures haven't changed from those shown.**

**Number of children / number of young people /number of adults:** Please give the number of children/young people/adults with whom the church has regular contact through church organised activities on Sundays **and** mid-week - e.g. Sunday school, uniformed organisations, youth clubs, Drop-in centres, Seniors Groups etc. Please note that the ages given are a guide and are not prescriptive.

Please note that the 'number of adults' figure should include your church members as well as any others who attend Sunday services and/or weekday activities on a regular basis.

**Baptisms:** This is the number of Believers Baptisms which took place in the last calendar year

If you are an **ecumenical church (LEP)** please put the total number of members in 'Total LEP membership' and the number of Baptist members in 'Church Members'. In some LEPs these figures will be the same as all members are seen as members of all the participating denominations.

### **Attendance [NOT currently being collected]**

Please provide us with figures showing your **current average attendance at your main weekly service of worship**. Just click in each box and add the right figures. Please note that the fields in this section will only accept numbers.

We will leave you to decide how you work these figures out. For example, you could choose a 'normal' service and count all those who attend that day or you could work out the average over two or more weeks – or you may have your own method!

### **Review**

The third stage is the 'Review' stage which given you the opportunity to review (and edit if necessary) all the information we hold for your church.

At the bottom of the page is the **Submit Annual Return** button which you need to click in order to submit the return to us.

Please do not forget to do this. Every year we have to chase churches who have filled in all the figures but not submitted their Annual Return to us!

## Appendix 1: Roles in Church Update

### **Church Secretary/Main Contact:**

This should be the main (admin) contact person for your church (usually the Church Secretary) irrespective of their actual title.

You **must** have someone listed in this role in order to submit your return.

### **Church Treasurer**

The key person to contact regarding church finances. You **must** have someone listed in this role in order to submit your return even if it is 'The Church Treasurer' at the church address.

### **Minister**

#### **Lay Pastor**

#### **Minister-in-Training**

#### **Non-Baptist Minister**

#### **Pioneer Minister**

This is the person/people who have been formally appointed as Ministers or lay-pastors of your church. If your Minister is from a different denomination (because you are an Ecumenical Church) please use 'Non-Baptist Minister'

### **Moderator**

This is only if you have appointed a Moderator to help you during a time of Pastoral Vacancy.

### **Safeguarding Trustee**

The member of your Trustee Group (e.g. Diaconate) with overall responsibility for Safeguarding issues in your church.

### **DPS (Designated Person for Safeguarding)**

The person (or people) who takes the lead on Safeguarding for the church.

### **Children's Worker**

#### **Families Worker**

#### **Youth Worker**

Please note that we only want to know about those people appointed to one or more of these roles in a PAID capacity. If someone is employed in a role which covers more than one of these (e.g. Children and Families Worker) please add them in both (or all three) of these roles.

Please note that people in your church who are in other roles (or are volunteer workers) are no less important – it's just that we don't currently need to know about them. Under Data Protection legislation we should only collect personal information we actually need.

**To notify us of changes to DBS Verifiers** please continue to use the online form at [www.baptist.org.uk/dbsverifierchanges](http://www.baptist.org.uk/dbsverifierchanges)

## Appendix 2: Changing the Church Secretary\* (Step-by Step process)

1. Once you have logged in you will be in the “Church Info” section, at that point you will be able to edit the church details, its phone and website and the main contact details only. If a change in church secretary means that you need to change the ‘main contact’ email address then you should change this here.
2. Now select People from the menu, to enter a new person’s details. *This menu will be on the top left-hand side if using a computer, or in the form of lines, and a menu prompt top right if using a tablet.*
3. You will then see a list of those people we currently have listed in various roles for your church. Click ‘Add new Person’ (top right of screen)
4. Enter the name, address and other contact details for the new Church Secretary\*.
5. Select ‘Add new role’ when a drop-down menu appears, select Church Secretary/Main contact for their role and either manually enter a start-date or choose one from the calendar, then “Confirm”
6. Once you have completed this entry you press “Confirm and Save”, to create that record.
7. Finally you need to end the role of the previous Church Secretary. To do this, select their name, go to “view info”, move down to the roles section, select “Edit Role”, choose “No longer in this role” and then enter a date, and whether they have a new and different role, then “Confirm”
8. Your display of people should now show all those who hold a current role in the church, or at least all those in roles for which we hold their information

\*By ‘Church Secretary’ we mean the person who is the main contact person for your church even if they do not have the actual role of ‘Church Secretary’. This person will receive all mailings sent to churches.