

Guide to using Church Update



Introduction to Church Update

Church Update is an online system where BUGB member churches can view the information we hold about them on our database, and notify us of any changes. The system is also used to enable churches to complete their Annual Return to the Baptist Union. This tells us how many members, children, baptisms etc each church has had over the last year and is now the only way in which churches can complete their return.

To access Church Update use this link <https://churchupdate.powerappsportals.com> which you will also find at www.baptist.org.uk/churchupdate

If you have not previously accessed the new Church Update (2023), you will need to request an invitation. Please email churchupdate@baptist.org.uk

If you have been sent an invitation and someone else in your church will be accessing Church Update, **please do not forward the invitation**. That person will need their own invitation and need to contact churchupdate@baptist.org.uk

If you have been sent an invitation, in your email click on 'here' or the URL. This takes you to Church Update.

A screenshot of the Church Update web application. The page title is 'Church Update' with 'Home' and 'Sign in' links in the top right. Below the title are two buttons: 'Sign in' and 'Redeem invitation'. The main heading is 'Sign up with an invitation code'. There is a text input field labeled '* Invitation code' containing a long alphanumeric string: 'Y4oMijjHetXs-XqtkgFrxf6wFz7Y5B5xfs5UaMYpYzeJfWsoFYWuYwcmYSo493fSBoNNCmDwaNP5P57D0yi0MpejloaiH2ysg-wPvj6l1gMG5kdi'. Below the input field is a 'Register' button.

Click on 'register' and complete your details, including a username and password.

A screenshot of the Church Update web application showing the registration form. The page title is 'Church Update' with 'Home' and 'Sign in' links in the top right. Below the title are two buttons: 'Sign in' and 'Redeem invitation'. A light blue banner displays the redemption code: 'Redeeming code: Y4oMijjHetXs-XqtkgFrxf6wFz7Y5B5xfs5UaMYpYzeJfWsoFYWuYwcmYSo493fSBoNNCmDwaNP5P57D0yi0MpejloaiH2ysg-wPvj6l1gMG5kdi6zt5SwZd-F2ldMf7Bw6ydhbcE0hY7RZB6FDf1vyuR1DvpXs-eUlbWc8-'. Below the banner is the heading 'Register for a new local account'. There are four input fields: '* Email' (containing 'jqarry@baptist.org.uk'), '* Username', '* Password', and '* Confirm password'. A 'Register' button is at the bottom.

Once you have registered, you need to click 'Sign in' to take you into the system.

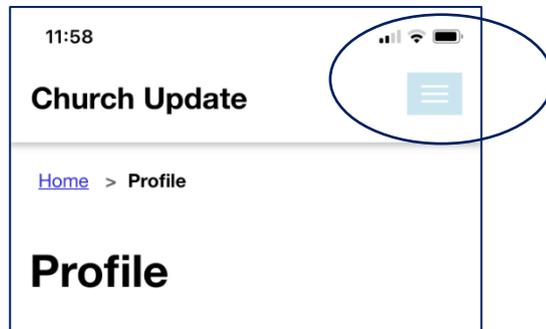
To access the system going forward, you will just need to enter your username and password and then click **'Sign in'**

If you have forgotten your password there is a link you can click for a new password.

If you still experience problems then you can email churchupdate@baptist.org.uk for help.

Note that replies may come back to your junk folders!

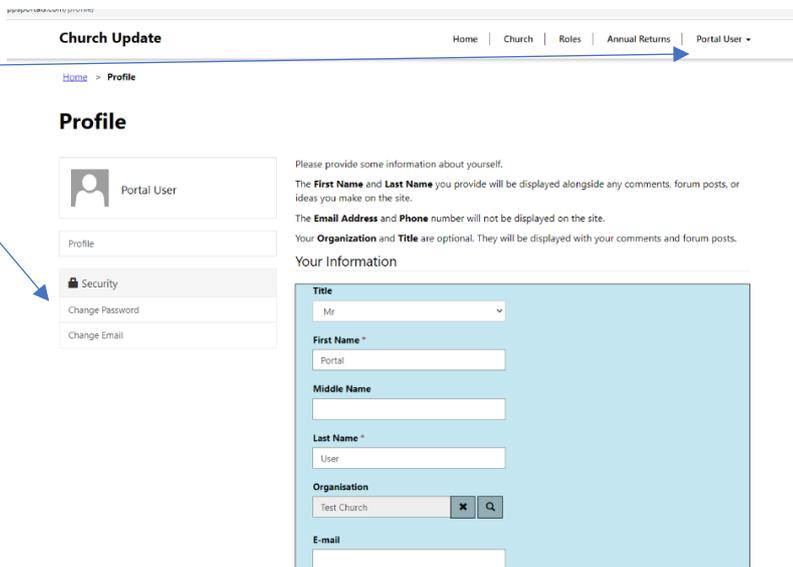
If you are using a phone, the screen may appear differently and 'buttons' may show lower down on the page or you may need to click on a menu box to reveal the options.



IMPORTANT: If you are personally ending your role, you must complete all other updates, annual return, new personnel etc, before you enter an end date for your role.

Once you have logged in you can change your password or email – click on your username, select profile and use the link on the left-hand side

Note that at the moment you are not able to update your user profile information. This page is only to access the 'change password' function.



If there are errors on your profile page please contact churchupdate@baptist.org.uk to let us know the changes.

Many thanks.

How to edit the information we hold about your church

- After logging on, select 'Church' at the top of the page.
- If anything needs amending on this page update the relevant fields and click 'Update' to ensure updates are saved.
- Please note that you are unable to edit the name of your church. If this is incorrect, please email churchupdate@baptist.org.uk to let us know. (But note we cannot change a church name unless we have the minutes of the church meeting where the name change was agreed.)

Church Update

Home | Church | Roles | Annual Returns | Portal User

Church Details

Church

BUGB Membership
- No Yes

Organisation Name *
1 Test Church

Previous/Other Name(s)

Association

Districts/Networks

Details

Website

Office Phone

Email

Church Founded (Year)

Charity Number

Street

Street 2

Street 3

Town or City

County

Postcode

Country

CHANGING INFORMATION REGARDING ROLES

IMPORTANT NOTE: If you are ending your own role, you must complete all other updates, annual return, new personnel etc, before you enter an end date for your role or you will lose access to the system.

Roles cannot be deleted – Firstly end a role if someone has finished, then create a new role.

You cannot change the person's name who currently holds that role. You need to end the role and set up a new one for the person who is now in the role.

- Select **Roles** at the top of the page.
- This is where you tell us about changes to people in key roles or create a new role for somebody.
- The roles we need to know about are as follows:
 - Church Secretary/Main Contact/Administrator **
 - Church Treasurer **
 - Safeguarding Trustee
 - Designated Person for Safeguarding (DPS)
 - Children's Worker, Families Worker, Youth Worker (paid roles only)
 - Minister – if details have changed for a minister, please contact ministries@baptist.org.uk

**You will need to have someone listed in both these roles.

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

Details for DBS Verifiers do not show on Church Update. To update your DBS verifiers please go to the BUGB website and search on DBS Verifiers.

- **To update a person's role**, find them on the role list, click the arrow to the right-hand side of their role and select 'Update.' This will bring up a window with their role details. Complete any updates and **Ensure to click 'Submit'**, by scrolling down to the bottom of the page, to save the details (or exit the window without making any changes).

To edit an address or other contact details please use the update option, make the change and click Submit (or you can exit the window without making any changes).

To let us know that one of these people is no longer in the role listed click 'Update' arrow and then insert an end date of when the role ended.

To let us know if someone has a new role, click 'Create' at the top of the list of your church roles. Choose the appropriate role from the Dropdown list, insert their name, give their start-date and complete their contact details.

Please note that the contact details include the field 'salutation' – This is the name you would like us to use as the normal way of addressing that person and is a mandatory field even if this is the same as their name.

When finished inserting details, click on 'Submit' at the bottom of the page, to save and submit the details.

You must have someone listed as 'Church Secretary' and 'Church Treasurer' You will see a warning banner if you do not have someone listed in these roles.

Once you have added the missing role, click the refresh icon and this will disappear.

Please do not re-enter the role details as this will give multiple roles.

When clicking on submit, this will return you to the list of your church roles.

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.

Lay Pastors, Non-Baptist Ministers and Pioneer Ministers do not currently show on the portal. Any updates should be emailed to ministries@baptist.org.uk

Ecumenical Minister - This role only applies if you are part of a Local Ecumenical Partnership (an LEP)

Moderator - This is only if you have appointed a Moderator 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 Workers, Families Workers, Youth Workers - 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 we do not collect data for people in other roles (such as Trustees, Deacons, or volunteer workers). They are no less important but under Data Protection legislation we can only collect personal information we actually require.

You are not currently able see details for DBS Verifiers, but we are working on this. **To notify us of changes to DBS Verifiers** please continue to use the online form at www.baptist.org.uk/dbsverifierchanges