

# Annual Church Profile



## 2026 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](http://TN.SBCWorskSpace.com). You should see your Home Page as follows. Click on your church name in the **Organization Box**.

Welcome to TeD (Tennessee Electronic Database)



The Church Leadership Information page is now open and remains open year-round so churches can keep their information current whenever they have a leadership change during the year. Up-to-date contact information for the church's ministerial and lay leaders allows Associational and TBC ministry partners to keep in touch with your church. We have tutorials at [this site \(tnbaptist.org/annual-church-profile/\)](http://this site (tnbaptist.org/annual-church-profile/)) to help you upload your leadership information. You can also contact your associational office, the Tennessee Baptist Mission Board at (615) 373-2255, or email [TeDHelp@TNBaptist.org](mailto:TeDHelp@TNBaptist.org).

The 2025 ACP Statistical Profile is now closed. Lifeway will release the complete SBC-wide report through Baptist Press in late April or early May.

The 2026 Statistical Profile page will open in mid-June and remain open through early March of next year. Churches whose church year corresponds with the school year (July, August, or September) can upload their reports prior to their Associational Fall meeting. Churches whose reporting year ends in the last quarter (October, November, or December) will have adequate opportunity to upload their information in the opening months of the following year.

Primary Organization	
Organization	Phone
<a href="#">Made Up Church 2</a>	(865) 435-6167

Surveys	
Survey	Status
<a href="#">ACP Statistical Profile</a>	Open
<a href="#">Leadership Profile</a>	Open

On the first screen, click on the light blue **View All** tab.

NS People Organizations Survey Receipts Give Help Made Up Church

Home / Organizations / Edit

## Made Up Church 2

General Leaders Affiliations Statistics DR Reports Conventions

**Made Up Church 2**

✓ PO Box 187 Coalfield TN 37719-0187  
1306 Fairview Rd Harriman TN 37748  
(865) 435-6167  
pgbcccoalfield@gmail.com  
5/21/2025 10:07:56 AM

Type  
State ID  
SBC ID  
Year Organized  
Largest Ethnicity  
Communication Language

Church  
9950000  
2014

[View All](#)

**Leadership**

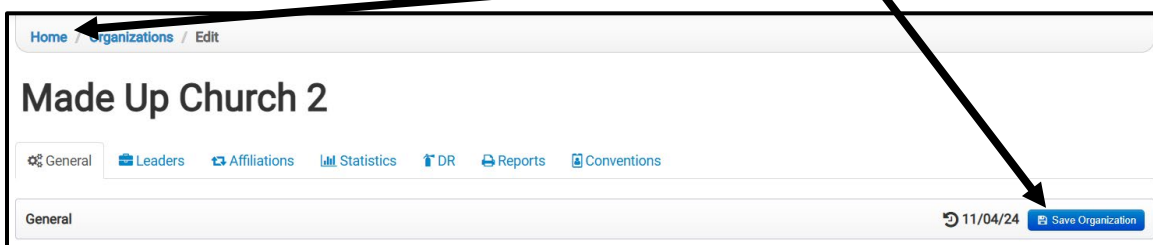
[View All](#)

**Claus, Mr Santa**  
Youth Minister/Director | (234) 565-8899

Check the contact information on the Organization Page for accuracy. This includes:

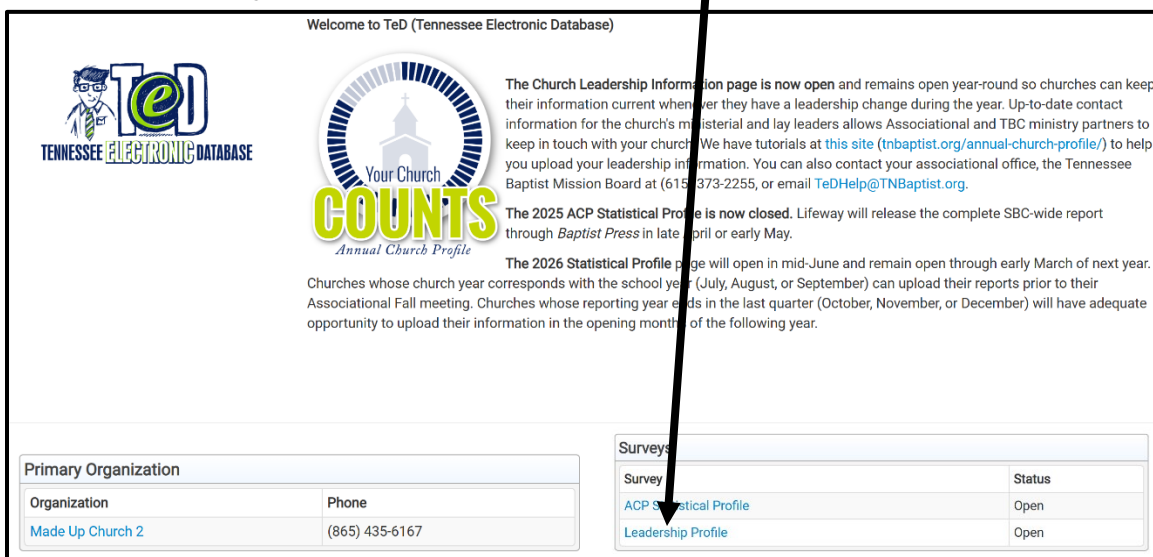
- primary **PHONE** number for reaching the church
- church **WEBSITE** address if applicable
- primary **EMAIL** address for contacting the church
- usernames for **FACEBOOK**, **INSTAGRAM**, and **X** if applicable
- church **MAILING ADDRESS** and **PHYSICAL ADDRESS**, indicating which is Preferred

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



## **Step TWO: Review Your Church Leadership Profile**

Return to the Home Page and click on **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. 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

## Made Up Church 2

✓ PO Box 187 Coalfield TN 37719-0187  
 1306 Fairview Rd Harriman TN 37748

-- Other Surveys --

Download Report

Sort Filled Positions

Association  
State ID  
SBC ID 9950000  
Year Organized  
Phone (865) 435-6167  
Fax  
Website  
Email pgbccoalfeld@gmail.com

Largest Ethnicity  
Other Ethnicity  
Comm. Language  
Worship Language  
Facebook  
Instagram  
X (Twitter)

Current Leadership 05/15/25 Save Leadership

**Pastor** PAS

No Leadership Found

Add new position

**Pastor-Associate/Executive** APAS

No Leadership Found

Add new position

**Pastor - Campus/Satellite Pastor** PASSAT

No Leadership Found

Add new position

**ACP Contact** ACPCON

Add additional position

Replace Mrs Daisy Duck with new acp contact

Remove Mrs Daisy Duck

**Mrs Daisy Duck**  
 Part-time | Jan 2024 - Present  
 ✓ PO Box 187 Coalfield TN 37719-0187

Edit Leader Personal Information

Spouse Donald Duck  
 Ordained No  
 Licensed No  
 Day Phone  
 Evening Phone  
 Cell Phone  
 Primary Email daisyduck@gmail.com

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	Youth Minister/Director
Pastor – Associate/Executive	Assoc Ex Bd Representative
Pastor – Campus/Satellite Pastor	Pianist
ACP Contact	Worship Band Leader
Church Secretary	Discipleship Training/Classes Leader
Church Clerk	Missions Leader – Adult
Worship/Music Minister	Church Men’s Ministry Director
Sunday School Director/Groups Dir	Women’s Ministry Director
Chairman of Deacons	Missions Leader – Preschool
Church Treasurer	Missions Leader – Children
Finance Committee Chair	Missions Leader – Students
Church Trustee	Minister – Other
Church Elder	Church Bible Drill Coordinator
Missions Leader - WMU Director	Church Administrative Director
VBS Director	Prayer Ministry Coordinator
Children’s Director/Minister	Church Library Team Leader
Preschool Director/Minister	Other Paid Church Staff
Discipleship Pastor/Education Min	Church Weekday Early Edu Dir
Missions Minister/Director	Missions Leader – Churchwide
Media/Audio Visual Director	Pastor’s Assistant
Minister of Collegiate Students	

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## FINAL NOTE

For church leaders who feel comfortable making changes to their Leadership Profiles, we have a set of Video and PDF Tutorials to assist you at the Tennessee Baptist Convention Website:

**[TNBaptist.org/annual-church-profile](http://TNBaptist.org/annual-church-profile).**

Scroll down to the **Annual Church Profile Resources** and you will see various tutorials with self-explanatory headings.

Making Changes to the church Leadership Profile is a multi-step process. Each green and red button on the Leadership Profile Page opens additional screens for updating each position. If making these changes seems daunting, perhaps the best way to update your Leadership Profile is to make a list of changes. Deliver them to your associational office staff or email them to [TeDHelp@TNBaptist.org](mailto:TeDHelp@TNBaptist.org). Include your church’s name, address, and, if known, the SBC ID Number located on your Organization page.