

Data Hub Reports - Best Practices Guide

Church Staff Report: Includes a list of church staff for all UCC churches. Depending on your user type, you may filter by Conference, Association (if applicable) and Church Standing. The report includes: the People ID number, the Preferred Name, the Staff Position, the Year Called to the church, the Church Name and the Church ID. The Church Staff Report does not provide any contact information and is best viewed as a Word document.

Church Directory Report: Includes a listing of all UCC churches. This report can be filtered depending on your user type by Conference, Association (if applicable) and Church Standing. The church directory is a complete listing of churches by city that includes church staff, as well as church contact information. This report is best viewed as a Word document.

Church Data Report: Includes all churches with contact information, demographic and Yearbook data. You can filter by Conference, Association (if applicable), Church Standing and whether the church is Active or Inactive. Again, this depends on your assigned user type. You will have the ability to view all church information from the Yearbook including membership and financial data. This report is best viewed as an Excel document due to its size. Excel will also allow you to sort and modify the data to fit your needs i.e. mailing labels and email blasts.

People Data Report: Includes all individuals with authorization, member in discernment, or privilege of call status with contact information and demographic data. For this report, you can filter by Conference, Association (if applicable), Ministerial Authorization and individual Race/Ethnicity. This report is best viewed in Excel due to its size. Excel will also allow you to sort and modify the data to fit your needs.

Minister Directory Report: Includes all individuals with authorization, member in discernment, or privilege of call status. Filter options include Conference, Association (if applicable) and Ministerial Authorization. The minister directory is an alphabetical listing of ministers, their contact information and current pastoral roles. This report is best viewed as a Word document.

Eleven Year Church Report: Includes church membership and financial information for the last eleven years. Filter options include: Conference, Association (if applicable) and the individual church. HINT: Prior to running the report, it is helpful to know which association the church has standing in. Otherwise, you will have to scroll through a drop down list to find the correct church. This report is best viewed as a Word document and can fit on one page. This is one of our more popular reports geared to people looking for a quick snapshot of an individual church's membership and financial history.

Eleven Year Conference Report: Includes Conference or Association membership and financial information for the last eleven years. Depending on your user type, you can view the full report for a conference or a specific association within that conference. This report is best viewed as a Word document and can fit on one page. The Eleven Year Conference Report is geared to people looking for a quick snapshot of an entire conference and/or association's membership and financial history.

Monthly Church Changes Report: Includes specific tracked changes made in the Data Hub for churches. Filter options include: Conference, Association (if applicable), Month and Year. This report is best viewed in Excel or Word depending on your needs. For the report to print nicely in Word – you will need to change the paper size in your printer options to Legal and the orientation to Landscape. The Monthly Changes report is most useful for users with editing privileges and administrators of the Data Hub.

Monthly People Changes Report: Includes specific tracked changes made in the Data Hub for individuals (not limited to those with authorization). Filter options include: Conference, Association (if applicable), Month and Year. This report is best viewed in Excel or Word. For the report to print nicely in Word – you will need to change the paper size in your printer options to Legal and the orientation to Landscape. The Monthly Changes report is most useful for users with editing privileges and administrators of the Data Hub.

Center for Analytics, Research and Data (CARD)
700 Prospect Avenue East
Cleveland, OH 44115-1100

