“Removing” a church record (changing the schedule)

**Remove a Church Record:** Log into the Data Hub. On the top of the screen there is a black Menu Bar. Place your mouse over **Record Management** and select **Churches**.

Search for and select the correct church by clicking on the **Church Name**.

In the **Main Info** tab go to the drop down menu for the field labeled **Standing**. Select the appropriate option and click **Update**.
This action removes the church from being in active view as a Schedule “0” church. You will get a message asking if you are sure, if you are sure, click **OK**. Then click **Update**.

Click your mouse in the **Removal Date** field. Utilizing the pop-up calendar, you may select the date the church standing is removed.

Next, use the drop down menu for the **Removal Reason** field. Select the reason that applies.
Finally, click on the **Update** button. The church record has now been updated.

![Record Updated](image)

**NOTE:** The Church record is not deleted. It has moved to the proper Standing type. You can view a list of churches selecting the standing type in the main search bar by selecting an option in the drop down menu for the **Standing** field.

![Standing Options](image)

You have successfully removed a church record by changing the schedule type!

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