



Policies and Procedures for Information / Data Requests

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

CARD is a church-wide resource whose task is to gather, provide, and interpret information and trends for the purpose of illuminating the past, realizing the present, and envisioning the future of the United Church of Christ in a larger context. Specifically, CARD maintains and provides support to the UCC Data Hub, Access UCC, and Find a Church on ucc.org; produces the annual UCC Yearbook & Directory and UCC Statistical Profile; and conducts research and analysis as determined by denominational needs.

Due to the changes in mission and focus within CARD, new policies and procedures have been adopted in order to support these new directions, particularly with regard to requests for information / data. Please read the following document carefully and contact CARD with questions.

Requests by Individuals within the UCC

1. CARD does not provide individual contact information to persons who request such data. This information can be found in the *UCC Yearbook & Directory* or Access UCC (both of which can be ordered from www.uccresources.com), or it can be requested from one's Conference or Association, which should also have access to this information or these resources and can better determine the appropriateness of such requests.
2. CARD does not respond to individual requests for minister or church data that can be provided using the *UCC Yearbook & Directory*, Access UCC, or the Data Hub. An individual can request such information from the Conference or Association, if the information is within their Conference and is found within the Data Hub. If it is not, they can inquire about whether the Conference or Association has a *Yearbook* or Access UCC subscription.

Such individual data requests include:

- a. Local church search committee requests for comparable church data on ministerial compensation. This information must be requested by the Conference or Association in which the church has standing (see #3 below).
- b. Overall demographics about UCC congregations or ministers. Most information can be found in the *UCC Statistical Profile* for the latest year (available online at www.ucc.org/research) or in the "Statistics and Reports" section of the CARD website (<http://www.ucc.org/research/statistics-and-reports.html>). If the

information one is looking for is not found in these locations, the request is probably not possible or is beyond the scope of a simple request.

- c. Complex requests for statistics or data (such as requests requiring historical data gathering or statistical analysis) will be forwarded to the Director for response. In general, these requests will not be fulfilled, though they may be considered for future research projects by CARD.

Requests by Conferences / Associations

3. CARD will continue to respond to requests from Conferences and Associations for data pertaining to their respective judiciaries in order to provide information that 1) cannot be easily obtained through the UCC Data Hub Reports section or 2) is simply not available in the Data Hub Reports section (such as ministerial compensation data).

Requests by UCC-Related Organizations / National Entities

4. Annual/ongoing requests for data from UCC-related organizations / national entities will be honored. Examples include data requested by CUE Seminaries, The Coalition for LGBT Concerns, and the Office of Philanthropy and Stewardship.
 - a. If these requests are from national entities which have access to the Data Hub, and the information is easily obtainable, they should seek information from this source.
 - b. Complex data requests from UCC-related organizations (such as requests requiring historical data gathering or statistical analysis) should be forwarded to the Director for response. In general, these requests will not be fulfilled, though they may be considered for future research projects by CARD.

Requests by Outside (Non-UCC) Individuals and Organizations

5. Data requests from outside (non-UCC) organizations are forwarded to the Director for response and follow the guidelines outlined in the CARD Information Sharing / Privacy Policy (<http://uccfiles.com/pdf/Information-Sharing-Privacy-Policy.pdf>).

Effective: January 1, 2019