What is a Church Merger? How to perform a church merger in the Data Hub.

A church merger is defined as (2) or more congregations that legally close (giving up their unique ID#), then merge together to become one brand new congregation. This new congregation receives a new church ID#, as well as, a new date of organization.

A church merger does not occur when one church closes and transfers their assets (and some or all of their membership) to another church. This is simply one church closing. Both churches must dissolve and a new church be formed to be considered a merger

To begin the merger process you will start by adding a new church record, since that is what a merged church is, a new church composed of congregations that no longer exist.

Update a Church Merger: 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**.
Click on **Add New Church**.

Type in all of the required information into the **Main Info Tab**.
Click on the **Add button**. The Church ID# will be automatically generated by the Data Hub system. Write this down. NOTE: You need to make a note of this auto generated Church ID# in order to create a complete note in the comments tab. More on that step forthcoming.

Once you click on the **Add** button, your auto generated Church ID# is revealed. Write this down.

Open the **Comments** tab. Then click on **Add New Comment**.
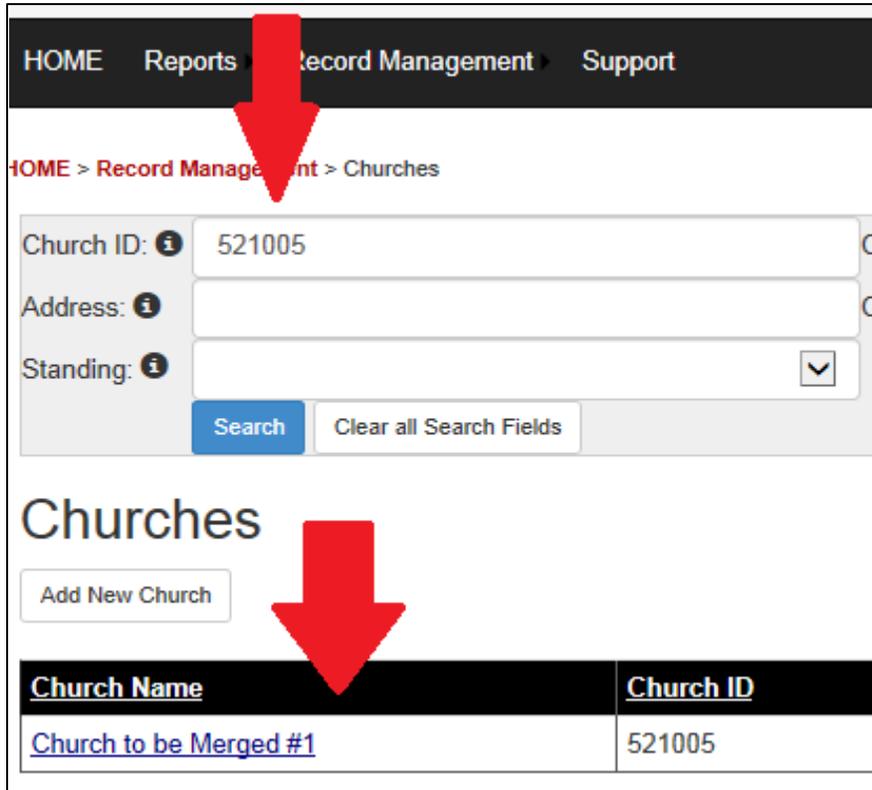

In the open **Comment** text box, you will type in a note that includes the church name and church id# for all congregations involved in the merger. See an example of a complete note in the image below.
Once you have completed the factual note, click on the **Add** button.

Now, locate the first church to be marked as closed that is a part of this merger by using the search fields. For this case we search for "Church to be Merged #1".
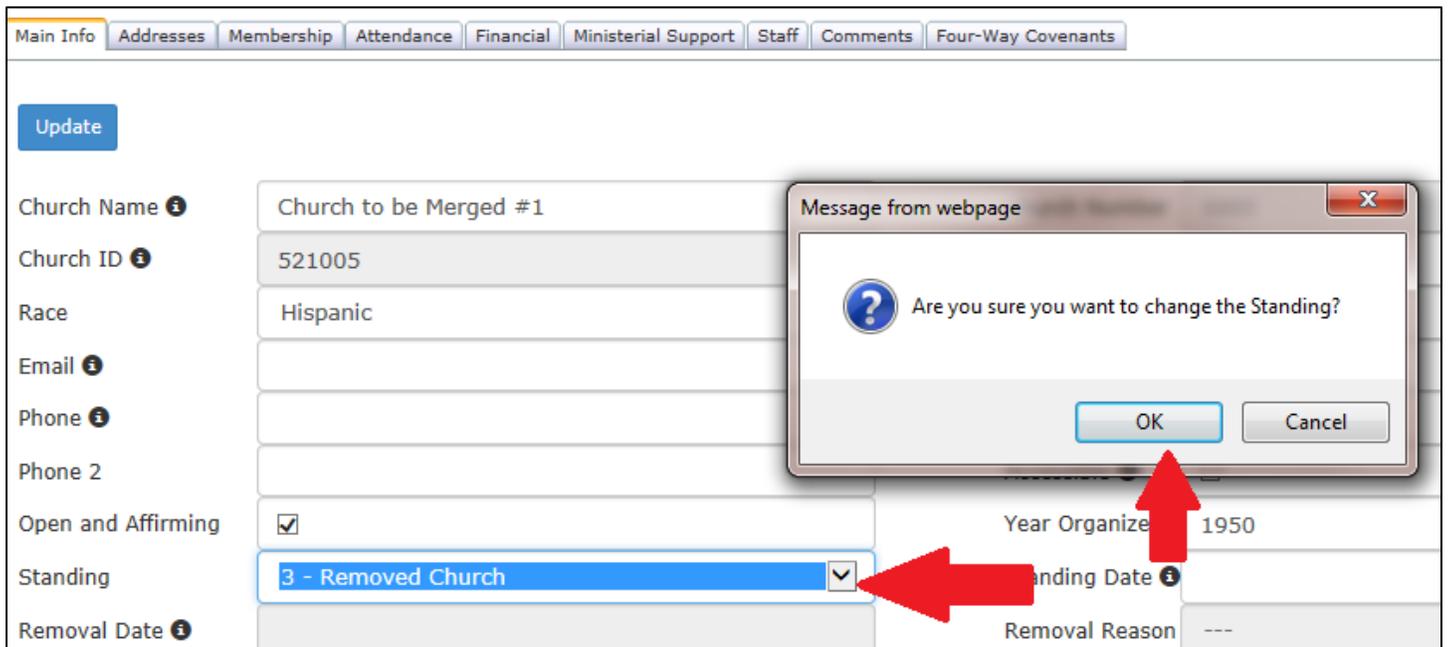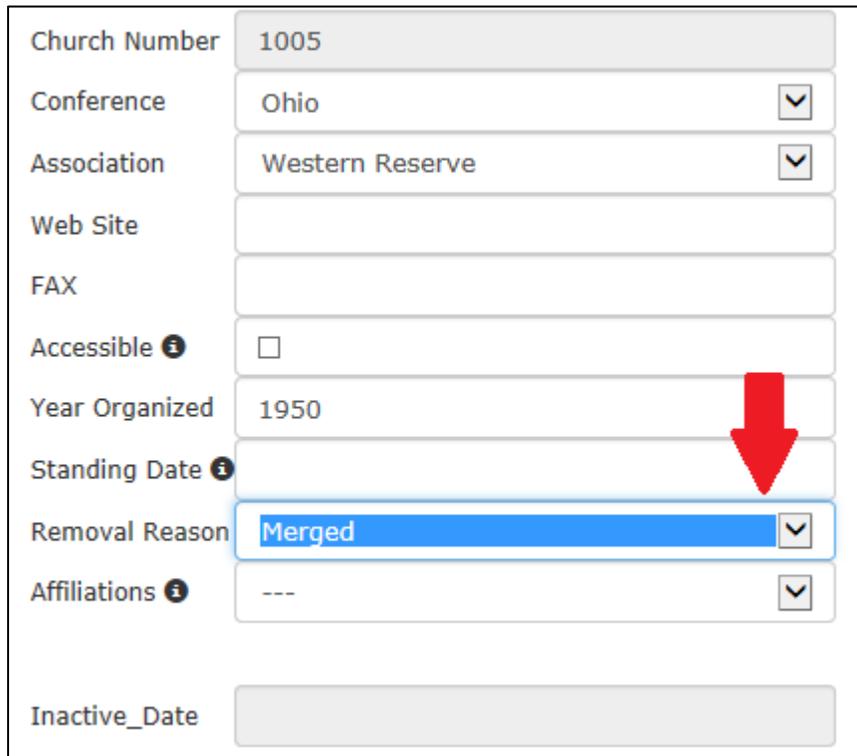Click on the **Church Name** to access the record.

On the **Main Info Tab**, look for the **Standing** field. Use the drop down menu and select **"3 – Removed Church".** A box will open asking if you are sure, click **OK**, only when you are sure.

Now, look for the **Removal Reason** field. Click on the drop down menu and select **Merged**.

You must add the **Removal Date** to the corresponding field. When you click in the field a calendar opens up allowing you select the correct date of removal.
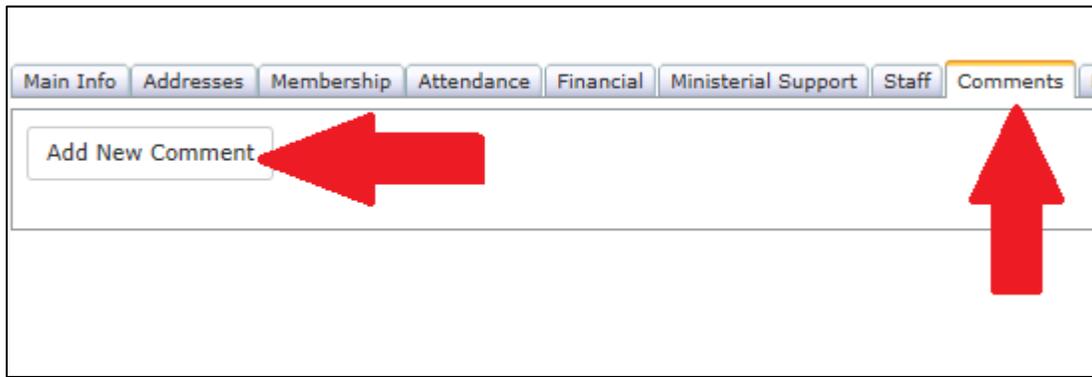

Click the **Update** button.

Open the **Comments** tab. Then click on **Add New Comment**.

In the open **Comment** text box, you will type in a note that includes the church name and church id# for all congregations involved in the merger. See an example of a complete note in the image below.
Once you have completed the factual note, click on the **Add** button

Now, go back and repeat the same process for "Church to be Merged #2" that was done for "Church to be Merged #1" to complete this merger.

You have successfully completed a church merger!

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God is still speaking,
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