



## **Policies and Procedures for Information / Data Requests**

Center for Analytics, Research & Development, and Data (CARDD)  
United Church of Christ  
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Cleveland, OH 44115-1100

*CARDD 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, CARDD maintains and provides support to the UCC Data Hub, Access UCC, and Find a Church on [ucc.org](http://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 CARDD, 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 CARDD with questions.*

### **Requests by Individuals within the UCC**

1. CARDD 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](http://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. CARDD 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](http://www.ucc.org/research)) or in the "Statistics and Reports" section of the CARDD website ([UCC Statistics and Reports](#)). 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 CARDD.

### **Requests by Conferences / Associations**

3. CARDD will continue to respond to requests from Conferences and Associations for data pertaining to their respective jurisdictions 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 CARDD.

### **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 CARDD Information Sharing / Privacy Policy (<http://uccfiles.com/pdf/Information-Sharing-Privacy-Policy.pdf>).

Effective: January 1, 2021