

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**.

HOME > Record Management > Churches

Church ID: Church
Address: City:
Standing:

Churches

1 2 3 4 5 6 7 8 9 10 ...

Church Name	Church ID
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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.

Main Info | Addresses | Membership | Attendance | Financial | Ministerial Support | Staff | Four-Way Covenants

Not Saved yet...

Church Name

Church ID

Race

Email

Phone

Phone 2

Open and Affirming

Standing

Removal Date

Dual Federation

Other Classifications

Active

Church Number

Conference

Association

Web Site

FAX

Accessible

Year Organized

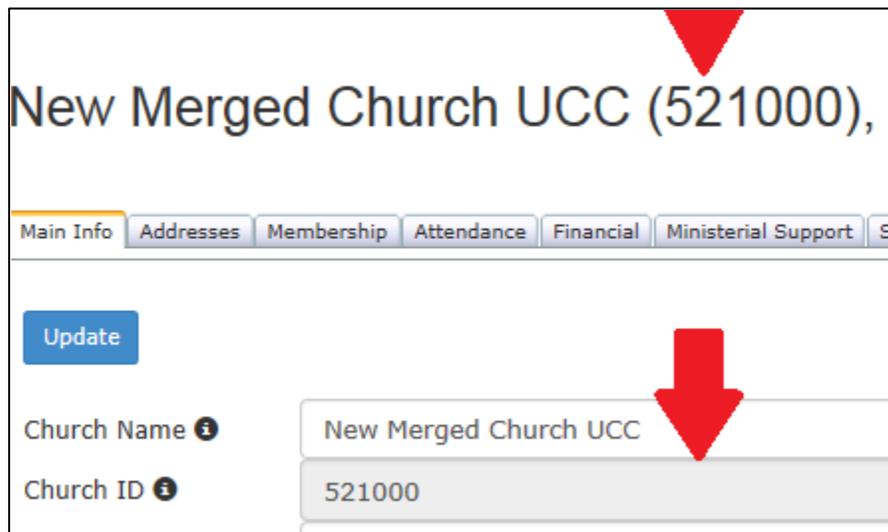
Standing Date

Removal Reason

Affiliations

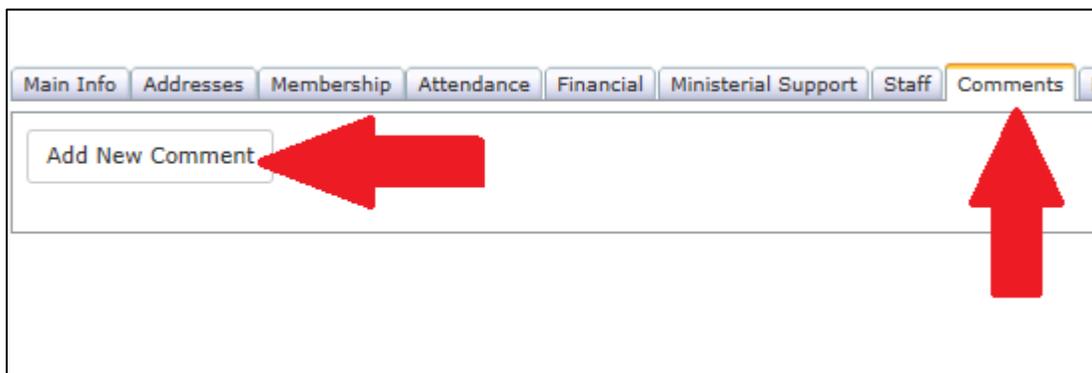
Inactive_Date

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



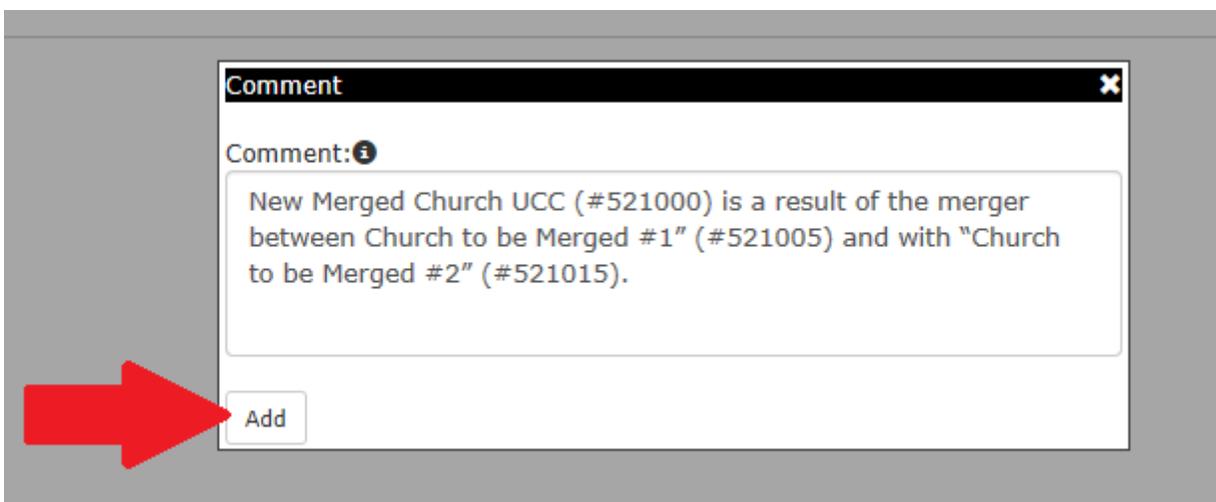
The screenshot shows a web interface for a church record. At the top, the text reads "New Merged Church UCC (521000)". Below this is a navigation bar with tabs: "Main Info", "Addresses", "Membership", "Attendance", "Financial", "Ministerial Support", and "S". A blue "Update" button is visible. The "Church Name" field contains "New Merged Church UCC" and the "Church ID" field contains "521000". A red arrow points down to the Church ID field.

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



The screenshot shows the "Comments" tab selected in the navigation bar. The "Add New Comment" button is highlighted with a red arrow pointing left. Another red arrow points up to the "Comments" tab in the navigation bar.

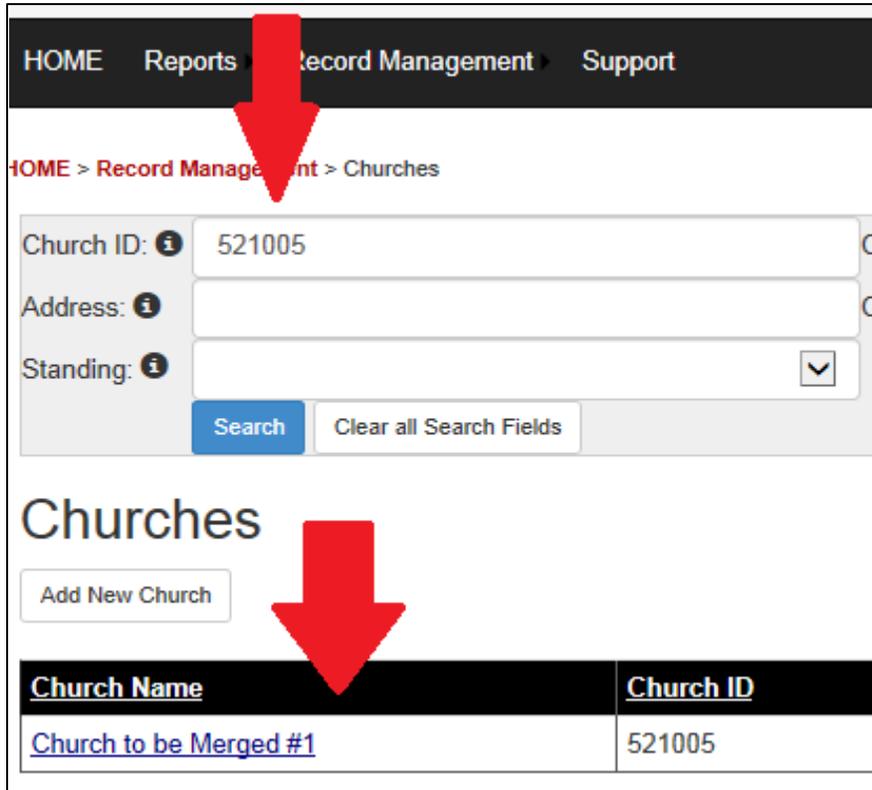
In the open **Comment** text box, you will type in a note that includes the church name and church id# for all congregations involved in the merger. See an example of a complete note in the image below. Once you have completed the factual note, click on the **Add** button.



The screenshot shows a "Comment" dialog box with a text area containing the following text: "New Merged Church UCC (#521000) is a result of the merger between Church to be Merged #1" (#521005) and with "Church to be Merged #2" (#521015).". Below the text area is an "Add" button, which is pointed to by a red arrow.

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.

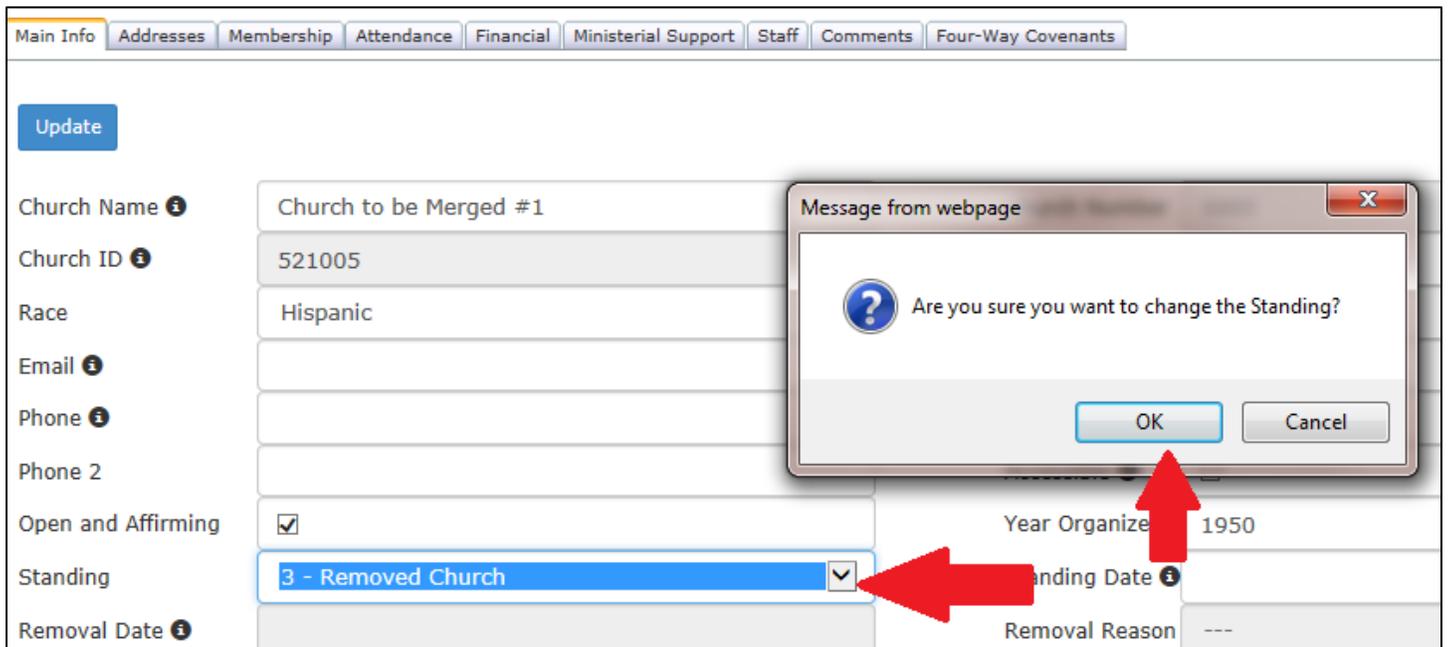


The screenshot shows a web application interface for church management. At the top, there is a navigation bar with links for HOME, Reports, Record Management, and Support. Below this, a breadcrumb trail reads "HOME > Record Management > Churches". A search form contains three input fields: "Church ID:" with the value "521005", "Address:", and "Standing:". Below the search fields are two buttons: "Search" and "Clear all Search Fields".

Below the search form is a section titled "Churches" with an "Add New Church" button. Underneath is a table with two columns: "Church Name" and "Church ID". The table contains one row with the following data:

Church Name	Church ID
Church to be Merged #1	521005

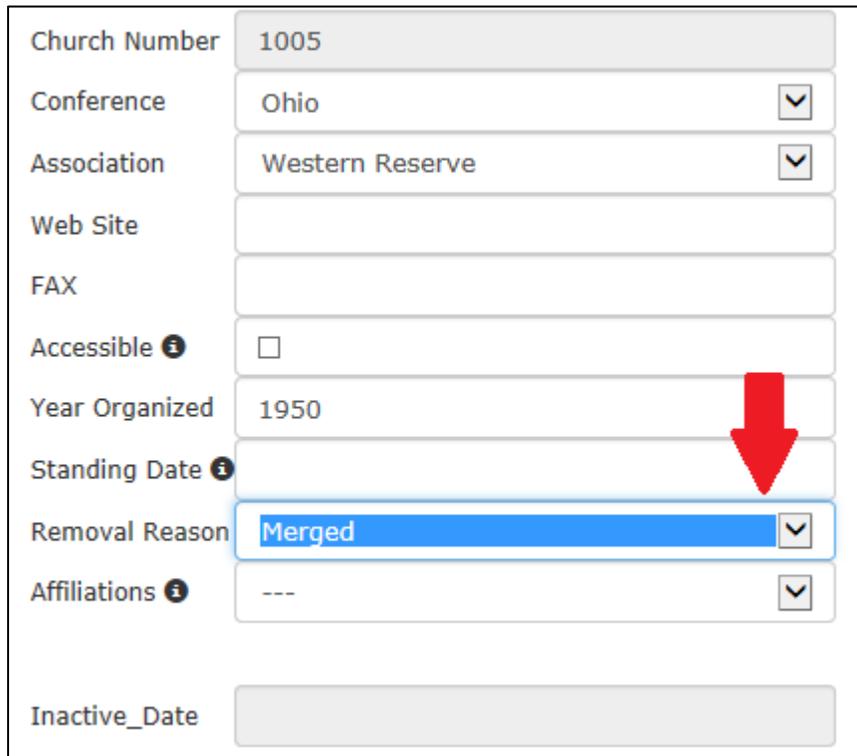
On the **Main Info Tab**, look for the **Standing** field. Use the drop down menu and select "**3 – Removed Church**". A box will open asking if you are sure, click **OK**, only when you are sure.



The screenshot shows the "Main Info" tab of a church record. The record details include: Church Name: Church to be Merged #1; Church ID: 521005; Race: Hispanic; Email: (empty); Phone: (empty); Phone 2: (empty); Open and Affirming: checked; Standing: 3 - Removed Church (selected in a dropdown menu); Removal Date: (empty). Other fields include Year Organized: 1950, Standing Date: (empty), and Removal Reason: ---.

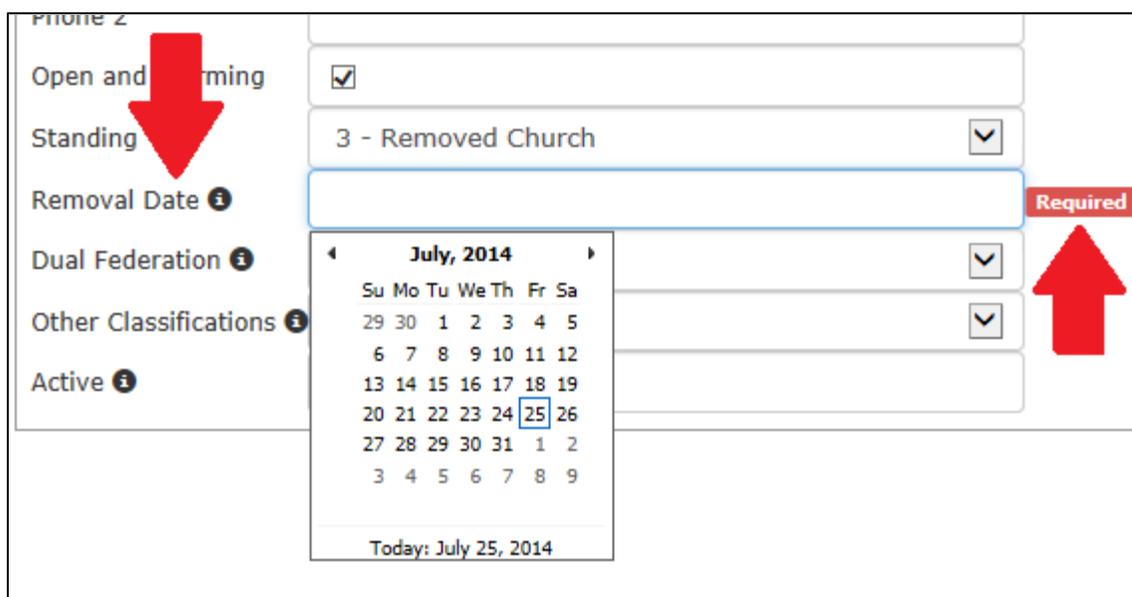
A confirmation dialog box titled "Message from webpage" is overlaid on the form. It contains a question mark icon and the text "Are you sure you want to change the Standing?". Below the text are two buttons: "OK" and "Cancel".

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



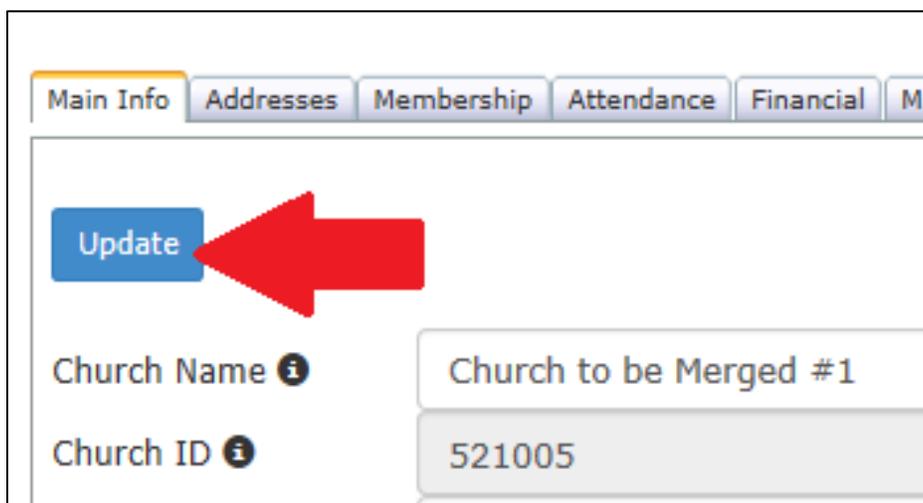
A screenshot of a church record form. The fields are: Church Number (1005), Conference (Ohio), Association (Western Reserve), Web Site, FAX, Accessible (checkbox), Year Organized (1950), Standing Date, Removal Reason (Merged), Affiliations (---), and Inactive_Date. A red arrow points to the 'Removal Reason' dropdown menu.

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



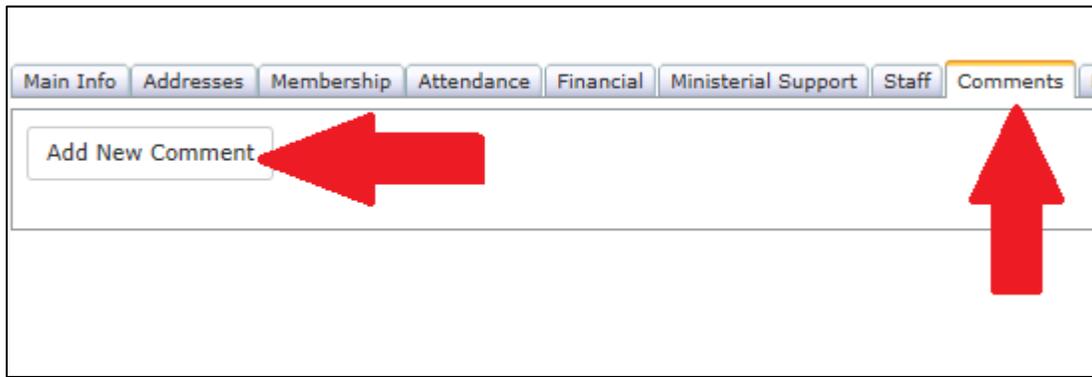
A screenshot of a church record form. The 'Removal Date' field is highlighted with a blue border, and a calendar for July 2014 is open. A red arrow points to the 'Removal Date' field, and another red arrow points to the 'Required' label next to it. The calendar shows the date 25 selected.

Click the **Update** button.

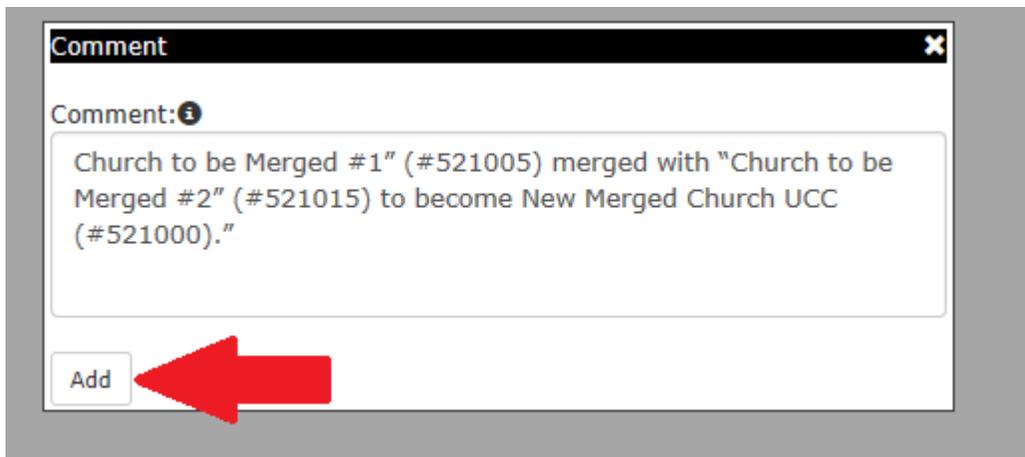


A screenshot of a church record form. The 'Update' button is highlighted with a blue background and a red arrow pointing to it. The form shows tabs for Main Info, Addresses, Membership, Attendance, Financial, and Mi. Below the tabs, the 'Church Name' is 'Church to be Merged #1' and the 'Church ID' is '521005'.

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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