

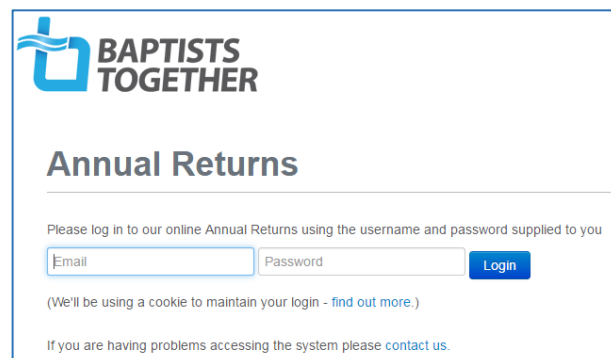
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ONE: Logging into the System

Use the link on the Annual Returns page on our website (www.baptist.org.uk/annualreturns) to access our online system. This will take you to our login page where you need to enter your church's username and password.

These were in the email sent to the main church email address in **January 2019**. If this email has been mislaid please email annualreturns@baptist.org.uk giving the name and location of your church and we will send you your login details.



If you receive an error message like this ... please read the following:

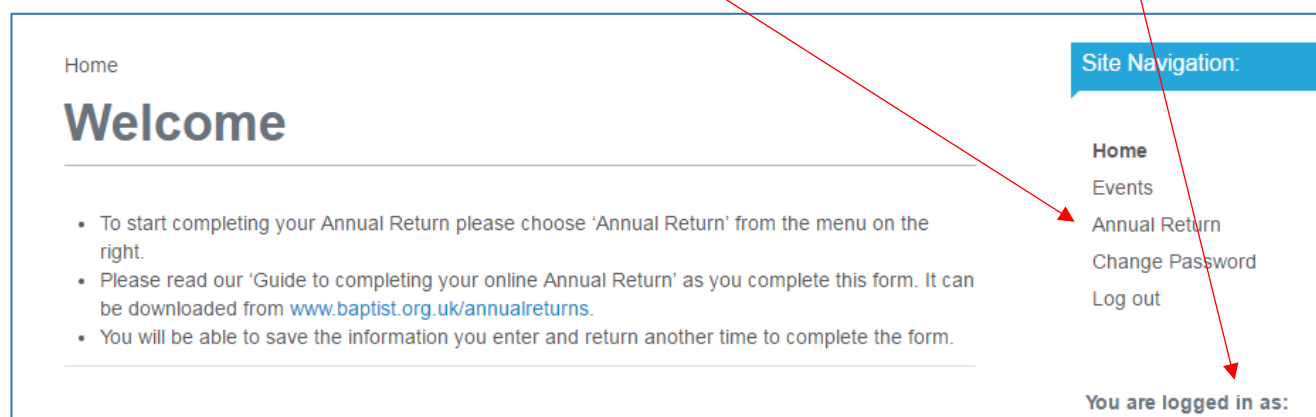
The email address and password you entered do not match any accounts on record.
Please try again or use the email me with my login details link.

1. The usual reason that login details don't work is that they have been entered incorrectly! Whilst it may sound very obvious please check you have copied the details correctly, not included any spaces or accidentally had caps lock on (the password is case-sensitive) – as one of these is usually the cause of people being unable to access the system.
2. If the system is still not letting you in you might like to try adding a space at the end of the email address as very occasionally a stray space has crept into the email address in the system.
3. If that doesn't work you might like to try using a different web-browser or even a different computer (maybe asking someone else in the church to try logging in on their computer) – as this has been known to work for some people.
4. If you are still having problems please email annualreturns@baptist.org.uk giving the name and location of your church and we will look to see if we can find a reason why they don't work. If all else fails you will need to download a blank form from the website which you can then complete and either email or post back to us.

DO NOT USE the 'email me with my login details' link

Once you are in you will be presented with a **Welcome screen** – the name of your church should be shown on the right-hand side under 'You are logged in as:'

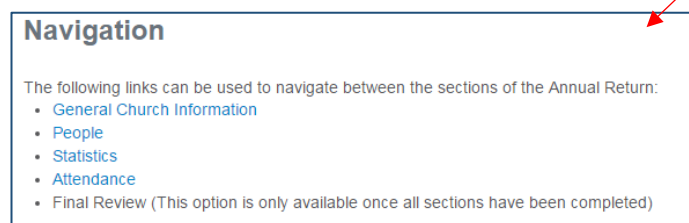
On the right-hand side click the words '**Annual Return**'



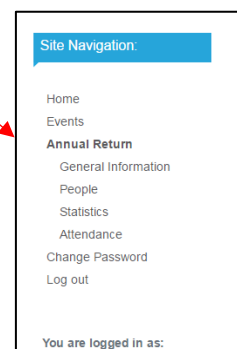
TWO: Understanding the process

You have now reached the Home Page for Annual Returns. The Navigation Menu on the right has been expanded to list all four sections of the form.

To complete your Annual Return, you will need to check the information in each of the four sections listed on the right (and also at the bottom of the page) and provide us with any details that are missing or out of date. The information you see is what we are currently holding in our database for your church.



You can complete the sections in any order and you can save what you have entered and come back another day to complete the form. *To Log out before you have finished just click 'Log Out' in the Navigation Menu.*



However, we do recommend you try and complete the form in one session – simply to avoid you having to remember to come back and finish off the form another day!

Once you are happy with the information you have added please click 'save section'. You will need to do this even if you haven't completed a section or the data will be lost when you log out. Once you click 'save' a green tick will appear next to that section at the bottom of the Home Page. This doesn't prevent you returning to this section to make further changes. Once you have saved all four sections you will be able to submit your return to us.

After you have submitted the return to us you will be sent an email* which contains all the data you entered or confirmed. You will be able to print this and/or save it as a record of your Annual Return.

*This will be sent to the email address given as the 'Main Contact email' in the Church Information section. If you don't receive it please check your Spam Folder.

THREE: Completing the General Information Section

To look at what information we hold about your church click the 'General Information' heading in either of the two Navigation Menus (bottom of the page and on the right-hand side).

If you need to add anything or change anything just click in the relevant box and make the changes.

A blue rectangular button with the word "save" in white lowercase letters.

Don't forget to click **'Save'** once you have finished even if you haven't made any changes.

Here are some notes about each of these fields.

Name of Church	You will not be able to edit the name of your church. If we do not have the correct name please email annualreturns@baptist.org.uk to let us know
Church Address Town County Post Code	Please make sure we have the correct address details for your church building or (if relevant) the building you use for your main worship service. If you do not have your own building and meet in a school, community centre or other building put 'Meets at' before the address. This address will not be used as a correspondence address unless it is given as a contact address (in the 'People' section) for someone connected with your church.
Church/Office Telephone Number	Only give the phone number for your church building or church office
Main contact email address	The email address given here will be the one we use to invite churches to submit their Annual Return. It will also be the one where the confirmation email is sent.
Website	Your church's website address (if you have one)
Charity Number	This is only relevant for churches which have registered directly with the Charity Commission – usually only those churches with annual income over £100,000
Year Church Founded	The year your church started to meet for worship
Church seating capacity	How many people does your church (or the place you meet for worship) seat? <i>Please note this field only accepts numbers.</i>

FOUR: Completing the Statistics and Attendance Sections

To do this click the relevant headings in either of the two Navigation Menus (bottom of the page and on the right-hand side).

A blue rectangular button with the word "save" in white lowercase letters.

Don't forget to click **'Save'** once you have finished each section

Statistics

You should provide us with the relevant figures as at **31 December 2018**. The figures we currently hold in our database for your church are shown in brackets. Please note that if you have not completed an Annual Return for some time these figures may be rather out-of-date.

Just click in each box and add the right figures. *Please note that the fields in this section will only accept numbers.*

IMPORTANT: Please do this even if the figures haven't changed from those shown in brackets.

Number of children / number of young people: Please give the number of children/young people with whom the church has regular contact through church organised activities on Sundays **and** mid-week - e.g. Sunday school, uniformed organisations, youth clubs etc. Please note that the ages given are a guide and are not prescriptive.

Baptisms: This is the number of Believers Baptisms which took place in 2018.

If you are **an ecumenical church (LEP)** please put the total number of members in 'Total LEP membership' and the number of Baptist members in 'Church Members'. In some LEPs these figures will be the same as all members are seen as members of all the participating denominations.

Attendance

Please provide us with figures showing your **current average attendance at your main weekly service of worship**. Just click in each box and add the right figures. *Please note that the fields in this section will only accept numbers.*

We will leave you to decide how you work these figures out. For example, you could choose a 'normal' service and count all those who attend that day or you could work out the average over two or more weeks – or you may have your own method!

Please note that the ages in brackets are given as a guide – they are not prescriptive!

FIVE: Completing the People Section

To do this click the 'People' heading in either of the two Navigation Menus (bottom of the page and on the right-hand side). This page lists all the people we currently have listed for your church in any (or all) of the following roles.

Main Contact/Church Secretary: You must have someone listed in this role in order to submit your return. This should be the main contact person for your church (usually the Church Secretary) irrespective of their actual title.

Minister(s): This is the person/people who have been formally appointed as Ministers or lay-pastors of your church. If your Minister is from a different denomination please use 'Non-Baptist Minister' and give their denomination in the Notes field.

Church Treasurer – the key person to contact regarding church finances

Safeguarding Trustee – the member of your Trustee Group (e.g. Diaconate) with overall responsibility for Safeguarding issues in your church.

Designated Person for Safeguarding – the person (or people) who takes the lead on Safeguarding for the church.

Home Mission Rep – the person to whom we should send information about Home Mission

<u>Children's Worker</u>	} For these roles we are looking for details of anyone who has been formally appointed to this role (normally in a paid capacity).
<u>Youth Worker</u>	
<u>Community Worker</u>	} If their exact job title is not one of these please use the most relevant.
<u>Families Worker</u>	} You can use the 'Notes' field to give us their actual job title

Note about email addresses: Before supplying a change of email (or new email) address please check with the individual concerned that this is the one they would like the Baptist Union / Association to use.

We do not need to know about anyone in any other roles in your church.

What you need to do

Check/Edit
Details

No longer in
this role

You have two options to choose from for each person listed for your church – **'Check/edit details'** and **'No longer in this Role'**.

IMPORTANT: Do **not** use the **'Check/edit details'** to tell us about a new person in this role. Please follow the process explained on page 5 instead.

- **If the person is still in the role listed** then choose **'Check/Edit Details'**. This will open up a page showing you the contact details we currently hold. If all are correct then click 'save'. If any are incorrect please amend them and then click 'save'. [Note that if someone has more than one role then amending their contact details for one of them will also amend them for the other roles.]
 - The contact details include the field **'letter salutation'**. This is the name you would like us to use as the normal way of addressing that person. (For example, someone whose name is 'Jonathan' might always be called 'Jon'.) Please do not leave this field blank.
 - You will also see that there is a **start date** given for each role which you won't be able to edit. This is the date we have in our database for this role which may not be the exact start date. [It's usually the date on which we were informed of the change]. Unless this date is very wrong you do not need to let us know. If you want to inform us of the correct start date please use the 'Notes' field.
- **If the person is no longer in this role** please choose **'No longer in this role'**. You will be asked to let us know the date (which can be an approximate date) when they ended. You will also be asked to confirm or cancel that notification.
- **If there is a new person in that role** please use the **Add New Role/Contact** button at the bottom of the page and choose the relevant role from the drop-down list.
 - You then have the choice of whether this is someone already listed on this page or a completely new person.
 - If the new person in this role is on your list choose them [Click the down arrow next to the name shown to see all the other people listed] and you will be presented with their name and contact details. [Note that you won't be able to edit their contact details so if they are wrong, wait until you have 'saved' them and then use the **'Check/Edit details'** option.] Click **Save Role**.
 - If this is a completely new person then you will be presented with a blank form to complete. Please make sure you complete the 'Letter Salutation' field (see above). If correspondence for this person is to be sent to the church address please make sure you include the name of the church in the address field. When you have finished click **Save Role**.

Date started in role. 01 Dec 2007

Add New Role / Contact

Save Section

When you have finished click **Save Section**

Until you have submitted the form you will be able to come back to this page if you need to make other changes.

SIX: Reviewing and submitting the Return

Once you have completed (and Saved) all four sections (and are happy with the changes you have made) then you need to submit the form to us. Note that until you have saved all four sections* this option will not be available but once it is you will see this message at the top of each page

All four sections have been saved. If you have completed your Annual Return please **CLICK HERE** to Review and Submit

When you CLICK HERE you will be presented with a summary of your annual return. You should read this through to check you haven't made any mistakes.

At the end of the summary you have two options – 'submit' and 'back'. If you are happy with the information you have provided click the 'submit' button. If you have further changes to make, click 'back', make the necessary amendments and repeat the process.

Once the form has been submitted you will be told that this has happened and a confirmation email containing all the information you have provided will be sent automatically to your email address. You should print this and/or save it as a record of your Annual Return.

*To check which sections have been saved and which still need to be completed Click on 'Annual Return' in the Navigation Menu. This will take you back to the Home Page for Annual Returns. This will list all four sections with green ticks next to the sections which have been saved. [You can also click on 'Final Review' to start the 'Review and Submit' Process

Navigation

The following links can be used to navigate between the sections of the Annual Return:

- [General Church Information](#) ✓
- [People](#) ✓
- [Statistics](#) ✓
- [Attendance](#) ✓

• **To submit your form** click the 'Final Review' button below to review the information you have provided. You will be presented with a summary of your annual return. Please check it through and if you are happy click the 'submit' button. If not, click 'back' and make the necessary amendments before clicking 'Final Review' again

After submitting your form, you will receive a confirmation email – this will be sent to the email address provided under 'Church Information'.

[Final Review](#)

SEVEN: Contacting us

Hopefully everything you need to know is in this Guide but if you do have any comments or questions please email annualreturns@baptist.org.uk

With over 1900 churches being asked to complete an Annual Return this is an extremely busy time for the two people who deal with Annual Returns. We would therefore be very grateful if people just emailed us and did NOT phone Baptist House to speak to us.

Emails sent to this email address are normally responded to within 5 days – often less than that. If, however you flag up your email as 'Urgent' then we will try to respond the same day.