

Church Logon: Quick Start Guide

Churches can log on to the back office of the CBWC database to update their church's contact/personnel information, and submit Church Clerk/Church Treasurer Report.

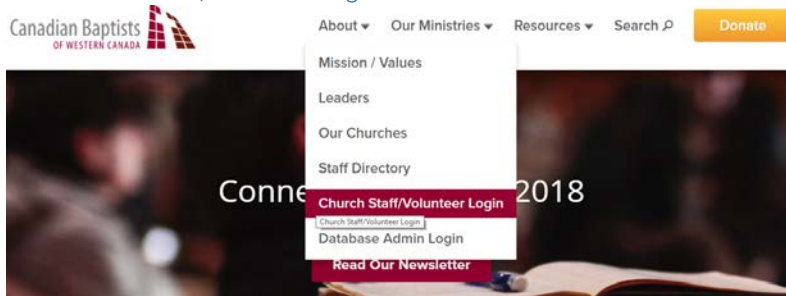
1. Log on to the CBWC Database:

Visit <https://cbwc.ca>

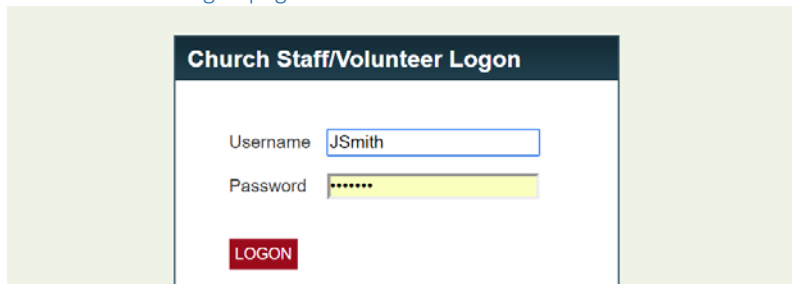
Click "About"



Click "Church Staff/Volunteer Login" as follows:



You will see the Logon page below:



Church Staff/Volunteer Logon

Username

Password

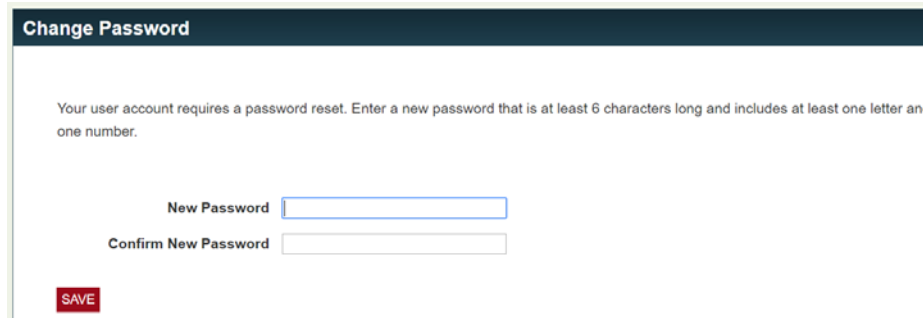
LOGON

Please use the “user name” and “password” provided by your Regional Administrator. Normally the username is a combination of [initial of your first name] and [your full last name].

E.g. username of John Smith is “JSmith”. The initial of your first name and first letter of last name must be capitalized. *Your default password is the same as your username.

*For users with “preferred name/nick name”, please use the initial of your first name.

2. Change Password



Change Password

Your user account requires a password reset. Enter a new password that is at least 6 characters long and includes at least one letter and one number.

New Password

Confirm New Password

SAVE

For the first time you log on, you will be prompted to change your password.

*Your new password doesn't have to be case sensitive.

3. Main Menu

You will see “Main Menu” below where you can update your contact information, etc.

Main Menu

<p><u>Links</u> View a list of helpful links.</p> <p><u>Forms</u> Complete forms that have been assigned to you.</p> <p><u>Update My Contact Information</u> Change your contact information.</p>	<p><u>Resources</u> Download important resources.</p> <p><u>Update Church Information</u> Update church information.</p> <p><u>Update My User Account</u> Change your user settings, email address and/or password.</p>
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*Primary phone= Work phone, Secondary phone= Home phone, Other Phone= Cell phone

4. Update Church Information

- Update general church information

Click on “Update Church Information”

Canadian Baptists OF WESTERN CANADA

MANAGEMENT TOOLS

Main Links Resources Forms Reports Log Off

Main Menu

<p><u>Links</u> View a list of helpful links.</p> <p><u>Forms</u> Complete forms that have been assigned to you.</p> <p><u>Update My Contact Information</u> Change your contact information.</p>	<p><u>Resources</u> Download important resources.</p> <p><u>Update Church Information</u> Update church information.</p> <p><u>Update My User Account</u> Change your user settings, email address and/or password.</p>
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You can now make updates on “Church Information” by clicking “Edit” button at the top right of “Church Information” section (i.e. church address, office phone, email etc.).

First Baptist Church *Category*

Church Information EDIT

Name

Legal Name

Mailing Address

Meeting Address

Office Phone

Fax

Email

Website

Region

Status

Founded Date

CBWC Joined Date

- **Add a new staff member**

By clicking the “Add” button, you can add new staff.

Don't use church address on a personal file, you can leave it alone if you wish

Formatted: Normal

The image shows a screenshot of a web application interface for managing staff. At the top left, there is a dark header with the text "Current Staff". To the right of this header is a red button with the word "ADD" in white. An orange arrow points from the bottom right towards the "ADD" button. Below the header, there are three rows of form fields, each separated by a horizontal line. Each row contains the following labels: "Person", "Staff Position", "Email", "Person", "Staff Position", "Position", "Subcategory", "Email", "Person", "Staff Position", and "Email". The text in the form fields is mostly redacted with black boxes.

After filling blanks, click “save” button.

*Primary phone = Work phone; Secondary phone = Home phone; Other Phone = Cell phone;

Email =Work email

*If you are not able to find your title from the “staff position” dropdown menu, please have your Regional Administrator add it for you.

Add New

First Name *

Last Name *

Middle Name

Prefix/Title

Commonly Used Name

Salutation

Spouse Name

Occupation

Staff Position

Volunteer Position

Address

City

Province/State

Postal/Zip Code

Country

Address Type

Primary Phone - x

Secondary Phone - x

Other Phone - x

Email *

Contact Note

Church Attended

Gender * Male Female Unknown/Not applicable

Marital Status *

Birth Date (mm/dd/yyyy)

Is Deceased * Yes No

Deceased Date (mm/dd/yyyy)

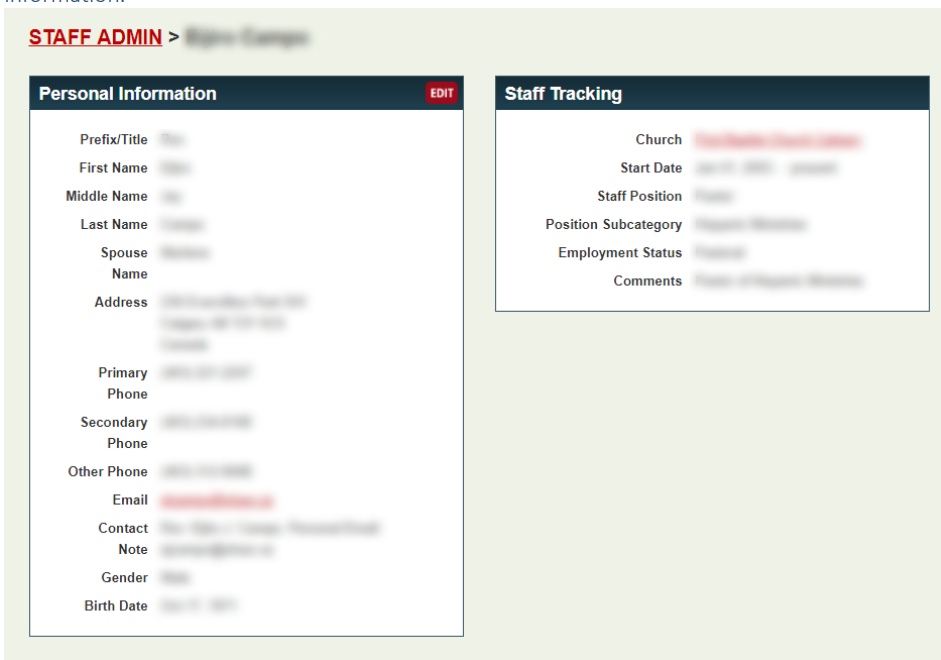
SAVE ←

- Update information on current staff

In "Current Staff" section, you will see current staff listed by last name alphabetically. Click on the name of the staff member to make updates.



Staff Admin is divided in two sections: “Personal Information” and “Staff Tracking.”
 By clicking on the “Edit” button in the “Personal Information” box, you can change personal information.



By clicking on “Church” in the “Staff Tracking” box, you can change information re: “Staff Tracking” by filling the blanks below.

Update Staff Tracking

Church

Start Date

End Date (if historical)

Staff Position

Volunteer Position

Position Subcategory

Employment Status

Comments

SAVE

5. Submit Annual Reports

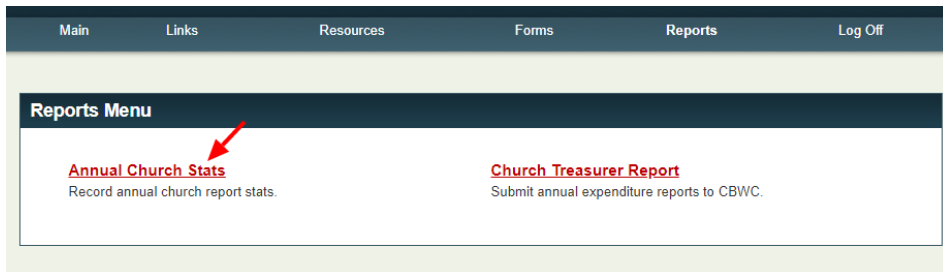
Click on Reports on the top bar as below.

Main Links Resources Forms **Reports** Log Off

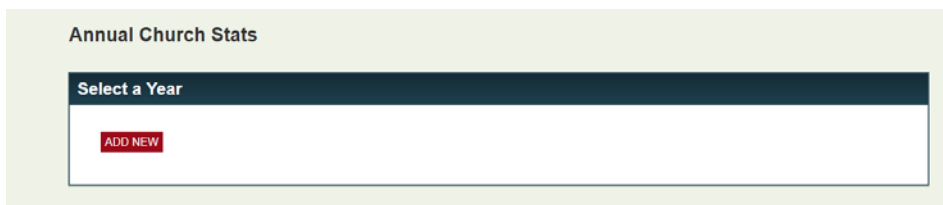
Main Menu

<u>Links</u> View a list of helpful links.	<u>Resources</u> Download important resources.
<u>Forms</u> Complete forms that have been assigned to you.	<u>Update Church Information</u> Update church information.
<u>Update My Contact Information</u> Change your contact information.	<u>Update My User Account</u> Change your user settings, email address and/or password.

You can submit both Annual Church Stats (**Annual Church Stats = Church Clerk's Report**) and the Church Treasurer's Report.



- Submit Annual Church Stats (previously Church Clerk's Report)
*Please choose the correct year "2017" and start to fill out the form by clicking Edit button at the top right. *Denotes Required Field



*Please review your current (2018) church information/personnel information/treasurer/Chair of Senior Board's information below. If any updates are required, please complete those changes before submitting this form by clicking the [Update Church Information](#) button right above "Personnel Information" section. If you still find your 2018 church personnel information incorrect, please skip "Personnel Information" section at this point. You can update it after submitting your Church Clerk's report.

PERSONNEL INFORMATION

Name	Position	Employment Status	Home Address	Home Phone	Spouse Name	Email Address
[Name]	[Position]	Pastoral	[Address]	[Phone]	[Spouse]	[Email]
[Name]	[Position]	[Status]	[Address]	[Phone]	[Spouse]	[Email]
[Name]	Senior Pastor	Full-Time	[Address]	[Phone]	[Spouse]	[Email]

CHURCH OFFICERS

Name	Position	Home Phone	Email Address
[Name]	[Position]	[Phone]	[Email]

*Please ensure that your church officers' contact information is correct. Please note that contact information for your Church Treasurer and Sr. Board Chair is mandatory.

VOLUNTEER INFORMATION

Name	Position	Home Phone	Email Address
[Name]	Treasurer	[Phone]	[Email]
[Name]	Chair of Sr. Board	[Phone]	[Email]

*If your church officer's information is not up to date, click "Update Church Information" button to update the information (1. Name, 2. Position, 3. Home Phone (preferably daytime phone number), and 4. Email Address).

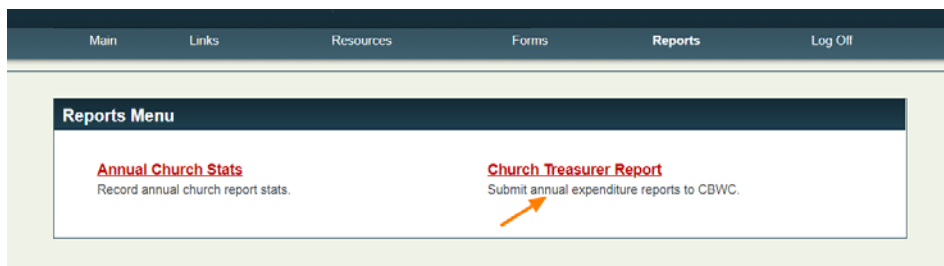
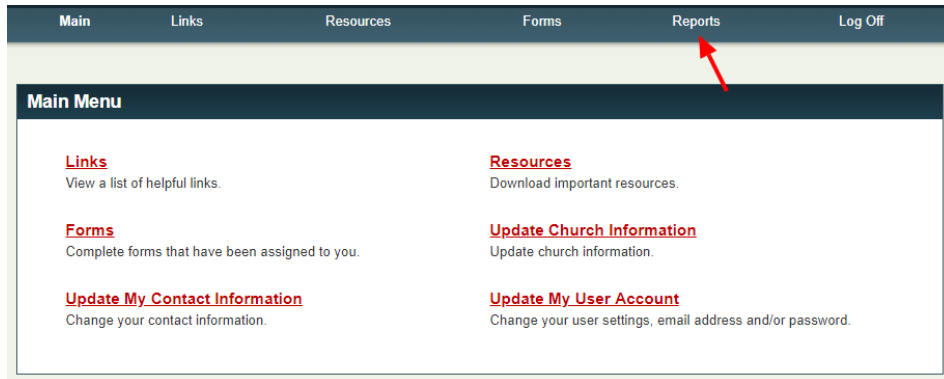
After completing the form, click "Save" button.

*You may update church information (except information re: membership) at any time by logging on to the CBWC database.

*For the Annual Church Stats report, one more step is required in order for the status to be changed from "In Progress" to "Complete." The CBWC Regional Admins will need to logon to the denomination tools, view the submitted Annual Church Stats report, make any necessary changes to the report (if applicable), and click the "Save" button to indicate that the report has been reviewed and accepted by the CBWC. After clicking the "Save" button, the status will change to "Complete."

- **Submit Church Treasurer's Report**

Click on Reports on the top bar as follows.



*Please choose the correct year "2017" and start to fill out the form by clicking Edit button at the top right of this section. *Denotes required field

CHURCH TREASURER REPORT > Add New

Add New

Year * (yyyy)

If the 2017 personnel information of your church is incorrect, please click "Update Church Information" to make updates. If your 2017 church personnel information is still incorrect, please skip "Personnel Information" section. You can update it after submitting your Church Treasurer's report.

To add or remove personnel listed below, use the [Update Church Information](#) tool.

PERSONNEL INFORMATION

Pastor's Name	2017	2018	2019	2020
a. 2017 Base Salary & Housing *	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
b. Car Allowance *	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
c. Books, Sabbatical Leave, etc. *	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Is Manse Provided *	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
If yes, Utilities Provided	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reimbursement Rate for Car Travel *	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
2017 Grants from CBWC *	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

After you've saved "Personnel Information" section, you will see the page below. Click "Edit" button to fill in blanks of the "Local Ministry" section.

CHURCH TREASURER REPORT > 2017

2017 **EDIT**

Church [REDACTED]

Year 2017

2018 Treasurer Title and Name test

2018 Treasurer Phone test

2018 Treasurer Mailing Address test

2018 Treasurer Email test@cbwc.ca

To add or remove personnel listed below, use the [Update Church Information](#) tool.

PERSONNEL INFORMATION

Pastor's Name	2017	2018	2019	2020
a. 2017 Base Salary & Housing	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
b. Car Allowance	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
c. Books, Sabbatical Leave, etc.	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Is Manse Provided	N	N	N	N
If yes, Utilities Provided				
Reimbursement Rate for Car Travel	\$ 0.00000	\$ 0.00000	\$ 0.00000	\$ 0.00000
2017 Grants from CBWC	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Pastor's Name	2017
a. 2017 Base Salary & Housing	\$ 0.00
b. Car Allowance	\$ 0.00
c. Books, Sabbatical Leave, etc.	\$ 0.00
Is Manse Provided	N
If yes, Utilities Provided	
Reimbursement Rate for Car Travel	\$ 0.00000
2017 Grants from CBWC	\$ 0.00

	AMOUNT	TOTAL
LOCAL MINISTRY		
1		
2	1. Amount paid to Pastor(s)	\$ [REDACTED]
3	2. Church Pastoral costs (Pension, UIC, CPP, Health, LTD, etc.)	\$ [REDACTED]
4	3. Property Maintenance expenses (Utilities, Custodian, Taxes, Insurance, etc.)	\$ [REDACTED]
5	4. Other local church costs	\$ [REDACTED]

After filling in the blank fields, click “Choose File” to attach your church’s Financial Statements. PDF, DOC, DOCX, RTF, XLS and XLSX are accepted. Please note that the maximum file size is 2MB, and you can only attach one document. Uploading a new file will overwrite the previous one.

The screenshot shows a form with several rows of input fields. Rows 36-39 have empty text boxes followed by a dollar sign and another empty box. Row 40 is a subtotal row: "Subtotal 12. Non-Baptist Ministries (please list) \$ 0.00". Row 41 is a total row: "TOTAL MISSION \$ 0.00". Row 42 is the final total row: "TOTAL LOCAL MINISTRY + MISSION \$ 0.00". Below the table is a "Comments" text area. Underneath is a "Financial Statements" section with a "Choose File" button, the text "No file chosen", and "Max file size: 2MB; DOC, DOCX, RTF, XLS, XLSX and PDF files accepted". At the bottom left is a red "SAVE" button. Red arrows point from the "SAVE" button to the "Choose File" button.

Click the “Save” button. After you’ve clicked the “Save” button, the system will prompt a warning message: “Please note that you will NOT be able to edit these values after submitting.”

Finally, the system will confirm that your Church Treasurer Report has been submitted successfully.

The screenshot shows the "Church Treasurer Report" interface. At the top is a dark blue header with the text "Select a Year". Below this is a red "ADD NEW" button. A table is displayed with two columns: "Year" and "Status". The table contains one row with the year "2017" and the status "Complete". A red arrow points to the "Complete" status.