



*Register if you don't have an account.
Forgot Password? [Click here to reset.](#)*

The **SBTC Church Portal** is a Web site for churches and associations to access and update information with the SBTC.

- Update **Church Info** such as addresses, phone numbers, emails, and more.
- Maintain **Staff & Leadership** information for church staff and lay leaders.
- View the past and input new **Annual Church Profile (ACP) data**.
- Access **Reports & Resources** including a pre-filled giving form, ACP trends, online training and more.
- **Associations** can view and maintain information for all churches in their association including church directories, ACP trending and yearly reports as well as mass mail and email extracts.

Access and Login to the Church Portal

The Church Portal is accessed using <https://portal.sbtexas.com>. A user name and password is created for each person in the SBTC system at associations and affiliated churches. The login information will be communicated in the summer of 2015.

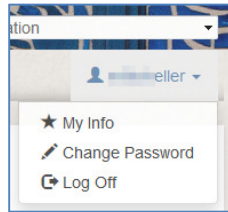
On the Login page of the Church Portal is a **Forgot Password** function. Enter your user name and individual email address to receive a temporary password to access the system. Users may choose to continue using that extremely secure password or can change it once they log into the Church Portal (by clicking on their user name and selecting Change Password in the menu).

For those who have not received any communication about their user name and password or for those in non-affiliated churches, they may use the **Register form** linked on the Login page of the Church Portal. The registration will be received by the SBTC ministry assistants who will confirm the user is set up for the portal and let them know via email their user name and password.

Dashboard and User Information

The **Dashboard** is a home page where you will find messages from the SBTC.

After logging into the Church Portal, your user name is located in the upper right corner. Clicking on your user name shows three(3) options in the dropdown menu – My Info, Change Password, and Log Off.



The **My Info option** enables you to enter detailed information for yourself including name, email, work phone, etc. **Change Password** and **Log Off** are self-explanatory. **Note:** After a user is logged into the Church Portal for 45 minutes, you must verify that you want to stay logged in or the system will discontinue the session.

The Church Info Tab

The **Church Info** tab includes organizational information for the church or association including phone numbers, Web site, email, and addresses. Accurate information is important for us to be able to communicate training, events and conferences as well as list your organization properly in the SBTC Annual and with the national SBC entities.

Church Info	
General Info	
Church	Baptist Church, [redacted]
Association	Tryon-Evergreen Baptist Association
Web Site	http://www.[redacted].org
SBC ID	35[redacted]
Main Phone	(936) [redacted]
Affiliation	Unique
Email	info@[redacted].org
Physical Address	
Street	1 [redacted] RD
City	[redacted]
State/Province	TX
ZIP/Postal Code	77301

Affiliation status and SBC ID **cannot be changed** by the church or association. If you have questions about these fields, the please contact the SBTC.

Staff & Leadership Information

The **Staff & Leadership** screen enables you to verify and update the individuals/contacts who serve in various positions within your organization as well as update their contact information. For example, we may send out ministry specific information to all children’s ministers or worship pastor’s in the state. Updated information on the contacts makes your leaders aware of these opportunities.

Position	Contact/Person	Email Address	Business Phone	Mobile Phone	Actions
Children's Minister	[Redacted]	[Redacted]@sbtc.org	936- [Redacted]	N/A	[Edit] [Remove] [User]
Church Treasurer	[Redacted]	[Redacted]@sbtc.org	936- [Redacted]	N/A	[Edit] [Remove] [User]
Collegiate Minister/Coordinator	[Redacted]	[Redacted]@sbtc.org	(936) [Redacted]	N/A	[Edit] [Remove] [User]
Minister of Education	[Redacted]	[Redacted]@sbtc.org	936- [Redacted]	N/A	[Edit] [Remove] [User]
Prayer Ministry Coordinator	[Redacted]	[Redacted]@sbtc.org	936- [Redacted]	N/A	[Edit] [Remove] [User]
Senior Pastor	[Redacted]	[Redacted]@net	936- [Redacted]	N/A	[Edit] [Remove] [User]

By clicking on the “remove leader” icon (⊗) under Actions, you immediately remove that leader from that position using the current date. By clicking the “edit leader” icon (✎) under Actions, you are able to update information such as the position, start date, and status (full-time, bi-vocational, volunteer, etc.) of a staff member. The Start Date of 11/1/2005 is a default date which means that the SBTC is not sure when this person started so if you can update the year or the month that would be helpful. The Start Date and End Date fields can be approximate and do not have to be exactly the day they began a ministry. On this “edit leader” screen you can remove the leader by putting in the actual End Date that they left the church.

Edit Staff/Leader
Allendale Baptist Church, Conroe

General Info

Organization Allendale Baptist Church, Conroe

Contact Susan [Redacted]

Position ACP Contact

Position Status Part-Time

Start Date 11/1/2005

End Date [Empty]

To change a contact you must first stop this Staff/Leader record by putting an end date then create a new record.

In order to add staff or lay leaders, click the [Create New Position] button and complete the information. **Please note:** Contacts must already be in the SBTC system and as you type a name the system will search all existing records. If the leader is not found, then you must contact the SBTC to add that person.

By clicking the “edit contact” icon () under Actions, you can update the detailed contact information for one of your staff members.

First Name:	<input type="text" value="Mark"/>	Last Name:	<input type="text" value=""/>
Email:	<input type="text" value=" @baptist.org"/>	Work Phone:	<input type="text" value="(281) -"/>
Mobile Phone:	<input type="text" value="(281) -"/>	Home Phone:	<input type="text" value=""/>
Street:	<input type="text" value=" RD"/>	City:	<input type="text" value="SPRING"/>
State:	<input type="text" value="TX"/>	Zip:	<input type="text" value="77373-"/>
Do not allow Emails:	<input type="text" value="Allow"/>		

Annual Church Profile (ACP)




The **Annual Church Profile (ACP)** screen reveals past ACP submissions and collects ACP data when the reporting period is open. You can see reporting trends and review the past history of the congregation. Detailed information for past ACP years are viewed by clicking on the ACP Year or the Action icon. If the ACP data collection is open, then you will also see a button in the upper right to [Add/Edit ACP Data].

Dashboard | Church Info | Staff & Leadership | Annual Church Profile (ACP) | Reports & Resources | Contact SBTC | mill

Annual Church Profile (ACP)

Below is a summary of the key data from past ACP entries. Click on the year or the Action icon to view all of the ACP information submitted for that year. **2015 ACP submissions will most likely be open October 1, 2015.**

Add/Edit ACP Data for: 2015

ACP Year	Total Members	Weekly Worship Avg Attendance	Sunday School/Bible Study/Small Group Avg Attendance	Total Baptisms	Total Receipts	Action
2014	991	290	200	21	\$806,367.00	
2013	962	260	225	7	\$756,480.00	
2012	954	300	209	15	\$671,807.00	

Please note that some fields were newly introduced on the 2011 ACP such as the Sunday School/Bible Study/Small Group Average Attendance field. For these new fields, there will not be past history before 2011.

Reports & Resources

The **Reports & Resources** tab provides ACP trending reports, a pre-filled Gift Form, and various resources including affiliation forms (if needed) and links to SBTC tools. The reports can be downloaded in PDF or Microsoft Excel format by changing the “select format for reports” option.

Dashboard | Church Info | Staff & Leadership | Annual Church Profile (ACP) | **Reports & Resources** | Contact SBTC | User Profile

Reports & Resources

Baptist Church, [Redacted]

Select format for reports: PDF | Excel

As reported by your church

Report Name
ACP - Church Profile - Five Year
ACP - Church Profile - Ten Year
Gift Form

Resources

Name	Description	Action
Next Step Resume Service	Need to fill a ministry position? We can send available resumes that match the data you enter.	Open Link
SBTC Online Training	Web-based videos with relevant content for leaders and ministries.	Open Link

The ACP five and ten year trending reports will only use the numbers reported by your church on the ACP. If there is a gap in reporting by your church, then the trending report will not have information and the charts will be impacted. The ten year trending report will not have data for the new questions introduced in 2011.

Contact SBTC and Other Notes

The **Contact SBTC** tab provides phone numbers and Web contact forms for the SBTC. For affiliated churches, the contact information for the Field Ministry Strategist available to serve you in your area of Texas is also displayed.

Contact SBTC

First Baptist Church, [Redacted]

Toll Free Phone: 877.953.SBTC (7282)
Local Phone: 817.552.2500
Web Email: [send an email to the SBTC](#)

Contact your Field Ministry Strategist:
Gordon Knight | 979.393.8768 | [send message](#)

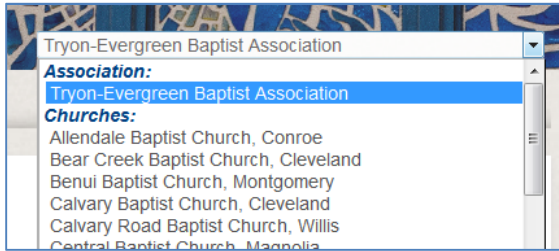
The SBTC Church Portal is a tool built specifically for you! Please let us know your feedback:

- What do you like about the Church Portal?
- What do you wish you could do in the Church Portal but current don't see how?
- What is working well for you?
- Is there anything that is frustrating you about the Church Portal?
- If you could change one thing about the Church Portal, what would it be?

The SBTC Church Portal for Associations

Association personnel can view and change information for their association as well as view and make changes to the information for any church affiliated with that association.

When association staff logs into the Church Portal, they are given the option of which organization they would like to view. If the **association** is selected, then you will view and make changes to information for your association (phone number, DOM, etc.). If a **church** is selected, then you will view and make changes to information for that specific church (church phone number, Senior Pastor, etc.). You may switch the organization by using the drop down menu in the upper right of the screen to select the association or one of the other churches.



Associations have a variety of **association-specific reports** including:

- “**ACP – Assoc Church Report**” – this report can be used in the association annual to report all of the ACP data submitted for your churches for the last two years and includes a sum total of each year’s data. By downloading this report in Excel, you can delete unwanted information and customize it to fit your needs.
- “**ACP - Assoc Profile**” – this report is a sum total for all churches who have reported in the last five or ten years in your association with charts and graphs for key information.
- “**Assoc Church Directory**” – this report can also be used in the association annual as a listing of your churches and their key contact information including pastor, phone, email, and addresses. Opening this report in Excel allows you to narrow the report to only the desired information and customize it to fit your needs.
- **Church Email Extract & Church Mailing List Extract** – these are Excel reports that can be used for mail merges to send out newsletters or other mail and the email extract can be used for Constant Contact, MailChimp, or other services for email purposes.

