**INSTRUCTIONS for COMPLETING the Supplemental Survey**

This survey is additional information you may want to provide about your church and ministers. This survey is optional

Sign into <https://ky.sbcworkspace.com>

Go to Survey and select search

Select the Supplemental Survey for the current year

Fill in information for the following:

* Ministers Licensed during the year
* Ministers Ordained during the year
* Historical events of interest during the year
* Member deceased during the year

Select Save

If you are done with the survey select Yes, Save my answers and mark the survey complete

If you need to return with more information select No, Save my answers but leave the survey open. (Make sure to come back and finalize the survey complete.