

Resources That Can Simplify your Life

Navigating Change Conference

February 25th, 2011

• **Church Management Software**

Increasingly *church management software* is being used by churches to *automate* some of their routine administration. Several software packages have been developed to support the administration role of the church office. Choosing the *right administration application* for your *church office* is a major decision, particularly as many churches are operating on a limited budget. You will need to consider carefully just what you require and what future requirements you may have.

A good time to choose new software would be a couple of months prior to the year end, to allow you time to become familiar with the application.

Specific church management software has now been developed to manage every aspect of your church administration such as *contribution* records, *membership* tracking, tithes and contributions, *attendance* tracking, church *accounting*, *financial* analysis, *growth planning* and even your *web site*.

Accounting & Bookkeeping

- In addition to the standard accounting packages, software is available to integrate with your membership information and to track contributions and pledges.

For the non-financially minded, a simple bookkeeping package with reporting function can provide all that's required for your accounts.

Create your Database

- with churches in the US as large as 10,000 members; the need to manage a database is clear. Keeping track of your members, helping to organize them can help your organization to grow.

Track Membership

- A range of software is available to manage new church plants to churches with thousands of members or attendees. These specially designed database systems can be designed to integrate with church scheduling, event management, visits or simply to integrate with Word, Excel and Outlook.

Manage Growth

- Managing successful church growth requires the right tools – to enable you to keep track of visitors, create an automatic follow-up system and plan, organize, and evaluate your events.

Impressive Presentations

- combine song lyrics, movie clips, pictures, videos and other digital media to create a compelling presentation. Increasingly images and words are combined to enhance worship.

Staff & Volunteer Scheduling

- with increasing numbers of staff and volunteers involved in the running of churches, managing their time and schedules can be complex. Create appointments, manage rotas with this software and take away the headache of creating a written schedule!

Song Management

- few churches are now without this vital tool. Using music planning software for your church service helps add professionalism and prepare and lead in to praise and worship.

Choosing the Right Software Solution for your Church

If you are part of a denomination or family of churches - ask other leaders and administrators what they are using.

You may be surprised to find that they are still using labor-intensive methods such as Excel spreadsheets to manage rotas and finances. Alternatively, they may have found the perfect software with great helpdesk backup that they can recommend to you.

Do consider your needs as you grow - can you add modules, is there a massive price increase if you increase above your current level of membership?

Ask about support and back up - some great software systems can be let down if there's a long wait to speak to someone on a helpdesk or when the user manual may as well be written in Chinese .

Try it for free before you buy - or buy with a money back guarantee. With limited budgets, this can be a good security in case you realize that you have made the wrong choice.

<http://www.church-software-home-page.com>

<http://www.christianitytoday.com/yc/managersources/chmangsoftware>

• Church Policy and Procedures

What Should a Church Policy & Procedure Manual Contain?

Like a [business](#), a church needs to stay organized to run efficiently. Part of this organization is the creation of a good policies and procedures manual. Regardless of the denomination for which the manual is created, a good policies and procedures manual will dictate clearly how the church is supposed to operate.

Administration, Leadership, Personnel

1. Church employees may include the worship leader or pastor, librarian, secretary and technical assistants, as well as maintenance personnel. Each of these employees needs guidelines in terms of what their specific duties are and how they are to conduct themselves while on the [job](#). The manual should dictate how these employees are hired, how much they are paid, when and how their performance should be reviewed, how conflicts are to be resolved and what steps will be taken to ensure employee privacy and rights. This is probably the most important part of the manual, because all behavior will be based on these guidelines. This section should be created first.

Finances

2. Churches receive donations and contributions over the course of a year. They may need to pay [mortgages](#) on the church property and have other expenses such as wages and insurance on church [vehicles](#). Because these expenses dictate much of what a church is able to do in terms of ministry, list exactly how all types of [money](#) need to be handled and what the projected budget for the year is. For example, how will you track contributions? Who writes checks and pays the church bills and payroll? Will there be any fund-raisers?

Ministry

3. Include a section about how the ministry itself is to run. For example, will there be both a contemporary and a traditional service? If there is more than one pastor of equal standing, how will you determine who leads each service? The answers to these questions should provide a decent explanation of what someone can expect to see at a service and thus have the potential to set you apart from other religious organizations.

Other

4. Include one or more sections that cover considerations such as property the church owns and what to do in the instance of medical or other emergencies. Quote any relevant laws or denominational recommendations that may be binding, such as how to handle or when you are required to file a vandalism or abuse report. Also include a mission statement with goals and objectives.

Read more: [What Should a Church Policy & Procedure Manual Contain? | eHow.com](http://www.ehow.com/way_5901008_should-policy-procedure-manual-contain_.html#ixzz1EclSzDfh)
http://www.ehow.com/way_5901008_should-policy-procedure-manual-contain_.html#ixzz1EclSzDfh

<http://www.thechurchtaxexpertsofamericallc.com/product-policies-and-procedures-for-a-church.html>

<http://www.friezeconsulting.com/>

• Web Sites

<http://www.buildingchurchleaders.com/>
<http://www.churchmutual.com/>
<http://www.churchsecurityservices.com/>
<http://www.churchstaffing.com/>
<http://www.coffeeshopexperts.com/>
<http://www.d2design.com/>
<http://www.ecfa.org/>
<http://www.faithhighway.com/>
<http://www.generousgiving.org/>
<https://www.guideone.com/churches.htm>
<http://hrr.hartsem.edu/index.html>
<http://www.ministrypay.com/>
<http://www.irs.gov/>
<http://www.infousa.com/>
<http://www.malonechurchsolutions.com/>
<http://www.midwesttransit.com/>
<http://www.aboutplannedgiving.com/page.php>
<http://www.protectmyministry.com/>
<http://www.rev.org/>
<http://thecharisgroup.org/>
<http://www.nacba.net/Pages/Home.aspx>
<http://thirdplaceconsulting.com/>
<http://www.truthadvertising.org/>
<http://www.nexdesignstudios.com/>

• **Magazines and Organizations**

Magazines

<http://www.churchexecutive.com> - Church Executive Magazine

<http://www.rpnmag.com> - Religious Product News

<http://www.worshipfacilities.com> – Worship Facilities Magazine

<http://www.christianitytoday.com/yc> - Your Church Magazine

<http://www.christianitytoday.com/le/> - Leadership Journal

Organizations

NACBA - National Association of Church Business Administration

<http://www.nacba.net/Pages/Home.aspx>

NACPA - National Association of Church Personnel Administrators

<http://www.nacpa.org/live/>

NACFM - National Association of Church Facilities Managers

<http://www.nacfm.com/index2.html>