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A FUNCTIONAL SPECIFICATION
FOR A COMPUTERIZED
CHURCH HUMAN RESOURCE INFORMATION SYSTEM

by
Robert Gordon Mack

A Thesis
Presented to the Graduate Committee
of Lehigh University
in Candidacy for the Degree of a
Master of Science
in
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May 12, 1986
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ABSTRACT

The dynamics of the human resource function in a church organization requires supporting information systems which are flexible. Informal systems can not accommodate this type of environment. Automating the human resource area through the introduction of a formal computer system such as the one described in this thesis will facilitate keeping pace with the changing church environment. Human resource requirements for church groups, evangelical needs, special ministries, and fund raising projects are examples of the many factors that require responsive, up-to-date information decision support.

The current base of church software varies in functionality and technical quality. The ten packages evaluated in this thesis all failed to support a multi-user environment and many had limitations in terms of database support. A central database with concurrent access to multiple users must be a standard rather than an option. The integration of the computer system within the church organization must match the normal operational requirements. If the system imposes a constraint of a single user, bottlenecks will result and prevent natural information flows.

The functional specification described in this paper provides a system design to support both the inexperienced user as well as the expert. The "user-friendly" objective is achieved through a design which supports (i) menu-driven function selection, (ii) consistent data presentations, and (iii) screen/report design standardization.

The defined data requirements in this thesis are supported by a relational database structure. This allows the system to relate items of data via common key information. From an input standpoint, the user enters the data once. The data sharing occurs through data relationships rather than redundant data structures. From an output standpoint, the simplistic relational structure provides for ad-hoc access as well as metadata (data about data).

The church organization's traditional informal systems have outlived their useful life expectancy. Opportunities for improving these systems with integrated information systems is now affordable and practical. This thesis formalizes the functional design required to support such an environment.

I. OBJECTIVE AND BACKGROUND

A. Thesis Objective

This thesis will specifically address the human resource management function in the church organization. The objective of this study will be to develop a comprehensive functional specification and associated data structures required to support a computer-based church human resource information system. The following functional areas will be addressed as they relate to human resource management.

1. Membership Profiling and Administration
2. Stewardship and Contribution Accounting
3. Group Participation Profiling
4. Ministry Involvement Profiling (Interests and Skills)

Also of importance are the organizational issues that come to surface with the implementation of a computerized system in the church environment. Churches are not yet accustomed to utilizing computer technology in their administrative functions, therefore cultural changes must take place to accommodate and integrate the technology into the work environment.

Many challenges are presented in terms of the system's design and implementation. The value added to the human resource function through automation will only be achieved by successfully marrying the

human elements with a well engineered functional design. If this can be accomplished, this thesis objective will be realized.

B. Background

The administration of a church organization is highly dependent on volunteer staff for doing repetitive clerical tasks. Large volumes of data must be managed to serve a diverse user base ranging from the church government organizations, to the clergy, to the church officers, to the church group leaders, and to the individual members in the congregation. Traditionally, because of the volunteer environment, many informal information systems develop and propagate.

The management of the work effort is focused around getting the job done on time without any concern for the total effort required.

Productivity and efficiency measures are not practiced because the administration has historically not seen the need or priority.

Church administrators have developed a shortsighted philosophy of recruiting a larger pool of volunteers rather than taking steps to improve productivity.

As the church grows and changes in membership and programs offered, the informal systems begin to break down resulting in inaccurate, and out-of-date data. The church's inability to provide quality

information on a timely basis promotes the continued growth of informal systems. The labor-intensive nature of these systems impede future opportunities to provide additional services and programs. Therefore, the level of effort required to support these new programs becomes prohibitive.

When the church loses touch with its memberships special needs and available resources, the church becomes handicapped in serving the needs of the people, community and the world. Lost membership and the risk of developing adverse, but real attitudes that the church does not care could result. These situations must be avoided for the church to grow and achieve its objectives and maintain membership longevity.

II. REVIEW OF CHURCH HUMAN RESOURCE SOFTWARE PACKAGES

The following software package evaluations will concentrate solely on the church human resource management function as defined in the thesis objective and scope. Many of the packages incorporated other functions which had various levels of integration with the human resource management function. Although these functions are important to the overall church management system, they will not be addressed formally in this thesis.

The results of the software package review revealed a surprising number of church software packages. Literally hundreds of packages are currently available on the market. The scope of the review was narrowed down to a representative cross section of ten systems.

A. Software Package Functions and Features Summary

The content of this section is based on a thorough analysis of the following software packages.

1. "The Scrollkeeper"
Applied Computer Systems, Inc.
2. "EZ Church Membership System Plus"
EZ Systems, Inc.
3. "Local Church Computer Software"
The Ohio Conference United Church of Christ
4. "PC/XT Integrated Church Management System"
Computers For Churches

5. "dCHURCH: The Church Information System"
Caffarella and Caffarella
6. "KEYSTONE Church Administration System"
AbaSys, Inc.
7. "Church Information System"
Preferred Data Systems
8. "Church Management Systems"
The Software Library
9. "Church Information System"
Video Dynamics
10. "Automated Church System"
Signal Software

This section is not intended to be a software package comparative analysis, but rather an exercise to establish a framework for developing a functional specification. Although each of the packages reviewed have their own unique qualities and limitations, they each have a common thread of generic functionality. Descriptions of the functions and features that were identified through this software review are summarized below.

The functions and features have been grouped into the following five categories:

1. General Functions
2. Membership Profiling and Administration
3. Stewardship and Contribution Accounting
4. Group Participation Profiling
5. Ministry Involvement Profiling (Interests and Skills)

Throughout the following text the word "system" refers to all the systems that were reviewed.

1. GENERAL FUNCTIONS

The user needs the option to send the system outputs to the screen, printer or a spooled computer file. This will provide the user with maximum flexibility. Predesigned print functions should be available for producing standard operational reports and mailing labels. In addition, the user church should be provided the facility to write customized data access and reporting routines (ad-hoc reporting).

An electronic log of database additions, modifications, and deletions should be incorporated in the system for purposes of tracking changes both from an information and audit standpoint. This will also function as a backup to the system in case of a disaster where the database becomes corrupted.

The user church should have the option to define special data attributes unique to their church environment or denomination. This capability will facilitate the system's customization. Items such as church groups, talents, interests and ministries cannot be predefined, they must be defined by the user church.

Online access to the database may be accomplished using multiple search parameters combined with relational operators. The ability to selectively view information online is absolutely necessary to support the day to day questions. Being able to narrow down the information through multiple search parameters is essential to achieving this objective.

The database must be an integrated data structure which is shared among all functions that require human resource information. In addition to the shared environment, a security system must be provided to enforce control and management over unauthorized access to the system.

2. MEMBERSHIP PROFILING AND ADMINISTRATION

The structure of the membership information must provide for the storing of all common household data once rather than duplicating the information for each individual family member record. The system must be designed to collect the individual (personal) data on each family member and logically link to the common family household data. Online access to this information should be flexible and incorporate a generic name search facility as well as multi-search parameters.

The membership attributes must include a family role indicator which identifies the role or relationship of an individual within a family household. The system must allow the family members last names to be different within the same family. Each individual within the family must be classified with a church status to indicate his or her relationship within the church.

Family units may be clustered by geographic location for purposes of pastoral visitation, stewardship drives, and membership prospecting. To accommodate the shepherding process; comments, concerns, and additional information may be recorded at either the household or individual level.

The system should incorporate the provision for generating membership statistics by church status, sex, pledge/giving dollar level, and other demographic criteria. This provides an information link for periodic church government reporting (depending on the church denomination). Date sensitive access to membership information is also crucial to accommodate the reporting of new church members.

The system should provide the capability to store names and addresses of individuals or organizations that are not ordinarily maintained in the membership's database, but which are needed for mailing purposes.

3. STEWARDSHIP AND CONTRIBUTION ACCOUNTING

A pledging unit may be one or more individuals within the same family, identified by an account number typically called an envelope number. Married couples may contribute separately or as a combined unit. The entry of contributions may be done either by contributor's name or by envelope number, or a combination of both. Inquiries on contribution offering details can be accessed by envelope number, member number or by the contributor's name(s).

The system must accommodate the collection, tracking and reporting of contributions by envelope as well as against specific fund categories. Contributions received and designated for more than one fund can, upon entry, be allocated accordingly. An audit trail must be provided through weekly, monthly and yearly reports which detail and analyze contribution entries. The system should also be able to generate individual contribution statements to pledging units.

The system must support the collection and reporting of contributions for both pledge and non-pledge contributors. The system must also support payment on pledges before/after the designated time period.

Contribution and pledge history should be retained at a summary level for two to five years for the purpose of analyzing giving trends.

This will provide insight into pledge and contribution expectations resulting in better forecasting of gift dollar levels.

4. GROUP PARTICIPATION PROFILING

The user church must be able to define the church groups (any organization of people) to the system based on their profile of groups and/or unique denominational requirements. The classification and coding of the church group should be flexible. The system should also allow for subgroups to be defined within a church group.

An individual's group participation must not be restricted to a maximum or minimum number of church groups. The assignment of an individual to a group may be done by the person's name as well as the person's identifying member number. Online access to the group information should accommodate both query by the group's name and/or the participator's name. The system must also provide date sensitive access to group participation information to accommodate the reporting of new group members.

The group participator's role and responsibilities should be able to be recorded and used for special reporting selections. In addition, comments and/or special concerns regarding the person's involvement in the church group must also be optionally accommodated. Church group membership rosters should be provided for purposes of tracking participation and attendance statistics. For historical purposes, the system should track previous group participation at both a group and individual level.

The system should fully support the special needs of church school programs including grade assignment and automatic grade advancement. This capability will provide the church school staff with timely information on their class and student profiles.

The system should provide the capability to perform mailings to college students (either to home or college) without changing the student's primary residence. This feature is necessary to provide correspondence to college students living away from home.

5. MINISTRY INVOLVEMENT PROFILING (INTERESTS AND SKILLS)

The user church must be able to define the personal ministries which have been identified as important to the continuing growth and service of the church and its congregation. Items such as spiritual gifts, volunteer efforts, skills, and talents would fall under this "ministry" category.

The assignment of an individual to a ministry may be done by the person's name as well as the identifying member number. An individual's ministry involvement must not be restricted to a maximum or minimum number of church ministries. Online access to the ministry information should allow query by ministry name and/or the person's name. In addition, date sensitive access to ministry involvement

information should be available to accommodate the reporting of new people who have indicated interest in a ministry.

The person's level of interest or expertise in a particular ministry may be recorded and used for special reporting selections. In addition, comments and/or special concerns regarding the person's involvement in the church ministry should be optionally accommodated.

Ministry membership rosters should provide for tracking the person's involvement and/or coordinating contacts when needs occur. For historical purposes, the system must keep track of previous ministry involvement at both a ministry and individual level.

B. Software Package Evaluation

The software packages reviewed each had their own strengths and weaknesses. Depending on the package, the vendor used various file management methods ranging from simple indexed files to more sophisticated relational database techniques. Those packages that utilized the power of relational database technology were far superior in functionality as compared with their competitor's offerings. This superiority was evidenced by a rich portfolio of "user friendly" features that provided a customized operating environment. In addition, the database supported packages were far more integrated in terms of data sharing. Data entry efficiency and robust end-user query capability also seemed to have a direct correlation to software implementations in a database environment.

The majority of the packages offered standard membership management functions. Mailing labels, telephone directories, group lists, and contribution statements were among some of the more common human resource functions. Again, the packages that were developed in a database environment provided a larger portfolio of reports and screen inquiries.

Where many of the packages fell short were in their ability to identify and collect variable personal information. At least fifty percent of the packages reviewed had inherent limitations in terms of

the number of groups a person belongs to, and the number of ministries (interests and skills) a person may be involved with. In addition to the limitations in numbers, many of the software packages provided a cryptic method of identifying groups and ministries. In one case the package limited the identification of a group to two characters.

The evaluation uncovered a widespread functional void that was common to all ten systems. The microcomputer operating system which each of the systems were developed does not support a multi-user environment. This is a real shortcoming that must be addressed in order to achieve the full benefits of automating the church human resource management function, as experienced below.

Because of the diverse user mix and dispersed data management responsibilities, a single user system will not be acceptable in most church work environments. For instance, at First Presbyterian Church in Bethlehem Pennsylvania (2700 members), the responsibilities for membership data and stewardship data are divided between two individuals. (1) With respect to the data collection efforts for ministry profiling, the data management responsibilities rest with designated committee leaders who are not part of the church administrative staff.

Dispersed data management responsibilities are more pronounced in a larger church compared to one with a smaller congregation. In the case where the church has a small membership (less than 200 members) and a small clerical staff, a single user system may be appropriate. However this single user limitation in many active congregations will undoubtedly create complications with respect to allocating keyboard time to support the diverse information demands of the church.

The insight and data collected from this evaluation was applied to the analysis and formulation of the functional specification which is discussed later in this paper. The preliminary findings mandate a technical framework that incorporates a multi-user operation and the utilization of database management software. If the multi-user software also provides a compatible single-user version for an upward migration path, this would be all the better. These parameters coupled with the application of human engineering design techniques will be the criteria for developing a comprehensive church human resource management system that will meet the current and future needs of today's church environment.

III. THE SUPPORTING DATA STRUCTURES

A. Why Database

"In the early 1970s, database processing was considered an esoteric subject of interest only to the largest corporations with the largest computers. Today, database processing is becoming an information systems standard." (2) Non-profit organizations such as churches can take full advantage of this technology because its now affordable and readily available on microcomputer (and super microcomputer) hardware configurations.

A database system provides a central repository of the data required for a church organization's data processing. That data should be accurate, private, and protected from corruption or damage. It should be structured so that many automated functions can employ the same data. (3)

Where possible the user church should have their own access to the data which permits them to employ the data in spontaneous or creative ways. This capability is sometimes referred to as "ad-hoc" access. This is very important with respect to responding quickly to special informational needs of the church.

Database technology allows the church organization's data to be processed as an integrated whole. Proper implementation of database

technology reduces the artificiality imposed by separate files for separate functions and permits users to access information more naturally.

Achieving the objective of data integration offers several important advantages. Primarily, database processing enables more information to be produced from a given amount of data. For instance, in a simple file-based system, information may be easily obtained about the number of church groups John Smith participates in. However, to ask the question of what specific church groups does John Smith play a leadership role, may be more difficult. With a database environment, questions of this nature (and more complex ones) may be routinely answered by using retrieval tools which derive the information through integrated data relationships.

Another important advantage of database processing is the controlled reduction of data duplication. For example, a church family with a husband, wife and three children have some inherent data commonalities. All family members live at the same address, with the same telephone number, in the same geographic visitation zone. In the more traditional file-based systems, this information is apt to be recorded for every family member. In a database environment, this information need only be recorded once. Database definition provides logical linkages between the individual family member records and the common family unit data. These linkages eliminate the need for storing the same family data for each individual family member.

The computer system's credibility and usefulness to the church organization is directly related to the integrity of the database. Data integrity is the database's level of quality in terms of data accuracy, timeliness, and consistency. Database technology provides the tools to achieve these objectives. However, without a competent data administration function (end-user), the probability of maintaining an acceptable level of quality diminishes.

The management of the church organization's resources must encompass data as well as the traditional resources of people and capital. Accountability for the information residing in the database must be clearly defined. An organizational structure and procedures must be in place to provide a framework from which to control and manage the information flows. The function is much broader than data entry. A person or a group of individuals must be assigned this important responsibility. The most technically sound system will fail if if the data resource management function is not properly performed.

Database technology is not a total panacea to managing a church organization's data. The implementation of a database environment is far more complex than a file-based system. Sophisticated software is utilized to provide comprehensive controls for data access and data management. When a problem does occur, recovery tends to be more difficult because of the dynamics of the data relationships. The data's logical relationships are as important as their physical relationships in terms of ensuring data integrity.

Overall however, centralization of the data management function through database technology will be beneficial to the church. A central database with a standard set of access tools will provide a structured and consistent view of the church's data. In the past the data management function has been very informal which resulted in many inefficiencies and inaccuracies. The benefits from storing the data once, securing it from unauthorized access, sharing it with others, and deriving information from its relationships makes a database implementation a necessity rather than a luxury.

The formulation of this functional specification is based on utilizing a database management system in a multiuser microcomputer, or super-microcomputer hardware environment.

B. Logical Data Structure

The conceptual, or logical, level of description of a database provides the rules for interpretation of the meaning of a database. The logical database design is minimally concerned with the physical characteristics of the database. The identification of the real world entities and their relationships to one another are defined in detail in the logical database design process. (4)

A logical database design is successful when its framework supports the following important criteria.

- * REFLECTION OF THE REAL WORLD - A database is meant to reflect conditions which exist outside of itself, i.e., in the real world setting, and which are of concern to the organization (a church in this case).
- * FLEXIBILITY - Reality changes over time in both content and form. A database must be capable of reflecting reality today as well as the "hooks" for changes in the future.
- * CLARITY - The property of a database which enables us to apply the rules of interpretation in an understandable and unambiguous way.
- * EFFICIENCY - A logical design which minimizes the number of logical constructs (logical records, data elements, and relationships) while ensuring its clarity and representation.
- * SEMANTIC INTEGRITY - The design incorporates the global properties of logical consistency.

A data-oriented approach is used to determine the church organization's data structures. Initially the human resource data was grouped into eleven major data structures. The primary purpose of this grouping exercise was to gain an understanding of how the church users perceive the key entities within the human resource function. Grouping the data elements around the key fields, gathering attributes, and assigning keys laid the foundation for "normalization". (5) These structures (or "entities") are represented in the data structure diagram depicted in Figure-1 and each are briefly described below.

11 Data Structures:

- | | |
|------------------|--|
| 1. District | 7. Church Group |
| 2. Family Unit | 8. Group Participation Profile |
| 3. Family Member | 9. Church Ministry (Interest and Skills) |
| 4. Family Notes | 10. Ministry Involvement Profile |
| 5. Stewardship | 11. Outside Mailbox |
| 6. Giving | |

DISTRICT Data Structure

The District data structure contains data attributes which define a specific geographic zone. Districts are used to group church family units into visitation zones.

FAMILY UNIT Data Structure

The Family Unit data structure contains information that is common to an entire family living at the same physical residence. This structure accommodates the collection of information that is unique to the family unit and not to a specific individual.

FAMILY MEMBER Data Structure

The Family Member data structure contains elements which are unique to a particular individual in the family. Personal data, and membership status information for a specific family member is recorded in this data structure.

FAMILY NOTES Data Structure

The Family Notes data structure contains free form information on a particular church family. Special comments, family needs and considerations, or information on family members not living at home is recorded in this area.

STEWARDSHIP Data Structure

The Stewardship data structure provides for the collection of financial commitments for a particular individual or group of individuals within the same family unit. Pledge and contribution information is cataloged and tracked through this structure.

GIVING Data Structure

The Giving data structure contains the specific records of contribution over a period of time. The contributions recorded in this area are logically related to the stewardship information.

CHURCH GROUP Data Structure

The Church Group data structure contains data attributes that relate to a specific group within the church. By definition, a group is an entity of people joined together to fulfill a specific objective. This entity would be of a permanent nature, representing formal and informal organizations within the church. A church group is a recognized group of people that meet on a regular basis.

GROUP PARTICIPATION PROFILE Data Structure

The Group Participation Profile data structure contains data elements that link a particular individual in a family with a specific church group. Information in this area relates to the person's role and responsibilities within the group.

CHURCH MINISTRY (INTEREST and SKILLS) Data Structure

The Church Ministry data structure contains similar data attributes as mentioned in the Church Group structure. The difference is that a church ministry is defined as an opportunity, ability, interest or skill that the church needs to allocate people resources for fulfilling the ministry. A ministry is not a recognized group of people that meet on a regular basis, but rather a pool of resources.

MINISTRY INVOLVEMENT PROFILE Data Structure

The Ministry Involvement Profile data structure contains data elements that link a particular individual in a family with a specific church ministry. Information in this area relates to the person's level of involvement or interest in the ministry.

OUTSIDE MAILBOX Data Structure

The Outside Mailbox data structure is designed to hold basic data elements to support non-congregational mailings. This structure provides the ability to group non-congregational mailing locations by mail group. A mail group is a logical way of categorizing outside mailings.

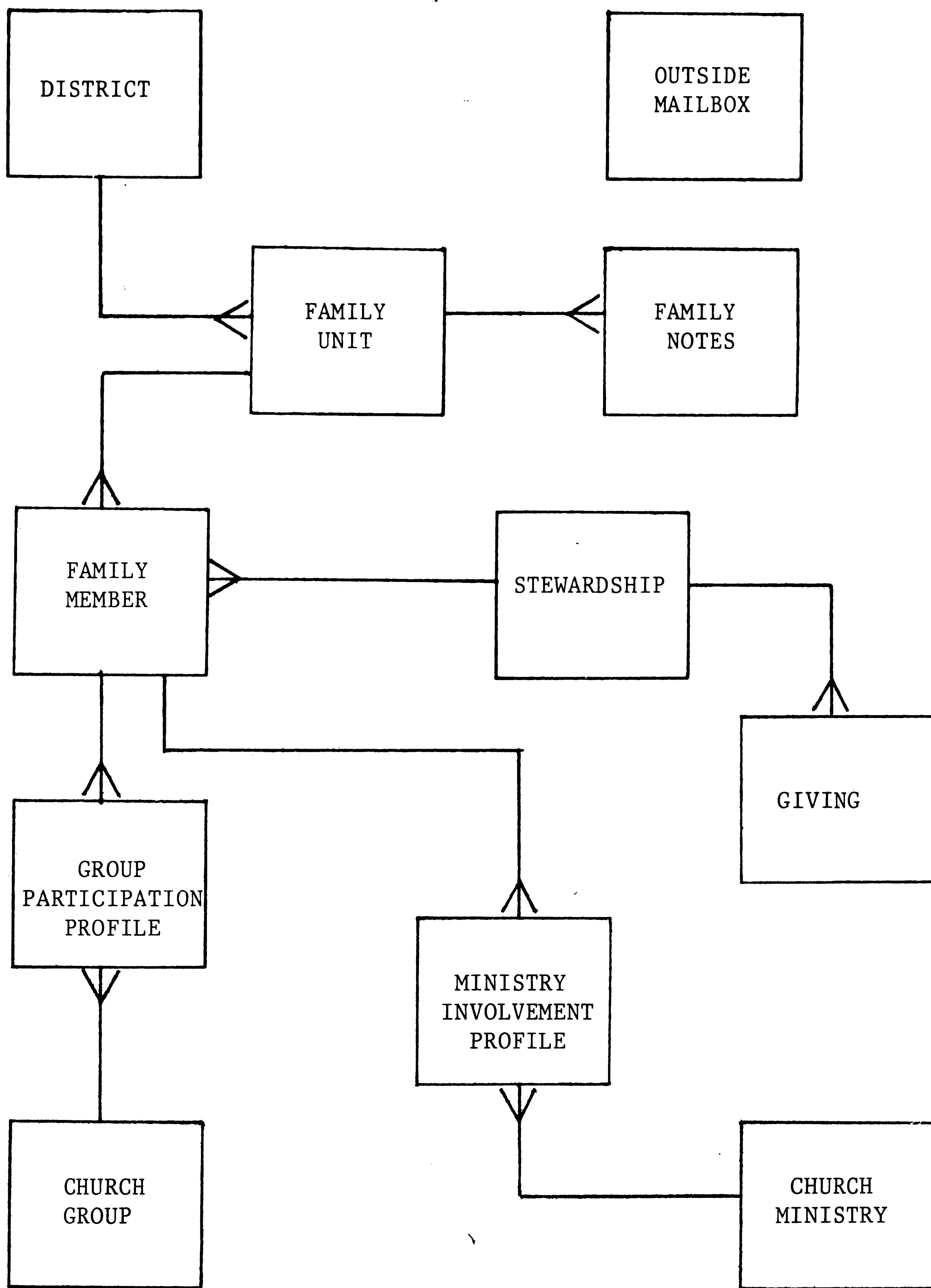


FIGURE 1 - DATA STRUCTURE DIAGRAM

C. Relational Data Model (Normalization)

Normalization is a technique for decomposing data into smaller structures in which each data attribute is totally dependent upon the primary key of the entity in which it resides. This decomposition places the more complex data structures into flat files (relations), and forms the basis of relational data bases.

The benefits of reducing data to small stable structures through normalization can be substantial. Through normalization, the church user's view of the data can be kept entirely separate from the its physical representation. Therefore, changes to the database will be less likely to affect the current environment thus allowing for smoother and more flexible operations. This flexibility will facilitate keeping pace with the changing needs of the church organization and its data relationships.

The normalization of the church human resource data model translated the original data structure of eleven entities into a normalized structure of twenty-six relations. This structure is depicted in Figure-2 on the following page and is the foundation for developing the relational model.

The relational data model is made up of two-dimensional arrays of data elements (a flat file in normalized form). Its database

management system has the capability to recombine the data elements to form different relations thus giving great flexibility in the usage of data. (3)

The following represents the relational design for the church human resource database. The database is composed of the following relations.

Twenty-Six (26) Relations:

- | | | |
|-------------------|-----------------------|-------------------|
| 1. DISTRICT | 11. SS STUDENT | 21. GROUP |
| 2. SHEPHERD | 12. SS CLASS | 22. PARTICIPATION |
| 3. FAMILY | 13. MEMBER OCCUPATION | 23. MINISTRY |
| 4. MARRIAGE | 14. OCCUPATION | 24. INVOLVEMENT |
| 5. NOTES | 15. STEWARDSHIP | 25. MAILBOX |
| 6. MEMBER | 16. STEWARDSHIP FUND | 26. MAILGROUP |
| 7. EMPLOY-STUDENT | 17. FUND SUMMARY | |
| 8. EMPLOY-COLLEGE | 18. CONTRIBUTION | |
| 9. MEMBERSHIP | 19. FUND | |
| 10. STATUS | 20. CATEGORY | |

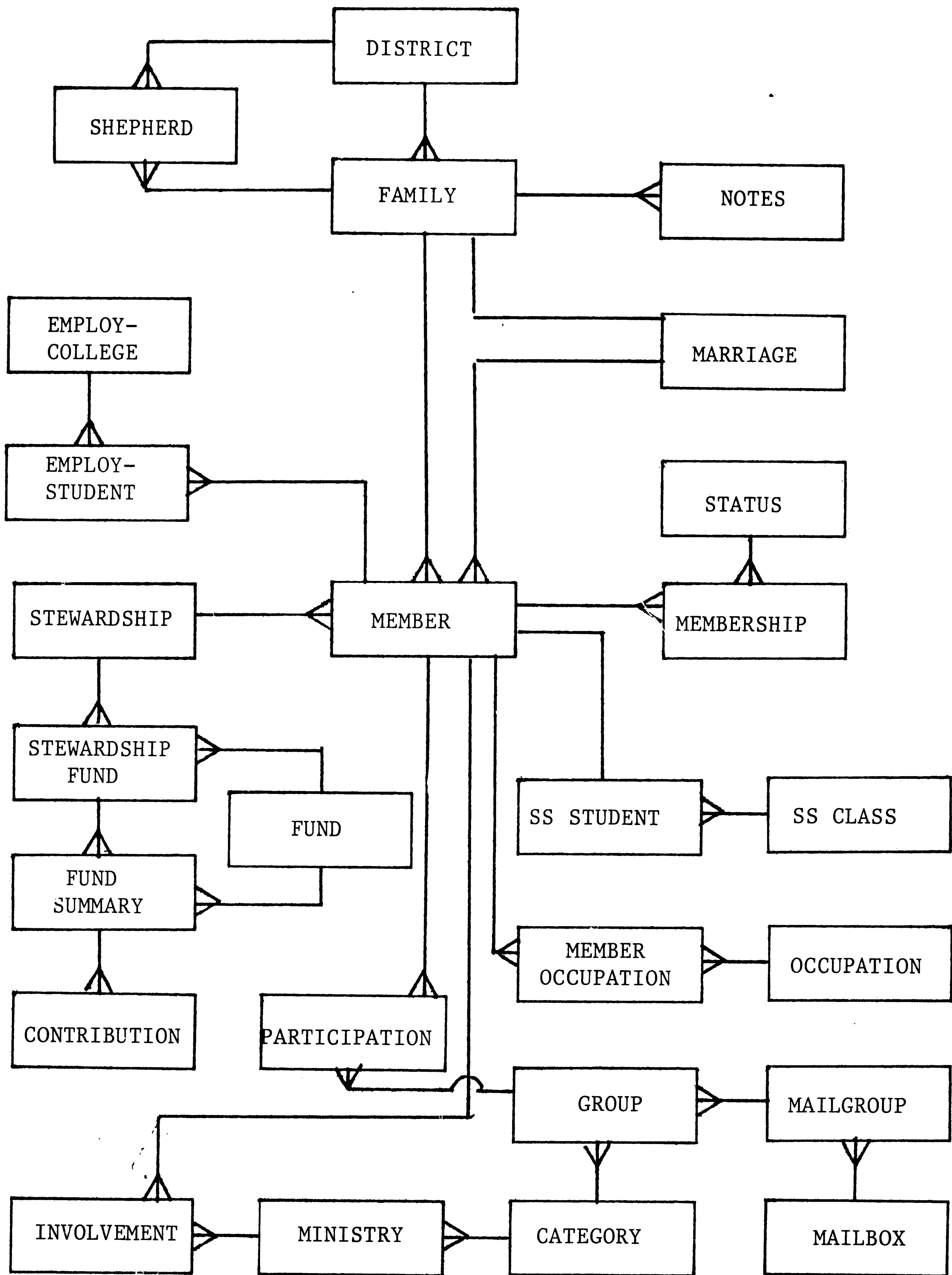


FIGURE 2 - DATA STRUCTURE DIAGRAM (normalized)

DISTRICT Relation - A collection of attributes which define a geographic shepherding area.

DISTRICT (District Code, Deacon Last Name, Deacon First Name, Shepherd Start Term, Shepherd End Term, Geographic Area)

Interrelation Constraints: None.

D A T A A T T R I B U T E	D E S C R I P T I O N
!District Code ! AN(4) ! Primary Key	!Code to identify a specific !geographic visitation zone.
!Deacon First Name ! AN(15) ! Secondary Key	!The first name of the person !responsible for the district.
!Deacon Last Name ! AN(20) ! Secondary Key	!The last name of the person !responsible for the district.
!Shepherd Start Term ! AN(5)	!Term Deacon is responsible !(Starting date (mm/yy))
!Shepherd End Term ! AN(5)	!Term Deacon is responsible !(Ending date (mm/yy))
!Geographic Area ! AN(50)	!Description of the geographic area!

SHEPHERD Relation - A collection of attributes which provide information from a family visitation (shepherding).

SHEPHERD (District Code, Family Visited, Visitation Date,
Shepherding Comments, Next Visitation Date)

Interrelation Constraints:

SHEPHERD (District Code) SUBSET OF DISTRICT (District Code)
SHEPHERD (Family Visited) SUBSET OF FAMILY (Family Identifier)

D A T A	A T T R I B U T E	D E S C R I P T I O N
!	District Code	!The district the family unit
!	AN(4)	!resides in.
!	Secondary Key	!
!	Family Visited	!Identifying number associated
!	N(6)	!with the family that was
!	Secondary Key	!visited.
!	Visitation Date	!mm/dd/yy of the family visit.
!	AN(8)	!
!	Secondary Key	!
!	Shepherding Comments	!Shepherding visitation comments
!	AN(100)	!recorded by Deacon.
!	Next Visitation Date	!mm/dd/yy of the next (planned)
!	AN(8)	!family visit.
!		!

FAMILY Relation - A collection of attributes which provide information that is common to all family members living at the same physical residence.

FAMILY (Family, Visitation District, Family Name, Home Address Line-1, Home Address Line-2, City, State, Zip Code, Telephone Number, Confidential Flag, Mail Title Code, Carrier Route Sort Code, School District Code, County Code, Residence Code, Blood Bank Status Code)

Interrelation Constraints:

FAMILY (Visitation District) SUBSET OF DISTRICT (District Code)

DATA ATTRIBUTE	DESCRIPTION
!Family ! N(6) ! Primary Key	!System assigned number which !uniquely identifies a family !unit. (no meaning number)
!Visitation District ! AN(4) ! Secondary Key	!The district the family unit !resides in.
!Family Name ! AN(20) ! Secondary Key	!Primary family last name (head of !household).
!Home Address Line -1 ! AN(30)	!Street address of family unit !residence.
!Home Address Line -2 ! AN(30)	!Optional second line of address !for family residence.
!City ! AN(20)	!City the family lives in.
!State ! AN(2)	!State the family lives in.
!Zip Code ! N(9) ! Secondary Key	!Zip Code of family residence.
!Telephone Number ! AN(11)	!Primary telephone number of !family residence (incl. area code)

FAMILY Relation (continued)

DATA ATTRIBUTE	DESCRIPTION
!Confidential Flag ! AN(1)	!If confidential, this flag is set !on.
!Mail Title Code ! AN(1)	!An indicator of how mailings !should be addressed.
!Carrier Route Sort Code ! AN(1) ! Secondary Key	!US Post Office code which !indicates a more precise mailing !location.
!School District Code ! AN(4)	!School district of family !residence.
!County Code ! AN(2)	!County of family residence.
!Residence Code ! AN(2)	!Type of residence (apartment, !single home, condo, etc..)
!Blood Bank Status Code ! AN(2) ! Secondary Key	!Status of family in terms of their !participation in a blood bank !program.

MARRIAGE Relation - A collection of attributes which provide information on a family unit's marriage.

MARRIAGE (Family, Husband, Wife, Date of Marriage, Place of Marriage, Officiating Clergy of Marriage)

Interrelation Constraints:

MARRIAGE (Family, Husband) SUBSET OF MEMBER (Family, Member)
MARRIAGE (Family, Wife) SUBSET OF MEMBER (Family, Member)

DATA ATTRIBUTE	DESCRIPTION
!Family ! N(6) ! Secondary Key	!Identifying number associated !with the family of the two !individuals married.
!Husband ! N(2) ! Secondary Key	!Unique sequential number within !the family unit that combined with! !the Family Identifier provides !a unique way of identifying a !the husband.
!Wife ! N(2) ! Secondary Key	!Unique sequential number within !the family unit that combined with! !the Family Identifier provides !a unique way of identifying a !the wife.
!Date of Marriage ! AN(8)	!If married, mm/dd/yy married.
!Place of Marriage ! AN(20)	!Name, Address of Church married.
!Officiating Clergy of Marriage ! AN(20)	!Name of person who performed !marriage.

NOTES Relation - A collection of attributes which provide the mechanism to store free form information (notes) on a family unit.

NOTES (Family, Note Creator, Note Text)

Interrelation Constraints:

NOTES (Family) SUBSET OF FAMILY (Family)

D A T A	A T T R I B U T E	D E S C R I P T I O N	
!	Family	!System assigned number which	!
!	N(6)	!uniquely identifies the family	!
!	Secondary Key	!unit the notes are for.	!
!		!	!
!	Note Creator	!Initials of the person who wrote	!
!	AN(3)	!the notes.	!
!	Secondary Key	!	!
!		!	!
!	Note Line	!Text line number	!
!	N(1)	!	!
!	Secondary Key	!	!
!		!	!
!	Note Text	!Free form text (notes).	!
!	AN(77)	!	!
!		!	!

MEMBER Relation - A collection of attributes (personal data) which are unique to a particular individual in a family unit.

MEMBER (Family, Member, Last Name, First Name, Middle Name, Generation, Name Goes By, Title, Sex, Family Role, Date of Birth, Date of Baptism, Place of Baptism, Officiating Clergy of Baptism, Marital Status, Maiden Name, Envelope Assigned, Preferred Worship Service, Blood Type, Membership Status, Sun School Class, Employment Status, Retirement Date, Educational Background, Occupation, Emp-College)

Interrelation Constraints:

MEMBER (Family)	SUBSET OF FAMILY (Family)
MEMBER (Envelope Assigned)	SUBSET OF STEWARDSHIP (Envelope)
MEMBER (Membership Status)	SUBSET OF STATUS (Membership Status)
MEMBER (Sun School Class)	SUBSET OF SUN SCHOOL CLASS (Sun School Class)
MEMBER (Occupation)	SUBSET OF OCCUPATION (Occupation)
MEMBER (Emp-College)	SUBSET OF EMPLOY-COLLEGE (Emp-College)

DATA ATTRIBUTE	DESCRIPTION
!Family ! N(6) ! Secondary Key	!System assigned number which !uniquely identifies a family !unit this person belongs to.
!Member ! N(2) ! Secondary Key	!Unique sequential number within !the family unit that combined with !the Family Identifier provides !a unique way of identifying a !individual family member.
!Last Name ! AN(20) ! Secondary Key	!Individual's formal last name. !(may be different than the !family's head-of-house name.
!First Name ! AN(15)	!Individual's formal first name.
!Middle Name ! AN(15)	!Individual's formal middle name.
!Generation ! AN(3)	!If the person has a name suffix !such as III, JR, SR, etc..
!Name Goes By ! AN(15)	!The individual's informal first !name (nickname).

MEMBER Relation (continued)

DATA ATTRIBUTE	DESCRIPTION
!Title ! AN(4)	!Formal addressing title (Mr, Mrs, ! !Miss, etc..)
!Sex ! AN(1)	!Male, Female
!Family Role ! AN(1) ! Secondary Key	!Role the person plays in the ! !family unit (husband, child, etc.)!
!Date of Birth ! AN(8)	!Person's birthday mm/dd/yy
!Date of Baptism ! AN(8)	!Person's baptism date mm/dd/yy
!Place of Baptism ! AN(20)	!Name and address of church where ! !baptism occurred.
!Officiating Clergy of Baptism ! AN(20)	!Name of Clergy who performed the ! !baptism.
!Marital Status ! AN(1) ! Secondary Key	!Indication of marriage, divorce, ! !single, etc.
!Maiden Name ! AN(20)	!Maiden name if married female
!Envelope Assigned ! N(5) ! Secondary Key	!Sequential number assigned for ! !tracking contributions and ! !pledge data.
!Preferred Worship Service ! AN(1)	!Indicator of preferred time for ! !worship.
!Blood Type ! AN(3)	!Individual's blood type (needed ! !to support the blood bank program.!
!Membership Status ! AN(2) ! Secondary Key	!Indicates the person's ! !relationship with the church. For ! !example (active member, non-memb, ! !prospect)

MEMBER Relation (continued)

D A T A A T T R I B U T E	D E S C R I P T I O N
!Sun School Class ! N(4) ! Secondary Key	!The person's 12th grade graduation! !year (used to calculate Sunday !School grade)
!Employment Status ! AN(2)	!Individual's employment status.
!Retirement Date ! AN(5)	!mm/yy date person retired from !full-time employment.
!Educational Background ! AN(3)	!Person's educational level or !special training.
!Occupation ! AN(3) ! Secondary Key	!Identifying code to indicate the !person's generic occupation.
!Emp-College ! AN(30) ! Secondary Key	!Name of employer or college !attending.

EMPLOY-STUDENT Relation - A collection of attributes which define the employment or college attendance information for a particular family member.

EMPLOY-STUDENT (Family, Member, Emp-College, Special Address, Emp-College Start Date, Emp-College End Date, Emp-College Telephone, Emp-College Ext)

Interrelation Constraints:

EMPLOY-STUDENT (Family, Member) SUBSET OF MEMBER (Family, Member)
 EMPLOY-STUDENT (Emp-College) SUBSET OF EMPLOY-COLLEGE (Emp-College)

DATA ATTRIBUTE	DESCRIPTION
!Family ! N(6) ! Secondary Key	!System assigned number which !uniquely identifies a family !unit this person belongs to.
!Member ! N(2) ! Secondary Key	!Unique sequential number within !the family unit that combined with !the Family Identifier provides !a unique way of identifying a !individual family member.
!Emp-College ! AN(30) ! Secondary Key	!Name of employer or college !attending.
!Special Address ! AN(30) ! Secondary Key	!Address at employer or college !that identifies the specific !location of the individual.
!Emp-College Start Date ! AN(1)	!mm/dd/yy the person started with !the employer or college.
!Emp-College End Date ! AN(30)	!mm/dd/yy the person terminated !with the employer or college.
!Emp-College Telephone ! AN(11)	!Telephone number at employment !location or college.
!Emp-College Ext ! AN(4)	!Telephone extension at place of !employment or college.

EMPLOY-COLLEGE Relation - A collection of attributes which define a ,
specific place of employment or college/university.

EMPLOY-COLLEGE (Emp-College, Emp-College Indicator, Emp-College Address,
Emp-College State, Emp-College Zip Code)

Interrelation Constraints: None.

D A T A	A T T R I B U T E	D E S C R I P T I O N
!	Emp-College	!Name of employer or college
!	AN(30)	!attending.
!	Secondary Key	!
!		!
!	Emp-College Indicator	!Indicates Employer or College
!	AN(1)	!data.
!		!
!	Emp-College Address	!Address of employer or college
!	AN(30)	!attending.
!		!
!	Emp-College State	!State of employer or college
!	AN(2)	!attending.
!		!
!	Emp-College Zip Code	!Zip code of employer or college
!	AN(9)	!attending.
!		!

MEMBERSHIP Relation - A collection of attributes which define the church membership information for a particular family member.

MEMBERSHIP (Family, Member, Membership Status, Reception Date, Reception Reason, Church Transferred From, Communicant Roll Number, Termination Date, Termination Reason, Church Transferred To)

Interrelation Constraints:

MEMBERSHIP (Family, Member) SUBSET OF MEMBER (Family, Member)
 MEMBERSHIP (Membership Status) SUBSET OF STATUS (Membership Status)

DATA ATTRIBUTE	DESCRIPTION
!Family ! N(6) ! Secondary Key	!System assigned number which !uniquely identifies a family !unit this person belongs to.
!Member ! N(2) ! Secondary Key	!Unique sequential number within !the family unit that combined with !the Family Identifier provides !a unique way of identifying a !individual family member.
!Membership Status ! AN(2) ! Secondary Key	!Indicates the person's !relationship with the church. For !example (active member, non-memb, !prospect)
!Reception Date ! AN(8)	!mm/dd/yy date received (joined) !into church membership.
!Reception Reason ! AN(2)	!Reason received into church !membership.
!Church Transferred From ! AN(35)	!Name and address of the church !the person transferred from.
!Communicant Roll Number ! N(5)	!Identifying church government !membership number.
!Termination Date ! AN(8)	!mm/dd/yy date terminated from !church membership.
!Termination Reason ! AN(2)	!Reason terminated from church !membership.
!Church Transferred To ! AN(35)	!Name and address of the church !the person is transferring to.

STATUS Relation - A collection of attributes that identify a particular church membership status.

STATUS (Membership Status, Status Description, Total Membership, Male Membership, Female Membership)

Interrelation Constraints: None.

DATA ATTRIBUTE	DESCRIPTION
!Membership Status ! AN(2) ! Primary Key	!Code that indicates the person's !relationship with the church. For !example (active member, non-memb, !prospect)
!Status Description ! AN(25)	!Description of Membership Status.
!Total Membership ! N(6)	!Number of Members in this status.
!Male Membership ! N(6)	!Number of male Members in this !status.
!Female Membership ! N(6)	!Number of female Members in this !status.

SS STUDENT Relation - A collection of attributes that provide information on a child's Sunday School student status.

SS STUDENT (Family, Member, Sun School Class,
Sun School Roster Flag, Sun School Enrollment Date,
Sun School Termination Date)

Interrelation Constraints:

SS STUDENT (Family, Member) SUBSET OF MEMBER (Family, Member)
SS STUDENT (Sun School Class) SUBSET OF SS CLASS (Sun School Class)

D A T A A T T R I B U T E	D E S C R I P T I O N
!Family ! N(6) ! Secondary Key	!System assigned number which !uniquely identifies a family !unit this person (child) belongs !to.
!Member ! N(2) ! Secondary Key	!Unique sequential number within !the family unit that combined with !the Family Identifier provides !a unique way of identifying a !individual family member (child).
!Sun School Class ! N(4) ! Secondary Key	!The child's 12th grade graduation !year (used to calculate Sunday !School grade)
!Sun School Roster Flag ! AN(1)	!Indicates if child attends Sunday !School.
!Sun School Enrollment Date ! AN(8)	!mm/dd/yy date the child enrolled !in Sunday School program.
!Sun School Termination Date ! AN(8)	!mm/dd/yy date the child dropped !from Sunday School enrollment.

SS CLASS Relation - A collection of attributes that identify a Sunday School class (as a whole).

SS CLASS (Sun School Class, Total Students, Male Students, Female Students, Grade, Teacher)

Interrelation Constraints: None.

DATA ATTRIBUTE	DESCRIPTION
!Sun School Class ! N(4) ! Primary Key	!The child's 12th grade graduation ! !year (used to calculate Sunday ! !School grade). !
!Total Students ! N(4)	!The total number of students in ! !this Sunday School Class. !
!Male Students ! N(4)	!The total number of male students ! !in this Sunday School Class. !
!Female Students ! N(4)	!The total number of female ! !students in this Sunday School ! !Class. !
!Grade ! AN(15)	!Grade description (i.e. Sixth) ! !which is derived from the Sunday ! !School Graduation Class and ! !the current school year. !
!Teacher ! AN(30)	!Name of the grade's teacher. ! ! !

MEMBER OCCUPATION Relation - A collection of attributes that identify a family member's occupation.

MEMBER OCCUPATION (Family, Member, Occupation, Occupation Position, Work Hours, Occupation Start Date, Occupation End Date)

Interrelation Constraints:

MEMBER OCCUPATION (Family, Member) SUBSET OF MEMBER (Family, Member)
 MEMBER OCCUPATION (Occupation) SUBSET OF OCCUPATION (Occupation)

D A T A	A T T R I B U T E	D E S C R I P T I O N
!	Family	!System assigned number which
!	N(6)	!uniquely identifies a family
!	Secondary Key	!unit this person belongs to.
!		!
!	Member	!Unique sequential number within
!	N(2)	!the family unit that combined with
!	Secondary Key	!the Family Identifier provides
!		!a unique way of identifying a
!		!individual family member.
!		!
!	Occupation	!Identifying code to indicate the
!	AN(10)	!person's generic occupation.
!	Secondary Key	!
!		!
!	Occupation Position	!Type of work/title/position
!	AN(20)	!(more specific).
!		!
!	Work Hours	!Time frame when the person works.
!	AN(2)	!
!		!
!	Occupation Start Date	!mm/yy date the person started
!	AN(5)	!the occupation.
!		!
!	Occupation End Date	!mm/yy date the person terminated
!	AN(5)	!the occupation.
!		!

OCCUPATION Relation - A collection of attributes that identify a particular occupation.

OCCUPATION (Occupation, Occupation Description, Occupation Total People)

Interrelation Constraints: None.

D A T A	A T T R I B U T E	D E S C R I P T I O N
!	Occupation	!Identifying code to indicate a
!	AN(10)	!generic occupation.
!	Secondary Key	!
!		!
!	Occupation Description	!Generic description of the
!	AN(20)	!occupation.
!		!
!	Occupation Total People	!Number of individuals involved
!	N(4)	!with occupation.
!		!

STEWARDSHIP Relation - A collection of attributes that identifies an envelope (account) held by one or more family members.

STEWARDSHIP (Envelope, Reprint Date, Date Envelope Issued, Number of Owners, Giving Pattern, Giving Method)

Interrelation Constraints: None.

DATA ATTRIBUTE	DESCRIPTION
!Envelope ! N(5) ! Primary Key	!Sequential number assigned for !tracking contributions and !pledge data.
!Reprint Date ! AN(8) ! Secondary Key	!mm/dd/yy date used to tag a !special print for selected !envelopes.
!Date Envelope Issued ! AN(8)	!mm/dd/yy date the envelope was !assigned or issued.
!Number of Owners ! N(1)	!The number of owners of this !envelope (husband/wife).
!Giving Pattern ! AN(1)	!The frequency of giving during !the year (weekly, quarterly, etc.)
!Giving Method ! AN(1)	!The way in which contributions !are offered (check, cash, etc.)

STEWARDSHIP FUND Relation - A collection of attributes that provide a summary of contributions and pledges by pledge fund and year.

STEWARDSHIP FUND (Envelope, Fund, Year,
 Date Pledged, Total Amount Pledged,
 Total Amount Contributed, Quarter-1 Contributions,
 Quarter-2 Contributions, Quarter-3 Contributions,
 Quarter-4 Contributions, Month-1 Contributions,
 Month-2 Contributions, Month-3 Contributions,
 Month-4 Contributions, Month-5 Contributions,
 Month-6 Contributions, Month-7 Contributions,
 Month-8 Contributions, Month-9 Contributions,
 Month-10 Contributions, Month-11 Contributions,
 Month-12 Contributions)

Interrelation Constraints:

STEWARDSHIP FUND (Envelope) SUBSET OF STEWARDSHIP (Envelope)
 STEWARDSHIP FUND (Fund, Year) SUBSET OF FUND SUMMARY (Fund, Year)

DATA ATTRIBUTE	DESCRIPTION
!Envelope ! N(5) ! Secondary Key	!Sequential number assigned for !tracking contributions and !pledge data.
!Fund ! AN(1) ! Secondary Key	!Specific fund which the !contributions and pledges are !designated to.
!Year ! N(4) ! Secondary Key	!Year which the contributions and !pledges apply.
!Date Pledged ! AN(8)	!mm/dd/yy date the pledge was !committed.
!Annual Pledge ! \$(6).\$\$!Dollars pledged for this !envelope.
!Annual Contributions ! \$(6).\$\$!Dollars contributed for this !envelope.
!Quarter-1 Contributions ! \$(6).\$\$!Total stewardship dollars !contributed that were given in !in Quarter-1 for this envelope.

STEWARDSHIP FUND Relation (continued)

DATA ATTRIBUTE	DESCRIPTION
!Quarter-2 Contributions !(6).\$\$!Total stewardship dollars !contributed that were given in !in Quarter-2 for this envelope.
!Quarter-3 Contributions !(6).\$\$!Total stewardship dollars !contributed that were given in !in Quarter-3 for this envelope.
!Quarter-4 Contributions !(6).\$\$!Total stewardship dollars !contributed that were given in !in Quarter-4 for this envelope.
!Month-1 Contributions !(6).\$\$!Total stewardship dollars !contributed that were given in !in Month-1 for this envelope.
!Month-2 Contributions !(6).\$\$!Total stewardship dollars !contributed that were given in !in Month-2 for this envelope.
!Month-3 Contributions !(6).\$\$!Total stewardship dollars !contributed that were given in !in Month-3 for this envelope.
!Month-4 Contributions !(6).\$\$!Total stewardship dollars !contributed that were given in !in Month-4 for this envelope.
!Month-5 Contributions !(6).\$\$!Total stewardship dollars !contributed that were given in !in Month-5 for this envelope.
!Month-6 Contributions !(6).\$\$!Total stewardship dollars !contributed that were given in !in Month-6 for this envelope.
!Month-7 Contributions !(6).\$\$!Total stewardship dollars !contributed that were given in !in Month-7 for this envelope.
!Month-8 Contributions !(6).\$\$!Total stewardship dollars !contributed that were given in !in Month-8 for this envelope.

STEWARDSHIP FUND Relation (continued)

D A T A A T T R I B U T E	D E S C R I P T I O N
!Month-9 Contributions ! \$(6).\$\$!Total stewardship dollars !contributed that were given in !in Month-9 for this envelope.
!Month-10 Contributions ! \$(6).\$\$!Total stewardship dollars !contributed that were given in !in Month-10 for this envelope.
!Month-11 Contributions ! \$(6).\$\$!Total stewardship dollars !contributed that were given in !in Month-11 for this envelope.
!Month-12 Contributions ! \$(6).\$\$!Total stewardship dollars !contributed that were given in !in Month-12 for this envelope.

FUND SUMMARY Relation - A collection of attributes that summarize the financial picture for a given fund/pledge year.

FUND SUMMARY (Fund, Year, Annual Pledges, Annual Contributions, Annual Pledge Contributions, Annual Non-Pledge Contributions, Quarter-1 Contributions, Quarter-2 Contributions, Quarter-3 Contributions, Quarter-4 Contributions, Month-1 Contributions, Month-2 Contributions, Month-3 Contributions, Month-4 Contributions, Month-5 Contributions, Month-6 Contributions, Month-7 Contributions, Month-8 Contributions, Month-9 Contributions, Month-10 Contributions, Month-11 Contributions, Month-12 Contributions)

Interrelation Constraints:

FUND SUMMARY (Fund) SUBSET OF FUND (Fund Designation)

DATA ATTRIBUTE	DESCRIPTION
!Fund ! AN(1) ! Secondary Key	!Specific fund which the !contributions and pledges are !designated to.
!Year ! N(4) ! Secondary Key	!Year which the contributions and !pledges apply.
!Annual Pledges ! \$(6).\$\$!Total stewardship dollars pledged !for the entire pledge year.
!Annual Contributions ! \$(6).\$\$!Total stewardship dollars !contributed for the entire pledge !year (pledging and non-pledging !units)
!Annual Pledge Contributions ! \$(6).\$\$!Total stewardship dollars !contributed that were given by !pledging units.
!Annual Non-Pledge Contributions ! \$(6).\$\$!Total stewardship dollars !contributed that were given by !non-pledging units.
!Quarter-1 Contributions ! \$(6).\$\$!Total stewardship dollars !contributed that were given in !in Quarter-1 for all envelopes.

FUND SUMMARY Relation (continued)

D A T A A T T R I B U T E	D E S C R I P T I O N
!Quarter-2 Contributions ! \$(6).\$\$!Total stewardship dollars !contributed that were given in !in Quarter-2 for all envelopes.
!Quarter-3 Contributions ! \$(6).\$\$!Total stewardship dollars !contributed that were given in !in Quarter-3 for all envelopes.
!Quarter-4 Contributions ! \$(6).\$\$!Total stewardship dollars !contributed that were given in !in Quarter-4 for all envelopes.
!Month-1 Contributions ! \$(6).\$\$!Total stewardship dollars !contributed that were given in !in Month-1 for all envelopes.
!Month-2 Contributions ! \$(6).\$\$!Total stewardship dollars !contributed that were given in !in Month-2 for all envelopes.
!Month-3 Contributions ! \$(6).\$\$!Total stewardship dollars !contributed that were given in !in Month-3 for all envelopes.
!Month-4 Contributions ! \$(6).\$\$!Total stewardship dollars !contributed that were given in !in Month-4 for all envelopes.
!Month-5 Contributions ! \$(6).\$\$!Total stewardship dollars !contributed that were given in !in Month-5 for all envelopes.
!Month-6 Contributions ! \$(6).\$\$!Total stewardship dollars !contributed that were given in !in Month-6 for all envelopes.
!Month-7 Contributions ! \$(6).\$\$!Total stewardship dollars !contributed that were given in !in Month-7 for all envelopes.
!Month-8 Contributions ! \$(6).\$\$!Total stewardship dollars !contributed that were given in !in Month-8 for all envelopes.

FUND SUMMARY Relation (continued)

D A T A A T T R I B U T E	D E S C R I P T I O N
!Month-9 Contributions ! \$(6).\$\$!Total stewardship dollars !contributed that were given in !in Month-9 for all envelopes.
!Month-10 Contributions ! \$(6).\$\$!Total stewardship dollars !contributed that were given in !in Month-10 for all envelopes.
!Month-11 Contributions ! \$(6).\$\$!Total stewardship dollars !contributed that were given in !in Month-11 for all envelopes.
!Month-12 Contributions ! \$(6).\$\$!Total stewardship dollars !contributed that were given in !in Month-12 for all envelopes.

CONTRIBUTION Relation - A collection of attributes that contain data on a specific envelope contribution.

CONTRIBUTION (Envelope, Date Contribution Received,
Contribution Amount Received, Fund Designation,
Fund Description, Money Exchange)

Interrelation Constraints:

CONTRIBUTION (Envelope, Fund, Date) SUBSET OF
STEWARDSHIP FUND (Envelope, Fund, Year)

D A T A A T T R I B U T E	D E S C R I P T I O N
!Envelope ! N(5) ! Secondary Key	!The envelope the contribution !was contained in.
!Date Contribution Received ! AN(8) ! Secondary Key	!mm/dd/yy date the contribution !was received.
!Contribution Amount Received ! \$(6).\$\$!Dollars contributed.
!Fund Designation ! AN(1)	!Specific fund which the !contribution is to be credited.
!Fund Description ! AN(30)	!Free form description for !non-standard fund designations.
!Money Exchange ! AN(1)	!How the contribution was offered !(cash, check).

FUND Relation - A collection of attributes that define a specific stewardship fund.

FUND (Fund, Fund Description, Fund Purpose)

Interrelation Constraints: None.

DATA ATTRIBUTE	DESCRIPTION
!Fund ! AN(1) ! Primary Key	!Code for specific stewardship !fund. !
!Fund Description ! AN(30)	!Fund description. !
!Fund Purpose ! AN(30)	!Purpose of stewardship fund. !

CATEGORY Relation - A collection of attributes that provides a high-level grouping of groups and/or ministries

CATEGORY (Category, Category Description, Number of Groups, Number of Ministries)

Interrelation Constraints: None.

D A T A	A T T R I B U T E	D E S C R I P T I O N
!	Category	!The major functional area the
!	AN(2)	!church group or ministry is part
!	Primary Key	!of. (Christian Ed, Missions)
!		!
!	Category Description	!Description of the category.
!	AN(50)	!
!		!
!	Number of Groups	!Number of church groups in this
!	N(4)	!category.
!		!
!	Number of Ministries	!Number of church ministries in
!	N(4)	!this category.
!		!

GROUP Relation - A collection of attributes that relate to a specific group within the church.

GROUP (Category, Group, Sorting Sequence, Group Name, Group Description/Purpose, Total Members)

Interrelation Constraints:

GROUP (Category) SUBSET OF CATEGORY (Category)

D A T A A T T R I B U T E	D E S C R I P T I O N
!Category ! AN(2) ! Secondary Key	!The major functional area the !church group is part of. ! !
!Group ! AN(10) ! Secondary Key	!An abbreviated name for a !particular church group within !the group category. ! !
!Sorting Sequence ! N(2)	!Provides the ability to alter !the printing sequence of groups !within the same category. ! !
!Group Name ! AN(50) ! Secondary Key	!The full name of the church !group. ! !
!Group Description/Purpose ! AN(100)	!Text describing the group's !mission or objective. ! !
!Total Members ! N(4)	!Total number of participating !members. ! !

PARTICIPATION Relation - A collection of attributes that define the church group participation of a family member.

PARTICIPATION (Family, Member, Category, Group Abbrev, Role Held, Date Joined, Date Terminated, Comments)

Interrelation Constraints:

PARTICIPATION (Family, Member) SUBSET OF MEMBER (Family, Member)
 PARTICIPATION (Category, Group) SUBSET OF GROUP (Category, Group)

DATA ATTRIBUTE	DESCRIPTION
!Family ! N(6) ! Secondary Key	!Identifying number associated !with the group participator's !family unit.
!Member ! N(2) ! Secondary Key	!Identifying number associated !with the group participator's !member record.
!Category ! AN(2) ! Secondary Key	!The major functional area the !church group is part of. !(Christian Education, Missions)
!Group ! AN(10) ! Secondary Key	!An abbreviated name for a !particular church group within !the group category.
!Role Held ! AN(1) ! Secondary Key	!Person's responsibilities or role !held within the church group.
!Date Joined ! AN(5) ! Secondary Key	!mm/yy date the person joined the !church group.
!Date Terminated ! AN(5)	!mm/yy date the person terminated !his/her membership in the church !group.
!Comments ! AN(150)	!General comments of this person's !group participation.

MINISTRY Relation - A collection of attributes that identify a specific church ministry (opportunity, ability, interest, or skill).

MINISTRY (Category, Ministry, Sorting Sequence, Ministry Name, Ministry Description/Purpose, Total Members)

Interrelation Constraints:

MINISTRY (Category) SUBSET OF CATEGORY (Category)

D A T A A T T R I B U T E	D E S C R I P T I O N
!Category ! AN(2) ! Secondary Key	!The major functional area the !church ministry is part of. !(Sports, Talents)
!Ministry ! AN(10) ! Secondary Key	!An abbreviated name for a !particular church ministry within !the ministry category.
!Sorting Sequence ! N(2)	!Provides the ability to alter !the printing sequence of !ministries within the same !category.
!Ministry Name ! AN(50) ! Secondary Key	!The full name of the church !ministry.
!Ministry Description/Purpose ! AN(100)	!Text describing the ministry's !mission or objective.
!Total Members ! N(4)	!Total number of involved members.

INVOLVEMENT Relation - A collection of attributes that define a family member's involvement in a church ministry.

INVOLVEMENT (Family, Member, Category, Ministry,
Level of Interest, Priority, Capacity of Interest,
Date Responded, Response Comments, Date Contacted,
Contact Comments)

Interrelation Constraints:

INVOLVEMENT (Family, Member) SUBSET OF MEMBER (Family, Member)
INVOLVEMENT (Category, Ministry) SUBSET OF MINISTRY (Category, Ministry)

DATA ATTRIBUTE	DESCRIPTION
!Family ! N(6) ! Secondary Key	!Identifying number associated !with the ministry participator's !family unit.
!Member ! N(2) ! Secondary Key	!Identifying number associated !with the ministry participator's !member record.
!Category ! AN(2) ! Secondary Key	!The major functional area the !church ministry is part of. !(Sports, Talents)
!Ministry ! AN(10) ! Secondary Key	!An abbreviated name for a !particular church ministry within !the ministry category.
!Level of Interest	!The person's level of interest !and/or experience in the !particular ministry.
!Priority ! AN(1)	!The relative priority of this !ministry compared to the others !the person responded to.
!Capacity of Interest ! AN(1)	!The person's serving capacity. !Leader, helper, participator.
!Date Responded ! AN(8)	!mm/yy date the person responded !to the particular ministry.
!Response Comments ! AN(100)	!General comments that were !recorded in the initial response.

INVOLVEMENT Relation (continued)

DATA ATTRIBUTE	DESCRIPTION
!Date Contacted ! AN(8) ! !	!mm/yy date the person was !contacted for obtaining !involvement or commitment info. ! !
!Contact Comments ! AN(150) ! !	!General comments that were !recorded in the follow-up !contact. ! !

MAILBOX Relation - A collection of attributes that provides information on non-congregational mailings.

MAILBOX (Mailbox Id, Mailbox Name, Addressee, Address Line-1
Address Line-2, City, State, Zip Code, Telephone Number,
Comments, Date Entered)

Interrelation Constraints: None.

DATA ATTRIBUTE	DESCRIPTION
!Mailbox Id ! N(6) ! Primary Key	!System assigned number which !uniquely identifies a mailbox !location. (no meaning number)
!Mailbox Name ! AN(20) ! Secondary Key	!Primary name of mailing location.
!Addressee ! AN(30)	!Person or persons to be addressed !in the mailing (MR/MRS John Smith)
!Address Line - 1 ! AN(30)	!Street address of the mailing !location.
!Address Line - 2 ! AN(30)	!Optional second line of address !for mailing location.
!City ! AN(20)	!City of mailing location.
!State ! AN(2)	!State of mailing location.
!Zip Code ! N(9)	!Zip Code of mailing location.
!Country ! AN(20)	!Country of mailing location.
!Telephone Number ! AN(11)	!Telephone number of mailing !location (incl. area code).
!Comments ! AN(50)	!Free form text comments.
!Date Entered ! AN(5)	!Date entered into mailbox.

MAILGROUP Relation - A collection of attributes that identifies a specific mail group to a mailbox location.

MAILGROUP (Mailbox Id, Category, Group)

Interrelation Constraints:

MAILGROUP (Mailbox Id) SUBSET OF MAILBOX (Mailbox Id)
 MAILGROUP (Category, Group) SUBSET OF GROUP (Category, Group)

D A T A A T T R I B U T E	D E S C R I P T I O N
!Mailbox Id ! N(6) ! Secondary Key !	!System assigned number which !uniquely identifies a mailbox !location. (no meaning number) !
!Category ! AN(2) ! Secondary Key !	!The major functional area the !mail group is part of. !(Christian Education, Missions) !
!Group ! AN(10) ! Secondary Key !	!An abbreviated name for a !particular church group within !the group category. !

IV. THE FUNCTIONAL SPECIFICATION

A. Overview of Requirements

The relational data structure described in the previous section provides the foundation upon which a comprehensive church human resource management system can be developed. The success of automating this traditional informal system will be based on the ability to merge the system's functional requirements with simplicity of operation. The sections that follow will describe the functional composition of a computerized church human resource management system (CHRIS).

The functional framework will be developed under the assumption that the system will operate on a multi-user, PC-based system which utilizes relational database technology. This functional design was based on facilities provided by the INFORMIX (6) program product. INFORMIX is a registered trademark of Relational Database Systems, Incorporated located in Palo Alto, California USA. The INFORMIX development software provides the developer the option to implement application under a single-user or multi-user environment.

In order to achieve simplicity of operation, the human interfaces must take precedence in the system's design. A menu-driven approach with easy to understand man-machine dialogs is of the utmost

importance. The system must be user-friendly and accommodate both the casual and experienced user.

The system that is developed must provide data access in an online mode. The system design architecture should facilitate access to the data using impromptu query parameters combined with relational operators. The outputs from the queries may be directed to the screen display, printer, or spooled to a computer file. In addition to online access, the system should provide a robust portfolio of reports and mailing label capabilities.

The database of human resource information must be an integrated data structure, shared among all online and batch functions. The single, integrated database maximizes the sharing of data, and reduces the amount of data input required by the user. By having an integrated database, the system will demonstrate integrity and timeliness.

The data management function must be controlled through a security function. Security is only necessary at a function (transaction) level rather than at a file (relation) or data attribute level.

Access and use of the database should be monitored with some type of electronic log. This electronic log would act as an audit trail for the system.

The user church must be able to customize their system. Defining the groups and ministries within the church should be user-driven rather than predefined. The number of groups and ministries that an individual may belong to or participate in should be unlimited. In addition, all reports should be supplemented with a user-friendly data retrieval language. This capability will provide the users with the facility to generate customized reports and perform ad-hoc queries.

B. Functional Hierarchy and Menu Structures

The CHRIS system is partitioned into eight functionally integrated modules. These modules are the highest level of the system's functional hierarchy. The system's functional hierarchy is depicted in Figure-3 and will be used as a guide for presenting this functional specification.

Each functional module is divided into specific functional programs. This structured organization is managed by CHRIS through a series of interactive menus. A main menu (see Figure-4) followed by sub-menus provides the user a logical path through the system when searching for a specific function. A brief 1-8 character program name, enclosed in double quotes ("program") is tagged next to each individual menu item description. This tag is used as a unique reference point throughout the entire CHRIS system. In addition to the menu tag, that same tag is incorporated on the respective screen panel and printed report. The Major Functional Modules are:

1. ONLINE DATABASE MANAGEMENT - This module contains the screen dialogs which provide the template for accessing the database in an online mode. Each screen is designed to incorporate database adds, changes, deletes, and relational queries. This module supports all online data management activities for the entire CHRIS system. The online menu for this module is depicted in Figure-5.

2. GENERAL MEMBERSHIP REPORTING - This module contains the report requests for providing information on general membership. Standard membership reporting including mailing labels, and membership lists, and demographic statistics are part of this module. The online menu for this module is shown in Figure-6.
3. STEWARDSHIP REPORTING - This module contains the report requests for providing information on stewardship activity. Envelope contribution collection control and reporting is this module's major task. The online menu for this module is represented in Figure-7.
4. PLEDGE DRIVE REPORTING - This module contains the report requests involved in managing and executing a stewardship pledge drive. The ability to track pledge giving activity throughout a pledge drive campaign is the objective of this module. The online menu for this module is depicted in Figure-8.
5. YOUTH SUPPORT REPORTING - This module contains the report requests for supporting the young people of the church. Sunday School program support, selections based on children's ages are a few of the basic functions in this module. This module's online menu is shown in Figure-9.

6. MINISTRIES AND GROUPS REPORTING - This module contains the report requests for tracking participation of individuals in church ministries and groups. Recruitment lists and group lists/labels are included in this module to support the "mini" organizations and special interest groups within the church. The online menu for this module is shown in Figure-10.

7. OUTSIDE MAILING REPORTING - This module contains the report requests for performing non-congregational mailings by special mail group. This module supports the mailing activity for those individuals that are not directly associated with the church. The online menu supporting this module is depicted in Figure-11.

8. SPECIAL PROGRAM UTILITIES - This module contains the necessary supportive programs for performing system housekeeping and productivity aides for the user. The online menu used for this module is represented in Figure-12.

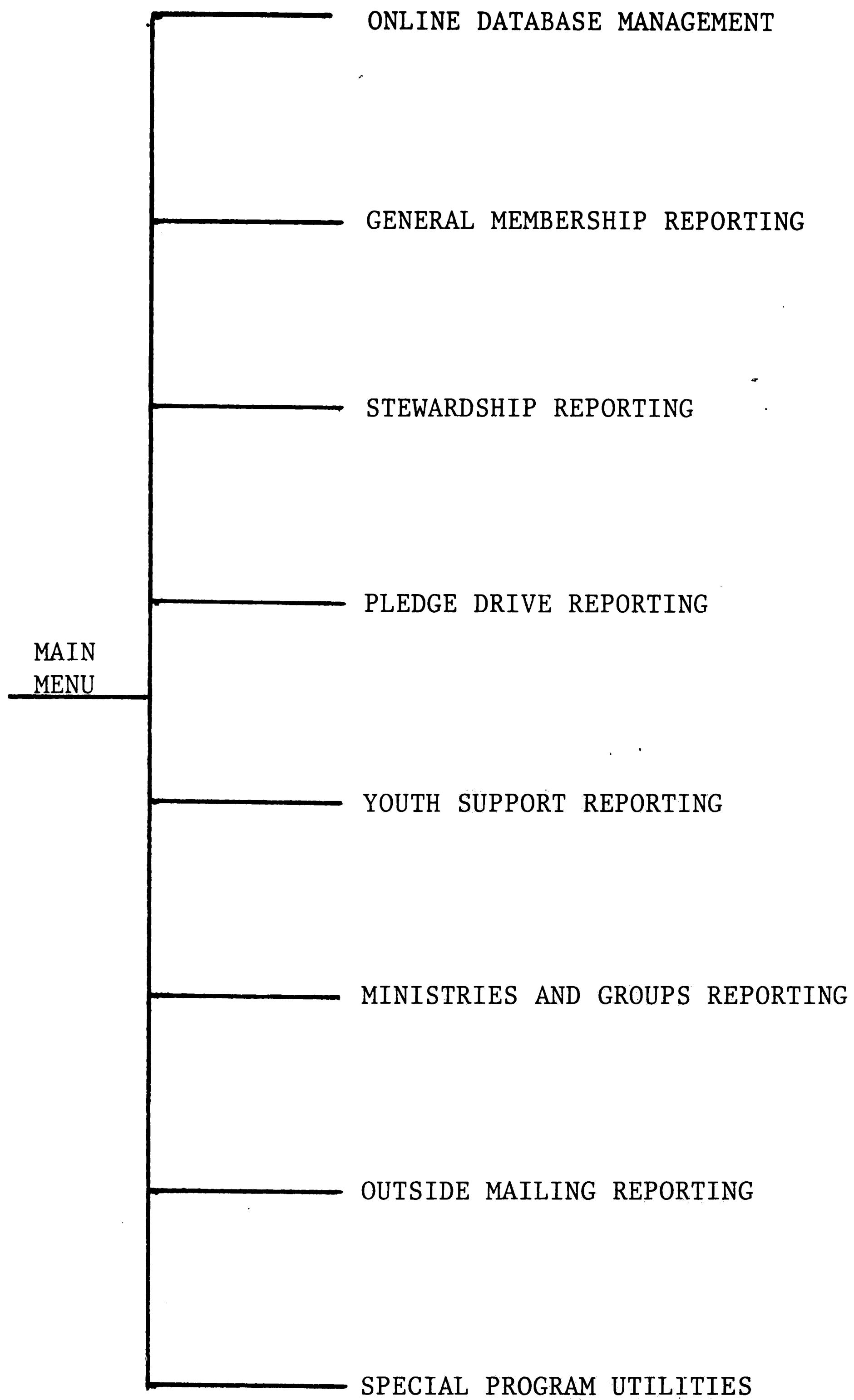


FIGURE 3 - FUNCTIONAL HIERARCHY CHART

C.hurch H.uman R.esources I.nformation S.ystem "CHRIS"

M A I N M E N U

1. Online Database Management
2. General Membership Reporting
3. Stewardship Reporting
4. Pledge Drive Reporting
5. Youth Support Reporting
6. Ministries & Groups Reporting
7. Outside Mailing Reporting
8. Special Program Utilities Menu

Enter menu item selection ====> _____

MENU... HELP... CRT... PRINT... BYE...

FIGURE 4 - CHRIS MAIN MENU

C.hurch H.uman R.esources I.nformation S.ystem "CHRIS"

O N L I N E D A T A B A S E M A N A G E M E N T

1. "families"...Church Family Membership
2. "stewards"...Stewardship Profile
3. "district"...Deacon District Profile
4. "pastoral"...Pastor Notepad
5. "grpcatlg"...Group Names and Descriptions
6. "grpbygrp"...Group Participation By Group
7. "grpbymem"...Group Participation By Member
8. "mincatlg"...Ministry Names and Descriptions
9. "minbymin"...Ministry Responses By Ministry
10. "minbymem"...Ministry Responses By Member
11. "mailbox" ...Outside Mailings

Enter menu item selection ====> _____

MENU... HELP... CRT... PRINT... BYE...

FIGURE 5 - ONLINE DATABASE MANAGEMENT MENU

C.hurch H.uman R.esources I.nformation S.ystem "CHRIS"

G E N E R A L M E M B E R S H I P R E P O R T I N G

1. "profiles"...Family Member Profile Report
2. "deacons" ...Deacon District Family Unit Report
3. "memblst"...Membership List Based On Date Received
4. "memblabl"...Membership Labels Based On Date Received
5. "telename"...Church Telephone Directory By Family Name
6. "teledist"...Church Telephone Directory By Deacon District
7. "newsmail"...Address Labels For Church Newsletter/Mass Mail
8. "xrefmemb"...Member Id# Cross-Reference Report
9. "xrefname"...Member Name Cross-Reference Report
10. "xrefstat"...Church Status Cross-Reference Report
11. "bloodsts"...Blood Bank Member Status Cross-Reference Report
12. "donors" ...Blood Bank Donor Status Report
13. "fmlycard"...Family Information Card
14. "birthlst"...Membership List By Birthday
15. "birthlab"...Mailing Labels By Birthday

Enter menu item selection ====> _____

MENU... HELP... CRT... PRINT... BYE...

FIGURE 6 - GENERAL MEMBERSHIP REPORTING MENU

C.hurch H.uman R.esources I.nformation S.ystem "CHRIS"

S T E W A R D S H I P R E P O R T I N G

1. "evbyenv#"...Stewardship Cross-Reference By Envelope#
2. "evbyname"...Stewardship Cross-Reference By Pledger Name
3. "evboxlab"...Envelope Box Address Labels
4. "evowners"...Envelope Ownership Verification Report
5. "evweekly"...Weekly Envelope Contribution Control Report
6. "evpurge" ...Giving Contributions Details PURGE
7. "evytdsum"...Envelope Contributions Year-To-Date Summary
8. "qsnotes" ...Quarterly Statement Custom Message Writer
9. "qtrlyrun"...Quarterly Contribution Statement: all envelopes
10. "ytdcntrb"...Individual Year-To-Date Contributions Report

Enter menu item selection ====> _____

MENU... HELP... CRT... PRINT... BYE...

FIGURE 7 - STEWARDSHIP REPORTING MENU

C.hurch H.uman R.esources I.nformation S.ystem "CHRIS"

P L E D G E D R I V E R E P O R T I N G

1. "pldglabl"...Address Labels For Stewardship Drive
2. "pldgcard"...Pledge Cards For Stewardship Drive
3. "pldgcall"...Stewardship Drive Call Report
4. "pldgprog"...Stewardship Drive Pledge Progress Report
5. "pldginit"...Stewardship Drive Pledge Year Start-Up Update
6. "pldgroll"...Stewardship History End-of-Year Roll Update

Enter menu item selection ====> _____

MENU... HELP... CRT... PRINT... BYE...

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FIGURE 8 - PLEDGE DRIVE REPORTING MENU

C.hurch H.uman R.esources I.nformation S.ystem "CHRIS"

Y O U T H S U P P O R T R E P O R T I N G

1. "childlst"...List Of Children and Parents By Birthday
2. "childlab"...Address Labels For Children By Birthday
3. "parntlab"...Address Labels For Child's Parents By Birthday
4. "ssroster"...Children's Sunday School Class Roster
5. "sslables"...Children's Sunday School Class Address Labels
6. "ssparent"...Parents of Sunday School Class Address Labels
7. "cslables"...Address Labels For College Students (School)
8. "cslabelh"...Address Labels For College Students (Home)

Enter menu item selection ====> _____

MENU... HELP... CRT... PRINT... BYE...

FIGURE 9 - YOUTH SUPPORT REPORTING MENU

C.hurch H.uman R.esources I.nformation S.ystem "CHRIS"

M I N I S T R I E S & G R O U P S R E P O R T I N G

1. "minlist" ...Responses To Ministry/Interest Needs Report
2. "listmins"...Master List Of All Church Ministry Needs
3. "minwksht"...Ministry/Interest Recruitment Worksheet
4. "minlabel"...Address Labels For Ministries/Interests
5. "mincard" ...Ministry Response Cards
6. "listgrps"...Master List Of All Church Groups
7. "grplist" ...Church Group Membership Report
8. "grpwksht"...Church Group Membership Worksheet
9. "grplabel"...Address Labels For Members Of Group(s)

Enter menu item selection ====> _____

MENU... HELP... CRT... PRINT... BYE...

FIGURE 10 - MINISTRIES AND GROUPS REPORTING MENU

C.hurch H.uman R.esources I.nformation S.ystem "CHRIS"

O U T S I D E M A I L I N G R E P O R T I N G

1. "mailname"...Outside Mailing Cross-Reference By Mailbox Name
2. "maillabl"...Address Labels For Mailbox Members Of Group(s)
3. "maillist"...Mailbox Group Membership Report

Enter menu item selection ====> _____

MENU... HELP... CRT... PRINT... BYE...

FIGURE 11 - OUTSIDE MAILING REPORTING MENU

C.hurch H.uman R.esources I.nformation S.ystem "CHRIS"

S P E C I A L P R O G R A M U T I L I T I E S

1. "print" ...Print a Spooled Report
2. "purge" ...Purge a Spooled Report
3. "crt" ...View (online) a Spooled Report
4. "queue" ...Show Status of Print Queue

Enter menu item selection ====> _____

MENU... HELP... CRT... PRINT... BYE...

C. Screen Dialog Operational Procedures

The online database management functions are driven by seven primary data access commands. The CHRIS system's screen dialogs utilize these commands to perform data management operations in a interactive, menu-driven mode. The screen dialogs were developed within this data access command structure which facilitated design consistency and simplicity. The data access commands which are briefly described below are: Query, Next, Previous, Update, Add, Master, Detail, and Bye.

QUERY Command

The purpose of the QUERY command is to provide the user with the functionality to view existing CHRIS database records based on desired selection requirements. An example of a simple query would be to display all church families that have a name that equals "MACK" and are residents of the city of "BETHLEHEM".

The procedure starts by typing "q" for query and filling in the screen fields desired to select and search on. Queries may involve more than one field, and each of the fields may have either a value placed in it, or an inequality sign followed by a value. Other queries supported include inclusive range searching and wildcard searching. If values are placed in more than one field, the search will select the CHRIS database records when it satisfies all of the comparisons in all of the fields for which values have been entered.

As the user advances the cursor to each screen field, a user-friendly help message is displayed at the bottom of the CRT screen (this is also true for the ADD and UPDATE commands). This provides the user with additional assistance in identifying the field's input criteria. Upon completion of filling in the search criteria the user is required to depress the escape key to trigger the query request.

While the query is executing, the user will observe the message "Searching..." displayed at the bottom of the CRT screen. If the query finds records that match the selection criteria, the request will end indicating the number of record(s) found. These records are placed in the query list. and may be viewed using the NEXT and PREVIOUS commands.

NEXT Command

The purpose of the NEXT command is to provide the user with the functionality to advance forward to the "next" CHRIS database record in the query list created by the QUERY command. For example, if the query request resulted in finding 25 records; these records would be placed in the query list and the message "25 record(s) found would be displayed at the bottom of the user's screen. The user may sequentially advance forward through this list by typing the letter "n".

PREVIOUS Command

The purpose of the PREVIOUS command is to provide the user with the functionality to advance backward to the "previous" CHRIS database record in the query list created by the QUERY command. This command works the same way as the NEXT command, only in reverse by typing the letter "p".

UPDATE Command

The purpose of the UPDATE command is to provide the user with the functionality to modify/change the data contents of an existing CHRIS database record. This procedure requires the database record to be queried and currently displayed on the CRT screen.

The procedure is initiated by type the letter "u". Using the cursor control keys, the user may move to the fields on the screen and change the displayed data values by typing over the old values with the new values. By pressing the escape key, the update of the database record will be triggered.

ADD Command

The purpose of the ADD command is to provide the user with the functionality to add new CHRIS database records to the system. This procedure is initiated by pressing the letter "a". Upon completion of filling in the screen fields, the escape key is pressed to add the record to the database.

REMOVE Command

The purpose of the REMOVE command is to provide the user with the functionality to remove existing records from the CHRIS database. This procedure is initiated by typing "r" following a query.

MASTER and DETAIL Commands

The purpose of the MASTER and DETAIL commands is to provide the user with the functionality to display multiple screen set relationships while in the QUERY command mode. The MASTER command will navigate the user from the DETAIL screen and return to the MASTER screen associated with the DETAIL display. The DETAIL command will navigate from the MASTER screen to displaying the DETAIL screen(s).

The CHRIS "families" screen dialog involves two logically linked screens and utilizes the MASTER-DETAIL technique. In this case the MASTER screen is the first screen which contains the family unit information. The Family Unit "owns or is the master of" the individual family members (or DETAILS). When the user presses the letter "d" while the Family Unit (MASTER) is displayed, the system will automatically invoke a QUERY command to display all the individual family members (DETAILS) on the second screen.

BYE Command

The purpose of the BYE command is to "bye out" or exit the screen the user is currently in and return to the previous online screen. This procedure is accomplished by pressing the letter "b".

D. Church Human Resource Management Functions

1. Online Database Management

Church Family Membership "families"

This online function supports the core information on church family membership, providing data management facilities for maintaining family household information as well as specific individual (personal characteristics) information. A church family unit is defined as a common residence of family members. This function is supported with two logically linked screens. For every church family unit, there is one screen which holds the common family information such as address and telephone number. (reference Figure-13). Successive screen(s), separate from the family screen, are used to hold information on each family member (reference Figure-14). Therefore, if a church family included a husband, wife, and 3 children; six screens would be required.

The CHRIS system is driven by a unique identifying family unit number called a CHRIS#. This sequential number is assigned automatically by the CHRIS system upon the addition of a new church family. Once the CHRIS# is assigned, the church family will remain identified by this number throughout their relationship with the church. In addition to the CHRIS#, each individual within the family is assigned a two digit member identifier by the user. The combination of CHRIS# and the

member identifier uniquely identify a specific individual. This unique number is the basis for logically linking a person to their respective ministry involvement, group participation, and stewardship activity relationships.

CHRIS
CHURCH FAMILY MEMBERSHIP

(families)

CHRIS#: XXXXXX

Deacon Mail Resd Carrier
Dist XXXX Title Type Route
 X X XXXXX

Master Family Name: XXXXXXXXXXXXXXXXXXXXXXXX
Street Address/Box: XXXXXXXXXXXXXXXXXXXXXXXX
Addtl Addr: XXXXXXXXXXXXXXXXXXXXXXXX
City: XXXXXXXXXXXXXXXX
State: XX Zip: XXXXX - XXXX

Blood
Bank Status: XX

Telephone: XXX / XXX-XXXX

Confidential
Telephone: XXX / XXX-XXXX

School District: XXXX County: XX

Marriage Information

Deacon Family Visitation: Last Planned
 XX/XX/XX XX/XX/XX

Date: XX/XX/XX
Place: XXXXXXXXXXXXXXXXXXXX
Clergy: XXXXXXXXXXXXXXXXXXXX

Press 'D' to view individual members of this family unit...

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FIGURE 13 - CHURCH FAMILY MEMBERSHIP "families" (Page 1 of 2)

Stewardship Profile "stewards"

This online function provides the data management for maintaining stewardship/pledging information covering the current pledge year and well has historical years. The envelope number is the unique identifying number that links the stewardship profile with the pledging unit(s) in the membership database. Prior to establishing the stewardship information, the user assigns the envelope number to the individual owner(s) within the membership file. Once the envelope owner(s) have been identified and the stewardship record established, the recording of envelope contributions may begin. Again, the envelope number is used to link the individual envelope contributions to a specific stewardship profile.

This screen dialog consists of four logically linked screens. The first screen provides for query of the envelope owner by envelope number and/or the owner's name (Figure-15). The second screen provides the stewardship summary profile, which includes the pledge unit's gift giving characteristics as well as past pledge/contribution performance (Figure-16). The third screen in the series is a display of the current year pledge/contribution performance with timely year-to-date contribution summary totals (Figure-17). The fourth and last screen is a display of the current year contribution giving details (Figure-18). This screen is used for the high volume data entry of weekly envelope offerings.

CHRIS
STEWARDSHIP PROFILE

(stewards)

```

* * * * *
*   To view Stewardship information, Please enter   *
*   QUERY Mode and respond to the following prompts. *
*   NOTE... You are not required to enter all the    *
*   information..only what you know!                 *
* * * * *

```

Envelope Number: XXXXX

CHRIS Identifier Number: XXXXXX - XX

Last Name: XXXXXXXXXXXXXXXXXXXXX

Title: XXXX

First Name: XXXXXXXXXXXXXXXXX

Middle Name: XXXXXXXXXXXXXXXXX

Church Status: XX

Press 'D' to View Stewardship Information...

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FIGURE 15 - STEWARDSHIP PROFILE "stewards" (Page 1 of 4)

CHRIS
STEWARDSHIP PROFILE

(stewards)

**** FOR Envelope Number: XXXXX ****

Print Selection Date? XX/XX/XX Issue Date: XX/XX/XX Giving Method: X
No. Owners: X Pattern: X

Pledge Information GENERAL FUND Pledge: XXXXXX.XX pledged on: XX/XX/XX
CAPITAL FUND Pledge: XXXXXX.XX pledged on: XX/XX/XX

Stewardship History	This Year	1 Year Ago	2 Years Ago	3 Years Ago	4 Years Ago
Gen Fund Pledge:	XXXXXX.XX	XXXXXX.XX	XXXXXX.XX	XXXXXX.XX	XXXXXX.XX
Gen Fund Giving:	XXXXXX.XX	XXXXXX.XX	XXXXXX.XX	XXXXXX.XX	XXXXXX.XX
Special Giving:	XXXXXX.XX	XXXXXX.XX	XXXXXX.XX	XXXXXX.XX	XXXXXX.XX

Press 'D' to view Current YTD Info... Press 'M' to view Pledge Unit...

06

FIGURE 16 - STEWARDSHIP PROFILE "stewards" (Page 2 of 4)

CHRIS
STEWARDSHIP PROFILE

(stewards)

**** FOR Envelope Number: XXXXX ****

Information below was generated on... XXXXXXXXXXXXXXXX

	G E N E R A L F U N D				
	XXXX This Yr Payments	XXXX Prepaid Payments	XXXX Late Payments	XXXX Special Giving	Capital Funds
Y-T-D \$:	XXXXXXX.XX	XXXXXXX.XX	XXXXXXX.XX	XXXXXXX.XX	XXXXXXX.XX
#Gifts:	XXX	XXX	XXX	XXX	XXX

Press 'D' to view Giving Detail... Press 'M' to view Stewardship Info...

FIGURE 17 - STEWARDSHIP PROFILE "stewards" (Page 3 of 4)

CHRIS
STEWARDSHIP PROFILE

(stewards)

**** FOR Envelope Number: XXXXX ****

Contribution Amount: XXXXX.XX

Date Received: XX/XX/XX

Money Exchange: X

Fund: X

If Special Gift, For What: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Press 'M' to view Current YTD Information...

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FIGURE 18 - STEWARDSHIP PROFILE "stewards" (Page 4 of 4)

Deacon District Profile "deacons"

This online function provides the data management for maintaining the master list/catalog of deacon districts. A deacon district is a geographic shepherding location. Deacon districts are defined by the user using a four character alphanumeric name. The church family units are then linked to the respective deacon district via the alphanumeric identifier. This occurs through the first screen in the "families" dialog.

This screen dialog consists of two simple screens which are designed to gather basic information. The major purpose of this function is to delineate deacon responsibilities, geographical boundaries, and record shepherding visits. The first deacon district screen which identifies the district is depicted in Figure-19. The second screen which records the family visitation (shepherding) information is shown in Figure-20.

Page 1 of 2

CHRIS
DEACON DISTRICT PROFILE

(district)

District Identifier: XXXX

Geographic Area: XXX

Deacon Assigned.. First Name: XXXXXXXXXXXXXXXX
Last Name: XXXXXXXXXXXXXXXXXXXXXXXX

Shepherd Start Term: XX/XX
End Term: XX/XX

Press 'D' to view Shepherding Information...

FIGURE 19 - DEACON DISTRICT PROFILE "district" (Page 1 of 2)

Pastor Notepad "pastoral"

This online function provides the data management for maintaining special notes on a family unit. This feature provides an electronic notepad for the pastor. Each pastor has one notepad per family. This pastor note is logically linked to the family unit via the family's CHRIS#. This feature is designed to provide the pastor with the capability of recording special notes on a family in a free format fashion. Examples of its use could be: 1) Children/other family not living at home (name, address, telephone), 2) Special needs of a family, 3) Summer residence information, 4) Pastoral visitation notes.

The screen dialog consists of a series of two screens. The first screen (Figure-21) provides the capability to query the church family by name and/or CHRIS#. The second screen (Figure-22) is linked to the first screen and provides the facility to input the pastoral notes.

CHRIS
PASTOR NOTEPAD

(pastoral)

```

* * * * *
*   To view Pastoral Notes information, Please enter   *
*   QUERY Mode and respond to the following prompts.   *
*   NOTE... You are not required to enter all the      *
*   information..only what you know!                   *
* * * * *

```

CHRIS Identifier Number: XXXXXX Master Family Name: XXXXXXXXXXXXXXXXXXXXXXX

```

FAMILY                    Street Address/Box: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
ADDRESS INFO..            Addtl Addr: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                          City: XXXXXXXXXXXXXXXXXXXXXXX
                          State: XX    Zip: XXXXX - XXXX

```

Deacon
Dist: XXXX

Telephone: XXX / XXX-XXXX

Press 'D' to view, add and update pastoral note(s) on this family...

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FIGURE 21 - PASTOR NOTEPAD "pastoral" (Page 1 of 2)

Group Names and Descriptions "grpcatlg"

A church group is defined as a permanent entity; a group of individuals that are joined together to serve a special on-going purpose or ministry.

This online function provides the data management for maintaining a master list/catalog of church group names and descriptions. A church group is uniquely identified by a group category (two characters), followed by a group abbreviated name (up to ten chars). Standards have been defined for identifying group categories which are depicted on the actual "grpcatlg" screen (Figure-23). The group abbreviated name is user-defined. The CHRIS system does not impose constraints with respect to the number of church groups a user church can define.

After a church group is identified and added into the CHRIS system, specific group membership information may be collected on either the "grpbygrp" or "grpbymem" screens. The church groups are logically linked to their respective members via the group category and group abbreviated name. This linkage occurs when the user collects the group membership information.

GROUP NAMES AND DESCRIPTIONS

(grpcatlg)

Church Group Identifier
XX - XXXXXXXXXXXX

Group Category
Sorting Sequence: XXX

Group Name
XX

Further Description and/or Purpose of Group
XX
XX

Category ==>	AS.. Abilities & Skills	LM.. Local Mission and Outreach
Codes	CE.. Christian Education	WM.. National and World Mission
	MU.. Music	SG.. Special Group/Project
	YW.. Youth Work	GG.. Growth Groups
	EV.. Evangelism	

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FIGURE 23 - GROUP NAMES AND DESCRIPTIONS "grpcatlg"

Group Participation By Group "grpbygrp"

This online function provides the data management for assigning and linking individuals from the membership file to a specific church group. In other words, this function maintains church group membership lists. The "grpbygrp" function consists of two screens, the first (Figure-24) of which is an exact duplicate of the "grpcatlg" screen (with the same functionality). The second screen (Figure-25) defines the individual group member's membership characteristics. Information such as group responsibility/role, date person joined the group and general comments regarding the person's involvement are all part of the input requirements of the second screen.

The "grpbygrp" is very similar to the "grpbymem" screen dialog (described next) with the exception of the query path. The "grpbygrp" screen provides access to group membership by group whereas the "grpbymem" screen provides access to group membership by member name. The "grpbygrp" screen answers the question, Who are the members of the CE-TEACHERS group? The "grpbymem" screen answers the question, What group(s) does John Smith belong to?...As you can see each screen serves a different purpose.

CHRIS
GROUP PARTICIPATION BY GROUP

(grpbygrp)

CHRIS#	Ttle	First Name	Middle Name	Last Name	Gen
XXXXXX XX	XXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXX

Church Group Identifier	Date Joined: XX/XX	Current Role: X	Church Status
XX - XXXXXXXXXX	XX		XX

ROLES HELD ==> X :Help X :Lead X :Participate
 IN PAST X :Serve X :Teach X :Advise

Special Comments
 XXX
 Date XXX
 Terminated: XX/XX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Press 'M' to view/change the church group...

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FIGURE 25 - GROUP PARTICIPATION BY GROUP "grpbygrp" (Page 2 of 2)

Group Participation By Member "grpbymem"

This online function provides the data management for assigning and linking individuals from the membership file to a specific church group. The "grpbymem" function consists of two screens, the first of which is a membership query screen (Figure-26). The second screen is identical to the second screen mentioned in the "grpbygrp" function (Figure-27).

This screen is preferred over the "grpbygrp" screen, if the user does not know the person's full name or CHRIS#. The first screen provides the generic query capability to view individuals from the membership file prior to selecting and assigning them to a church group.

Ministry Names and Descriptions "mincatlg"

A church ministry is defined as an opportunity/ability/interest that the church needs to allocate people resources for fulfilling the ministry requirement. A ministry is less formal than the church group. It may include a specific need, a resource of talent, interest or ability.

This online function provides the data management for maintaining a master list/catalog of church ministry names and descriptions. A church ministry is uniquely identified by a ministry category (two characters), followed by a ministry abbreviated name (up to ten chars). Standards have been defined for identifying ministry categories which are depicted on the actual "mincatlg" screen (Figure-28). The ministry abbreviated name is user-defined. The CHRIS system does not impose constraints with respect to the number of church ministries a user church can define.

After a church ministry is identified and added into the CHRIS system, specific ministry interest/response information may be collected on either the "minbymin" or "minbymem" screens. The church ministries are logically linked to their respective members via the ministry category and ministry abbreviated name. This linkage occurs when the user collects the ministry interest/response information.

Church Ministry
 Identifier
 XX - XXXXXXXXXXXX

Ministry Category
 Sorting Sequence: XXX

Ministry Name
 XXX

Further Description and/or Purpose of Ministry:
 XXX
 XXX

- | | | |
|-----------------------|--------------------------|---------------------------------|
| Category ==>
Codes | AS.. Abilities & Skills | LM.. Local Mission and Outreach |
| | CE.. Christian Education | WM.. National and World Mission |
| | MU.. Music | SG.. Special Group/Project |
| | YW.. Youth Work | GG.. Growth Groups |
| | EV.. Evangelism | |

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FIGURE 28 - MINISTRY NAMES AND DESCRIPTIONS "mincatlg"

Ministry Responses By Ministry "minbymin"

This online function provides the data management for assigning and linking individuals from the membership file to a specific church ministry. In other words, maintaining responses/interests to church ministries. The "minbymin" function consists of two screens, the first (Figure-29) of which is an exact duplicate of the "mincatlg" screen. The second screen (Figure-30) defines the responding individual's membership characteristics. Information such as interest level, date person responded to the ministry and general comments regarding the person's involvement are all part of the input requirements of the second screen.

The "minbymin" is very similar to the "minbymem" screen (described next), with the exception of the query path. The "minbymin" screen provides access to ministry responses by ministry whereas the "minbymem" screen provides access to ministry responses by member. The "minbymin" screen answers the question, Who are the individuals that responded to the AS-SPANISH ministry? The "minbymem" screen answers the question, What ministries has John Smith responded to?

Church Ministry
Identifier
XX - XXXXXXXXXXXX

Ministry Category
Sorting Sequence: XXX

Ministry Name
XX

Further Description and/or Purpose of Ministry
XX
XX

Category ==> Codes	AS.. Abilities & Skills CE.. Christian Education MU.. Music YW.. Youth Work EV.. Evangelism	LM.. Local Mission and Outreach WM.. National and World Mission SG.. Special Group/Project GG.. Growth Groups
-----------------------	---	--

Press 'D' to view, add and change people resources to this church ministry...

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FIGURE 29 - MINISTRY RESPONSES BY MINISTRY "minbymin" (Page 1 of 2)

Ministry Responses By Member "minbymem"

This online function provides the data management for assigning and linking individuals from the membership file to a specific church ministry. The "minbymem" function consists of two screens, the first of which is a membership file query screen (Figure-31). The second screen (Figure-32) is identical to the second screen mentioned in the "minbymin" function.

This screen is preferred over the "minbymin" screen, if the user does not know the person's full name or CHRIS#. The first screen provides the generic query capability to view individuals from the membership file prior to selecting and assigning them to a church ministry.

Outside Mailings "mailbox"

This online function provides the data management for maintaining outside mailing addresses for non-congregational group mailings. This feature utilizes the church group catalog to cluster the mailings by special mail groups.

This function is designed around two screens. The first screen (Figure-33) provides for the query and/or update of the mailbox address. The second screen (Figure-34) links the mailbox to a specific church mail group which is defined in the group catalog.

Page 1 of 2
CHRIS
OUTSIDE MAILINGS (mailbox)
MAILBOX Id: XXXXXX QUICK Search Mailbox Name: XXXXXXXXXXXXXXXXXXXXXXX

MAIL===> Addressee Name(s): XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
BOX Street Address/Box: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Addtl Address: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
City,State,Zip: XXXXXXXXXXXXXXXXXXXXXXX , XX , XXXXX - XXXX
Country: XXXXXXXXXXXXXXXXXXXXXXX
Telephone: XXX / XXX-XXXX

Press 'D' to view, add and update church group(s) this individual belongs to...

FIGURE 33 - OUTSIDE MAILINGS "mailbox" (Page 1 of 2)

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CHRIS
OUTSIDE MAILINGS

(mailbox)

MAILBOX#	Addressee
XXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Church Group Identifier	Date Joined: XX/XX	Current Role: X
XX - XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	

ROLES HELD ==>	X :Help	X :Lead	X :Participate
IN PAST	X :Serve	X :Teach	X :Advise

Special Comments	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Date	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Terminated: XX/XX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Press 'M' to view or change the mailbox name...

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FIGURE 34 - OUTSIDE MAILINGS "mailbox" (Page 2 of 2)

2. General Membership Reporting

Family Member Profile Report "profiles"

DESCRIPTION/PURPOSE: This report provides a one page printout per individual member, showing the membership information that is available on the "families" online screens. Designed to be used as a hardcopy backup of the family membership data and used to verify the personal data with the respective church families. The congregation can then review, modify and return their updated family profiles to the church office.

Deacon District Family Unit Report "deacons"

DESCRIPTION/PURPOSE: This report provides a list of family units within a specified geographic area known as Deacon District. The report lists the basic data of a family unit such as family address and brief descriptive data about each individual family member. The report may be run for all deacon districts or for just one. Designed to be used by the church deacon as a family information guide to facilitate the shepherding process.

Membership List Based On Date Received "memblast"

DESCRIPTION/PURPOSE: This report provides a listing of membership based on the date the individual was received into the church. The report will print the membership based on a selected date range. Designed to be used for reporting recently received church members.

Membership Labels Based On Date Received "memblast"

DESCRIPTION/PURPOSE: This function provides address labels for church members based on the date the individual was received into the church. The labels will print membership based on a selected date range. Designed to be used for selected mailings to recently received members.

Church Telephone Directory By Family Name "telename"

DESCRIPTION/PURPOSE: This report provides a telephone directory listing of church families which includes each member's name, address, telephone number and assigned deacon district. This report is designed for distribution to the congregation for use as a personal telephone directory. An example of this report is represented in Figure-35.

Church Telephone Directory By Deacon District "teledist"

DESCRIPTION/PURPOSE: This report provides a telephone directory listing of church families which includes each member's name, address, telephone number and assigned deacon district. This report is designed for distribution to the deacons as it is sorted by deacon district.

Address Labels For Church Newsletter/Mass Mail "newsmail"

DESCRIPTION/PURPOSE: This function provides address labels for a general newsletter mailing. Only one label is generated per family unit. Designed to be used for massive/global church family mailings.

Member Id# Cross-Reference Report "xrefmemb"

DESCRIPTION/PURPOSE: This report provides a cross-reference listing of all church membership in sequence by CHRIS#. In addition, summary totals are provided by church status. Designed to be used as a quick-reference to membership by CHRIS#.

Member Name Cross-Reference Report "xrefname"

DESCRIPTION/PURPOSE: This report provides a cross-reference listing of all church membership in sequence by member name. Designed to be used as a quick-reference by member name.

Church Status Cross-Reference Report "xrefstat"

DESCRIPTION/PURPOSE: This report provides a cross-reference listing of all church membership in sequence by church status. An additional feature this report has over the other cross-reference reports is that it provides a page index indicating where each church status begins and ends. Designed to be used as a quick-reference by church status. An example of this report is represented in Figure-36.

*** CHURCH STATUS Cross-Reference Report ***

Member Id	Envl#	CHURCH STATUS	Member's Full Name
000004-01	78	Active	ADAMS, MRS HELEN
000004-02	78	Active	ADAMS, MR JAMES (JIM)
000004-03		Active	ADAMS, MR JOHN
000001-01	1	Active	MACK, MR ROBERT GORDON (BOB)
000001-05		Active	MACK, MR GEOFFREY RYAN
000001-03		Active	MACK, MISS RACHEL LYNN
000002-01	2	Active	MILLER, MR MARK STEVEN
000002-05		Active	MILLER, MISS PENNY LYNN
000002-02	2	Active	MILLER, MRS RAE MEKEEL
000005-03		Baptized	GERARD, MS JESSIE LEE (JESS)
000001-04		Baptized	MACK, MR ADAM MEKEEL
000001-07		Baptized	MACK, MR HOWARD ALLEN II(HOWIE)
000002-03		Baptized	MILLER, MISS MANDY KLUSACHEK
000002-04		Baptized	MILLER, MR MARTIN JOHN (MARTY)
000004-04		Non-Member	ADAMS, MRS HELEN FAYE
000005-05		Non-Member	GERARD, MR ADAM MICHAEL
000005-04		Non-Member	GERARD, MR KEVIN JASON
000001-02	1	Non-Member	MACK, MRS EVA MEKEEL
000001-06		Non-Member	MACK, MISS JEANIE ANN (JEAN)
000006-01	67	Church Staff	KIMBLE, MR JOHN HAMMELL IV
000004-05		Youth Adhrnt	BOWERS, MISS BERTHA WILMA (BERTH)

Blood Bank Member Status Cross-Reference Report "bloodsts"

DESCRIPTION/PURPOSE: This report provides a cross-reference listing of all church family heads-of-household by blood bank status.

Summary totals are provided by blood bank status. Designed to be used for determining participation in the church blood bank donor program.

Blood Bank Donor Status Report "donors"

DESCRIPTION/PURPOSE: This report provides a listing of all individuals that have actively participated in the blood bank donor program. Information such as name, address, birthday and blood type are provided. This report is designed for use by the blood bank center and is the communication mechanism between the church and the blood bank.

Family Information Card "fmlycard"


DESCRIPTION/PURPOSE: This feature provides information on church families in a post card format. Basic information such as name(s), address, and telephone number are formatted and printed on a card for convenience. This feature is designed for the purpose of providing portable information cards to be used as reference during family visitation, stewardship drive campaign, or offsite data backup.

Membership List By Birthday "birthlst"

DESCRIPTION/PURPOSE: This report provides a basic membership list of name, telephone, and address with selection criteria based on a birthday date range. For example, this reporting capability will provide a listing of membership between 75 and 90, 20 and 30, and over 65.

Mailing Labels By Birthday "birthlab"

DESCRIPTION/PURPOSE: This feature operates the same way as does the "birthlst" program except that the output is printed on a mailing label. The design is intended to provide mailing labels to membership by birthday date range. For instance, if the church was having a senior citizens picnic, this feature could be used to generate mailing labels for all adults over 65.



3. Stewardship Reporting

Stewardship Cross-Reference By Envelope# "evbyenv#"

DESCRIPTION/PURPOSE: This report provides a cross-reference listing of all pledging church membership in sequence by envelope number. In addition, summary totals are provided by church status. Designed to be used as a quick-reference by pledge envelope number.

Stewardship Cross-Reference By Pledger Name "evbyname"

DESCRIPTION/PURPOSE: This report provides a cross-reference listing of all pledging church membership in sequence by pledger name. In addition, summary totals^{are} provided by church status. Designed to be used as a quick-reference by pledger name.

Envelope Box Address Labels "evboxlab"

DESCRIPTION/PURPOSE: This function provides address labels for use in identifying the owner(s) of the envelope boxes. For ease in affixing the label to the envelope box, the labels are produced in envelope number sequence with the envelope number recorded on the label.

Envelope Ownership Verification Report "evowners"

DESCRIPTION/PURPOSE: This program provides a data verification of membership and stewardship data to ensure accuracy when generating quarterly statements and the year-to-date contribution report. This verification provides the extra "security blanket" required prior to the distribution of sensitive financial data to the church congregation.

Weekly Envelope Contribution Control Report "evweekly"

DESCRIPTION/PURPOSE: This function provides a detailed recap of weekly envelope contributions with subtotals by envelope number range and fund. This report also provides pledge versus non-pledge totals and special giving details. This program is used to total and control contributions received on a given Sunday in preparation for deposit. This program should be run each week following the Sunday offering collection. Typically this program is run sometime on Monday after the contributions have been entered into CHRIS via the "stewards" screen. This function also updates the year-to-date totals for each pledging unit.

Giving Contribution Details Purge "evpurge"

DESCRIPTION/PURPOSE: This program must not be available to the public user. This program permanently removes all previous fiscal year detail contributions. This program is designed to run after all contributions for the fiscal year are recorded and all end-of-year stewardship reports are successfully run, printed and verified. The purpose of this program is to facilitate efficient disk storage management by removing old contribution activity. This program is very sensitive and should be carefully controlled.

Envelope Contributions Year-To-Date Summary "evytdsum"

DESCRIPTION/PURPOSE: This report is a one page year-to-date summary of all envelope contributions made during the current pledge⁷fiscal year. The report does subtotaling by fund, month, quarter and pledge type. This report is designed to present a "Where we are" picture of contributions versus pledge commitments at any time during the year. Figure-37 represents an example of this report.

Total Envelopes: 6		GENERAL FUND			SPECIAL GIFTS
(p)	(np)	Monthly Total	Pledge	Non-Pledge	Monthly Total
	6				
January....		\$18,593.00	\$18,593.00	\$.00	\$186.68
February...		\$2,375.00	\$2,375.00	\$.00	\$6,006.00
March.....		\$6.00	\$6.00	\$.00	\$4.00
		=====	=====	=====	=====
1st Quarter		\$20,974.00	\$20,974.00	\$.00	\$6,196.68
1985 Y-T-D		\$20,974.00	\$20,974.00	\$.00	\$6,196.68
April.....		\$.00	\$.00	\$.00	\$.00
May.....		\$60.78	\$60.78	\$.00	\$.00
June.....		\$.00	\$.00	\$.00	\$.00
		=====	=====	=====	=====
2nd Quarter		\$60.78	\$60.78	\$.00	\$.00
1985 Y-T-D		\$21,034.78	\$21,034.78	\$.00	\$6,196.68
July.....		\$300.00	\$300.00	\$.00	\$200.00
August.....		\$.00	\$.00	\$.00	\$.00
September..		\$.00	\$.00	\$.00	\$.00
		=====	=====	=====	=====
3rd Quarter		\$300.00	\$300.00	\$.00	\$200.00
1985 Y-T-D		\$21,334.78	\$21,334.78	\$.00	\$6,396.68
October....		\$.00	\$.00	\$.00	\$.00
November...		\$.00	\$.00	\$.00	\$.00
December...		\$.00	\$.00	\$.00	\$.00
		=====	=====	=====	=====
4th Quarter		\$.00	\$.00	\$.00	\$.00
1985 Y-T-D		\$21,334.78	\$21,334.78	\$.00	\$6,396.68
GENERAL FUND		1985	1985		
PLEDGE VERSUS		Pledged	Actual	Dollar	Percent
ACTUAL STATISTICS		Dollars	Dollars	Variance	Variance
	1st Quarter..	\$5,850.00	\$20,974.00	\$15,124.00	258.53%
	2nd Quarter..	\$5,850.00	\$60.78	-\$5,789.22	-98.96%
	3rd Quarter..	\$5,850.00	\$300.00	-\$5,550.00	-94.87%
	4th Quarter..	\$5,850.00	\$.00	-\$5,850.00	-100.00%
		=====	=====	=====	=====
		\$23,400.00	\$21,334.78	-\$2,065.22	-8.83%

FIGURE 37 - ENVELOPE CONTRIBUTIONS SUMMARY REPORT

Quarterly Statement Custom Message Writer "qsnotes"

DESCRIPTION/PURPOSE: This program provides the capability to allow the user to input text (a message for the quarterly statement). The text is saved into a computer file and printed on each quarterly statement.

Quarterly Contribution Statement "qtrlyrun"

DESCRIPTION/PURPOSE: This program provides for the reporting of individual Quarterly Contribution Statements for all church envelopes. This report was designed for distribution to pledging and non-pledging family units. A one page statement for each envelope provides for a concise financial contribution picture. Detailed contributions are only reported for the quarter requested (1st quarter would be Jan, Feb, Mar) within the requested fiscal year. Summaries of contributions made in prior quarters are indicated without the details. A customized message may be printed at the bottom of each statement by running the "qsnotes" program. A representation of is report is shown in Figure-38.

QUARTERLY CHURCH CONTRIBUTION STATEMENT
For The 1st Quarter of 1985

MR/MRS JOHN A. SMITH

<<<< Envelope 00003 >>>>

Your 1985 Pledge is \$2,000.00

GENERAL FUND gifts Jan'85 thru Mar'85		SPECIAL GIVING and OTHER gifts Jan'85 thru Mar'85	
01/06/85	\$25.00	01/06/85	\$10.00 Envelopes
01/13/85	\$40.00	01/20/85	\$6.00 Flower Fund
01/20/85	\$90.00	02/03/85	\$10.00 Missions
01/27/85	\$100.00	02/24/85	\$20.00 Memorial June Smith
02/03/85	\$59.00	03/17/85	\$2.00 Flowers
02/10/85	\$34.50		
02/17/85	\$70.00		
03/03/85	\$30.00		
03/10/85	\$50.00		
03/17/85	\$50.00		
03/24/85	\$25.00		

GENERAL FUND TOTALS							
Jan:	\$255.00	Apr:	\$.00	Jul:	\$.00	Oct:	\$.00
Feb:	\$163.50	May:	\$.00	Aug:	\$.00	Nov:	\$.00
Mar:	\$155.00	Jun:	\$.00	Sep:	\$.00	Dec:	\$.00
	=====		=====		=====		=====
	\$573.50		\$.00		\$.00		\$.00

TOTAL Year-To-Date Contributions: \$573.50 (General Fund)
\$48.00 (Special Giving and Other)
=====

\$621.50

Dear Friends in Christ,

Thank you very much for your contributions...
We hope the Spring season brings joy and love
to your family...

Yours Truly,
Rev John J. Smith

CURRENT 1985 General Fund pledge balance is \$1,426.50

MR/MRS JOHN A. SMITH
5TH STREET
EXAMPLETOWN, NJ 18099

Please retain for your records...

<<<< Envelope 00003 >>>>

Individual Year-To-Date Contributions Report "ytdcntrb"

DESCRIPTION/PURPOSE: This program provides the capability to print detailed fund contribution activity, month-to-date, quarter-to-date and year-to-date summaries for each envelope. This report may be run at any time during the year for all envelopes in the envelope file or for one or more specific envelopes in question. The option of printing one or more specific envelopes is done via the previously mentioned print selection date capability (see "qtrlyrun" for description). The anticipated use of this report is to provide for data backup and maintain the final permanent record of contributions at year end. An example of this report is represented in Figure-39.

4. Pledge Drive Reporting

Address Labels For Stewardship Drive "pldglabl"

DESCRIPTION/PURPOSE: This report provides address labels for distributing the annual stewardship/pledge packet. A mailing label is produced for every envelope assigned in the envelope file. To further identify the mailing label, the envelope owner's envelope number is printed directly on the label for convenience.

Pledge Cards For Stewardship Drive "pldgcard"

DESCRIPTION/PURPOSE: Produces stewardship drive pledge solicitation cards, identifying the envelope owner's name(s) and envelope number. The pledge is then recorded on the card and returned to the church financial office for processing. The preprinted card facilitates an easy online update process of pledge amounts.

Stewardship Drive Call Report "pldgcall"

DESCRIPTION/PURPOSE: This report provides a listing of those pledging units which have not returned their pledge cards. This report is designed for use by designated telephone callers for the purpose of posting the outstanding pledge amounts once communicated over the telephone. This report will then be used to input the telephoned pledges. This report may be run at any time during the pledge drive.

Stewardship Drive Pledge Progress Report "pldgprog"

DESCRIPTION/PURPOSE: This report provides a detailed recap of pledge dollar performance for the future pledge year. Variance analysis is done against the current pledge year by individual pledging unit. Summary statistics are provided by dollar giving range and church status. This program may be run at any time during the pledge drive season as pledges are received, providing a "where we are" type of progress report. An example of this report is represented in Figure-40 and Figure-41.

Jan 1 1986 Any Church, Anytown, USA Page 1
 C.H.R.I.S.(pldgprog)
 *** Stewardship Drive Progress Report ***

Pledging Unit		Last Yrs Pledge	1986 Pledge	---- Variances ----	
				Dollars	* Percent
JIM and HELEN BOWERS (215) 999-9999	#00078	\$9,000.00	\$12,500.00	\$3,500.00	38.89%
RICK GERARD (215) 999-9999	#00005	\$3,000.00	\$2,200.00	-\$800.00	-26.67%
JASON JONES (215) 999-9999	#00003	\$300.00	\$550.00	\$250.00	83.33%
JOHN KIMBLE (212) 999-9999	#00067	\$100.00	\$180.00	\$80.00	80.00%
BOB and EVA MASTERS (215) 999-9999	#00001	\$3,000.00	\$3,600.00	\$600.00	20.00%
MARK and RAE MIXES (215) 999-9999	#00002	\$8,000.00	\$9,100.00	\$1,100.00	13.75%
JEFF and BETTY WHITE (215) 999-9999	#00453	\$8,000.00	_____		

FIGURE 40 - STEWARDSHIP DRIVE PROGRESS REPORT (Page 1 of 2)

C.H.R.I.S.(pldgprog)

*** Stewardship Drive Progress Report ***

Fiscal Year 1986

Pledge Dollar Ranges On An Annual Basis	Actual No. Of Pledges	1986 Dollars Pledged	Average Pledge/ Unit	% Of Pledging Community	% Of Total \$ Pledged
OVER \$5,200 ...	2	\$21,600.00	\$10,800.00	33.33%	76.79%
\$3,640 to \$5,200 ...		\$.00	\$.00	.00%	.00%
\$2,600 to \$3,640 ...	1	\$3,600.00	\$3,600.00	16.67%	12.80%
\$1,560 to \$2,600 ...	1	\$2,200.00	\$2,200.00	16.67%	7.82%
\$1,040 to \$1,560 ...		\$.00	\$.00	.00%	.00%
\$780 to \$1,040 ...		\$.00	\$.00	.00%	.00%
\$520 to \$780 ...	1	\$550.00	\$550.00	16.67%	1.96%
\$364 to \$520 ...		\$.00	\$.00	.00%	.00%
\$260 to \$364 ...		\$.00	\$.00	.00%	.00%
\$156 to \$260 ...	1	\$180.00	\$180.00	16.67%	.64%
\$52 to \$156 ...		\$.00	\$.00	.00%	.00%
OVER \$0 to \$52 ...		\$.00	\$.00	.00%	.00%
NO PLEDGE (but give) ...		\$.00	\$.00	.00%	.00%
NO PLEDGE (??? give) ...		\$.00	\$.00	.00%	.00%
GRAND TOTALS ...	6	\$28,130.00	\$4,688.33	100.00%	100.00%

Fiscal Year 1986

Non-Pledge Statistics

1 Pledge Units Have Not Returned Their Pledge Cards
Projected Pledge Value Is.. \$8,000.00

Fiscal Year 1986

Member Status Pledging Statistics

	Pledges	Dollars
Active Members:	5	\$27,950.00
Church Staff:	1	\$180.00
Out Of Town Members:	0	\$.00
Adherent Members:	0	\$.00
Others:	0	\$.00

Stewardship Drive Pledge Year Start-up Update "pldginit"

DESCRIPTION/PURPOSE: This program must not be available to the public user. This program initializes the "Current Annual Pledge is" and the "pledged on" fields on the "stewards" online screen to zero and blank respectively. This program must be run prior to beginning the annual pledge drive and the pledge data collection process. This program will overlay the previous values in the above mentioned data fields for every envelope in the CHRIS system.

Stewardship History End-Of-Year Roll Update "pldgroll"

DESCRIPTION/PURPOSE: This program must not be available to the public user. This program rolls or moves the stewardship history to make room for the new year. What happens is.. "This Year" becomes "1 Year Ago", "1 Year Ago" becomes "2 Years Ago", "2 Years Ago" becomes "3 Years Ago", "3 Years Ago" becomes "4 Years Ago", and "4 Years Ago" is removed from the file. This process should be done sometime during January-February after the system has received all the previous year's contributions.

5. Youth Support Reporting

List Of Children and Parents By Birthday "childlst"

DESCRIPTION/PURPOSE: This report provides a list of church family children that were born within a user specified birthday range. Information such as the child's name, address, birthday, church status and parent's names are provided. This report is designed for use by Sunday School planners to determine the need for Preschool class resource requirements. This report can also be used to look at potential Sunday School students.

Address Labels For Children By Birthday "childlab"

DESCRIPTION/PURPOSE: This report provides address labels for church family children that were born within a specified birthday range. These labels should be used by the Sunday School planners for mailings to Preschool children. This program can also be used to mail literature to potential Sunday School students.

Address Labels For Child's Parents By Birthday "parntlab"

DESCRIPTION/PURPOSE: This report provides address labels for church family parents based on their children's birthday. These labels can be used by the Sunday School planners for mailings to Preschool children's parent(s) or other non-Sunday School group classifications.

Children's Sunday School Class Roster "ssroster"

DESCRIPTION/PURPOSE: This report provides Sunday School Roster lists based on the child's Sunday School graduation class. The program calculates the child's current Sunday School grade based on their graduating class and the current school year. The Sunday School Class is maintained on the "families" online screen. If a child needs to be held back or pushed forward you need only change his/her Sunday School Class, the rest is automatic. Note: The Sunday School Class should be the expected 12th grade year (4 digits). This report will group the children together based on class for use by the Sunday School staff. An example of this report is represented in Figure-42.

*** Sunday School Roster For 9TH GRADERS ***

BAYERS, JEFF999-9999 AM 05/28/71 RICHARD-SUSAN
301 EAST TEXAS ROAD, BETHLEHEM 18017

BERRSALL, ANDREA999-9999 AM 12/31/71 JIM-NANCY
666 SOUTH STREET, BETHLEHEM 18017

BLONS, STACY999-9999 NM 08/31/71 MARY ELLEN
707 HECKTOWN ROAD, BETHLEHEM 18018

BULTOM, STEVEN999-9999 NM 06/02/71 MIKE-GLORIA
RD#3, BETHLEHEM 18017

CAMPBELL, JOHN999-9999 NM 01/01/01 GEORGE-GRETCHEN
1234 SOUTH STREET, BETHLEHEM 18018

CHUN, JENNIFER999-9999 AM 09/10/71 REX-JANE
3651 WESTEND ROAD, ALLENTOWN 18019

CHRISTINA, JEFF999-9999 NM 11/16/71 EDWARD-CAROL
MAJOR STREET, BETHLEHEM 18017

CLEMENS, JOHN999-9999 NM 08/25/71 JOE-LINDA
400 GREENLEA DRIVE, BETHLEHEM 18016

CLEMENS, BILL999-9999 NM 02/26/71 THOMAS-ANN
56 EAST AVENUE, BETHLEHEM 18017

CROSIN, MELINDA999-9999 NM 03/25/71 ROBERT-NANCY
8TH AVENUE, BOX 10, BETHLEHEM 18019

DARWIN, JAY999-9999 BM 12/10/71 NEIL-LYNDELL
65 GREENLEAF DRIVE 18019

DEXTER, JONATHAN999-9999 YA 01/01/01 JACK-EVA
QUARTER MILE ROAD 18015

DILLWORTH, JIMMY999-9999 YA 01/01/01 SETH-BETH
914 JOHNSTON DRIVE 18017

FIGURE 42 - CHILDREN'S SUNDAY SCHOOL CLASS ROSTER

Children's Sunday School Class Address Labels "sslables"

DESCRIPTION/PURPOSE: This report provides address labels for children attending Sunday School. The program operates in the same way as the "ssroster" program does. These labels may be used by the Sunday School staff for mailings to the children during the school year.

Parents of Sunday School Class Address Labels "ssparent"

DESCRIPTION/PURPOSE: This report provides address labels for parent(s) of children in Sunday School classes. The program operates in the same way as the "ssroster" program does. These labels can be used by the Sunday School staff for mailings to the parent(s) during the school year.

Address Labels For College Students (School) "cslables"

DESCRIPTION/PURPOSE: This report provides address labels for college students. Using the school's address, these labels are generated for all individuals currently attending a college or university. Designed to be used for maintaining correspondence with church family members attending college.

Address Labels For College Students (Home) "cslabelh"

DESCRIPTION/PURPOSE: This report provides address labels for college students. Using the home address, these labels are generated for all individuals currently attending a college or university. Designed to be used for maintaining off-semester correspondence with students by directing the mail to their home (parents) address.

6. Ministries and Groups Reporting

Responses To Ministry/Interest Needs Report "minlist"

DESCRIPTION/PURPOSE: This report provides a concise presentation of individuals that responded to a particular ministry. Individual responses to the particular ministry must have been previously assigned using the "minbymin" or "minbymem" online screens. This report may be used both internally and externally by the respective responsible ministry leader(s) in an effort to compare the church's ministry requirements with the people resources available.

Master List Of All Church Ministry Needs "listmins"

DESCRIPTION/PURPOSE: This report provides a master list of all current church ministries/interests. This report is designed to be used as a reference document when working to assign individuals to specific ministries. An example of the report is shown in Figure-43.

Jan 1 1986

A n y C h u r c h , A n y t o w n , U S A
C.H.R.I.S.(listmins)

Page 1

*** List Of Church Ministry Needs ***

Church Ministry Id	Name of Ministry
AS-ARTWORK	ART WORK
AS-AUDOPER	AUDIO SYSTEM OPERATION
AS-AUDTECH	AUDIO (EQUIPMENT TECHNICIAN)
AS-BIBLE	LEAD A BIBLE STUDY
AS-CARPENTER	CARPENTRY
AS-DATA	DATA ENTRY OR WORD PROCESSING
AS-FINANCIAL	FINANCIAL COUNSELING
AS-FUND	FUND RAISING
AS-HAMRADIO	AMATEUR HAM RADIO
AS-JOBSEARCH	ASSIST IN JOB SEARCH
AS-KITCHEN	COOKING AND KITCHEN HELP
AS-OCCUPATION	LIST YOUR CURRENT AND PREVIOUS OCCUPATIONS
AS-OFFICE	OFFICE HELP-RECEPTIONIST, TYPING, FILING
AS-PHOTO	PHOTOGRAPHY
AS-PRAY	PRAYER FOR OTHERS
CE-CC23	TEACH/ASSIST WITH CHILD CARE-2,3 YEAR
EV-BIBLE	ASSIST A NEIGHBORHOOD/BUSINESS BIBLE STUDY GROUP
EV-CALLCOMUN	CALL ON NEW RESIDENTS IN THE COMMUNITY
EV-CALLNEW	CALL ON POTENTIAL NEW MEMBERS
EV-COLLEGE	WORK WITH COLLEGE STUDENTS
GG-BOYSCOUT	BOYSCOUTS
GG-CHOIR23	CAROL CHOIR I-GRADES 2,3
GG-MEN	MEN'S GROUP
GG-MIDBOY	MIDDLER BOYS CHOIR-GRADES 6-8
LM-ALCOHOLIC	ASSIST HALFWAY HOME FOR ALCOHOLICS
LM-BBBS	BIG BROTHERS/BIG SISTERS

FIGURE 43 - MASTER LIST OF ALL CHURCH MINISTRY NEEDS

Ministry/Interest Recruitment Worksheet "minwksht"

DESCRIPTION/PURPOSE: This report provides a worksheet presentation of those individuals that responded to a particular ministry. Individual responses to the particular ministry must have been previously assigned using the "minbymin" or "minbymem" online screens. This report may be used both internally and externally by the respective responsible ministry leader(s) in an effort to compare the church's ministry requirements with the people resources available. The worksheet concept was designed to assist volunteer telephone callers in following up on initial responses to a ministry questionnaire. The worksheet provides a variety of useful information on the individual, including personal comments about their interest in the ministry. The worksheet is to be used by designated callers/recruiters and filled out for later entry of the contact information (individual's response) into the "minbymin" or "minbymem" online screens. An example of this report is shown in Figure-44.

Jan 1 1986

Any Church, Any town, U S A
C.H.R.I.S.(minwksht)
*** Ministry/Interest Recruitment Worksheet ***

Page 1

AS-FINANCIAL : FINANCIAL COUNSELING
PEOPLE WILLING TO HELP OTHERS WHO ARE IN NEED
OF SPECIAL FINANCIAL COUNSELING..

MR RICHARD F. SMITH (RICK)	#000005-01	PAST/ CURRENT	WILLING Yes	DESIRE MORE INFO	RESPONSE COMMENTS as of: (07/14/85,NO priority) WANT TO HELP
1ST AVENUE AND 6TH ALLENTOWN, PA 17897					
(215) 987-0877 (Home)	Active Member	HELP ?	TEACH ?	SERVE ?	CONTACT COMMENTS as of: (07/14/85)
(717) 988-0877 (Work)	COLLEGE STUDENT	LEAD ? Yes	ADVISE? Yes	UNAVAIL? (chk up to 2)	DESIRE MORE OPPORTUNITY TO UTILIZE SKILLS
ext:0877	College St				

MR JASON A. JONES	#000003-01	PAST/ CURRENT	WILLING	DESIRE MORE INFO	RESPONSE COMMENTS as of: (07/14/85,NO priority) PREVIOUS EXPERIENCE AS AN ACCOUNTANT
89 WEST BROAD STREET BOX 101 ALLENTOWN, PA 18019-0000		Yes			
(215) 876-9089 (Home)	Active Member	HELP ?	TEACH ?	SERVE ?	CONTACT COMMENTS as of: (___/___/___)
(215) 897-9045 (Work)	MECHANIC	LEAD ?	ADVISE?	UNAVAIL? (chk up to 2)	
ext:9077	Full-Time,Days/Reglr				

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FIGURE 44 - MINISTRY/INTEREST RECRUITMENT WORKSHEET

Address Labels For Ministries/Interests "minlabel"

DESCRIPTION/PURPOSE: This function provides address labels for those individuals who responded to a particular ministry. Individual responses to the particular ministry must have been previously assigned using the "minbymin" or "minbymem" online screens. This program works under the same rules as does the "minlist" and "minwksht" programs.

Ministry Response Cards "mincard"

DESCRIPTION/PURPOSE: This function is a reduced version of the ministry worksheet. The data is presented in post card form for ease in filing and portability.

Master List Of All Church Groups "listgrps"

DESCRIPTION/PURPOSE: This report provides a master list of all permanent church groups. This report is designed to be used as a reference document when working to assign individuals to specific groups.

Church Group Membership Worksheet "grpwksht"

DESCRIPTION/PURPOSE: This report provides a worksheet presentation of those individuals who belong to a particular church group. Members of the particular group must have been previously assigned using the "grpbygrp" or "grpbymem" online screens. This report may be used both internally and externally by the respective responsible group leader(s) as a information planning document. The worksheet concept was designed to assist group leaders by providing personal and historical characteristics about their group membership.

Church Group Membership Report "grplist"

DESCRIPTION/PURPOSE: This report provides a concise presentation of those individuals who belong to a particular church group. Members of the particular group must have been previously assigned using the "grpbygrp" or "grpbymem" online screens. This report may be used both internally and externally by the respective responsible group leader(s) and members as a group membership directory. An example of this report is contained in Figure-45.

Address Labels For Members Of Group(s) "grplabel"

DESCRIPTION/PURPOSE: This report provides address labels for those individuals who belong to a particular church group. Members of the church group must have been previously assigned using the "grpbygrp" or "grpbymem" online screens. This program works under the same rules as does the "grplist" program.

7. Outside Mailing Reporting

Outside Mailing Cross-Reference By Mailbox Name "mailname"

DESCRIPTION/PURPOSE: This report provides a cross-reference listing of all outside mailbox locations in sequence by the primary mailbox addressee name. Designed to be used for quick-reference by mailbox name in order to avoid duplication of mailbox addresses within the CHRIS system.

Address Labels For Mailbox Members Of Group(s) "maillabl"

DESCRIPTION/PURPOSE: This report provides address labels for individuals within a outside mailbox group. The outside mailbox group and their respective members are defined on the "mailbox" online screen. This capability is designed for non-standard, non-congregational type mailings.

Mailbox Group Membership Report "maillist"

DESCRIPTION/PURPOSE: This report provides a concise presentation of those individuals who belong to a particular outside mail group. Members of the outside mail group must have been previously assigned to the group using the "mailbox" online screen.

8. Special Program Utilities

Print a Spooled Report "print"

DESCRIPTION/PURPOSE: This program is utilized to print a "hard-copy" of a spooled CHRIS report.

Purge a Spooled Report "purge"

DESCRIPTION/PURPOSE: This program provides the user with the capability to remove one or more spooled CHRIS reports from disk.

View (online) a Spooled Report "crt"

DESCRIPTION/PURPOSE: This program provides the user with the capability to view/display a CHRIS report on their CRT terminal prior to printing. This feature also provides an online list of reports that are currently spooled in the system.

Show Status of Print Queue "queue"

DESCRIPTION/PURPOSE: This program provides the user with the capability to query the status of the print queue.

V. References

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VI. Appendix

A. System Codes and Descriptions

CHURCH STATUS CODES

"AM"Active Member	"ST"Church Staff
"IM"Inactive Member	"AF"Affiliate
"BM"Baptized Member	"PM"Prospective Member
"NM"Non-Member	"DM"Deleted Member
"AD"Adult Adherent	"YA"Youth Adherent
"OM"Out-of-Town Member	"IO"Information Only

BLOOD BANK STATUS CODES

"MP" Member of church plan
"CP" Covered by church plan
"OP" Member of other plan
"NC" Not Covered under any plan

MAIL TITLE CODES

"T"Mr/Mrs John A. Smith "F"The Smith Family
"N"John and Mary Smith

RESIDENCE CODES

"H"House "A"Apartment "C"College
"E"Elderly Housing "N"Condominium

FAMILY ROLE CODES

"H"Head of House "C"Child "R"Relative
"S"Spouse "G"Grandparent "O"Other
"P"Single Parent "A"Lives Alone

MARITAL STATUS CODES

"S"Single "M"Married "P"Separated
"D"Divorced "W"Widowed "N"Never Married

REASON RECEIVED CODES

"RA"Reaffirmation of Faith "PF"Profession of Faith
"RS"Restoration of Faith "LT"Letter of Transfer

REASON TERMINATED CODES

"D "Death "CR"Church Rule "M "Moved
"R "By Request "LT"Letter of Transfer

EMPLOYMENT STATUS CODES

"FT"Full-Time "PT"Part-Time "WM"Working Mother
"UE"Unemployed "R "Retired "CS"College Student
"M "Military "D "Disabled "SE"Self-Employed
"HW"Housewife

EMPLOYMENT WORK HOURS CODES

"D "Days/Regular "SS"Swing Shift "N "Nights
"W "Weekends "FT"Flextime

EDUCATIONAL BACKGROUND CODES

"HS"High School "C "College
"M "Minimal Schooling "PG"Post-Graduate

STEWARDSHIP GIVING PATTERN CODES

"W"Weekly "M"Monthly "B"Bi-Monthly
"Q"Quarterly "S"Semi-Annually
"U"Unknown "N"Non-Pledge

STEWARDSHIP GIVING METHOD CODES

"P"Plate Offering "E"Electronic Fund Transfer
"M"Mail

CONTRIBUTION FUND CODES

"G"General Fund "H"One Great Hour Of Sharing
"C"Christmas "P"Pre-Payment of Next Year's Pledge
"S"Special Gift "L"Late-Payment of Last Year's Pledge
"E"Envelopes

CONTRIBUTION MONEY EXCHANGE CODES

"1"Check "3"Check with Cash
"2"Cash

MINISTRY AND GROUP CATEGORY CODES

"AS"Abilities & Skills "LM"Local Mission and Outreach
"CE"Christian Education "WM"National and World Mission
"MU"Music "SG"Special Group/Project
"YW"Youth Work "GG"Growth Groups
"EV"Evangelism

MINISTRY CAPACITY OF INTEREST CODES

"H"Helps
"P"Participates
"A"Advises

"T"Teaches
"S"Serves
"U"Unavailable

"L"Leads

GROUP ROLE CODES

"H"Helps
"P"Participates

"T"Teaches
"S"Serves

"L"Leads
"A"Advises

VITA

The author was born in Ligonier, Pennsylvania on November 28, 1954, the son of Richard and Jean Mack. Upon high school graduation from Ligonier Valley High School in 1972, the author attended Bloomsburg University, Bloomsburg, Pennsylvania. He graduated in 1976 with a Bachelor of Science in Business Administration. He was first employed as a systems analyst with Kewanee Industries, an oil exploration firm located in Bryn Mawr, Pennsylvania. Following a buy out from Gulf Oil Corporation, he accepted a position as a systems and procedures analyst with BRW Textiles located in Easton, Pennsylvania. Since 1979, he has been employed in the MIS department of Air Products and Chemicals, Allentown, Pennsylvania, where he is currently the business information systems manager for the Industrial Gas Division's manufacturing, distribution and engineering areas. He also has spent the last three years consulting for local church organizations.