

Overview and Benefits Church Management System (ChMS)

Church management software (ChMS) is church-centric, specially designed to address the unique functional needs of a church. A ChMS helps churches securely store information plus organize and streamline recurring but diverse administrative tasks. It leverages technology to manage data about people (as members/households/visitors), groups, volunteers, participation tracking, check-in, electronic and paper communications, events, and contributions. A ChMS provides accurate accessible reports.

ChMS Benefits and Features:

1. **Possess one information source.** Provides single reliable database about people (member, visitor, household) including contact info and involvements, updated in one place, used by all ministries. Save time and frustration looking for data and records from various applications, storage locations, and systems. Increased accuracy and timeliness of information. Compels coordinated maintenance.
2. **Access information anytime anywhere.** Convenient centralized cloud-based database readily available by laptop, tablet, smartphone, or mobile app.
3. **Enhanced communication.** With integrated communication tools, (email, text, mailing address) readily send messages to all or organized or ad hoc groups of members. Keep people informed regarding church priorities, events and developments. Improve ability to reach out to visitors. Measure opening and clicking on email.
4. **Monitor and manage participation.** Tag and track people as members of any organized group or volunteering for any ministry. Customize messages to these sub-groups of people. Measure people's engagement as indicator of church health.
5. **Raise staff productivity.** Reduce redundant functions like data maintenance and communication channels. Ministry staff focus more on people and less on routine administrative tasks.
6. **Organize and manage events smoothly.** Facilitate reservation of event places and times. See master calendar. Prevent double booking or overlapping. Permit online signup and fee payment. Track registration and participation. Use communication features to easily inform, update, and follow up with people. Print name tags.
7. **Protect children.** Use check-in feature to account for presence of children and youth at particular events and times. Satisfy parent concerns about care of minors under church supervision.
8. **Increase contributions.** Make it easy to give one-time or recurring gifts anytime anywhere by online or text message, integrated with donor's individual or household membership data.
9. **Manage donation records.** Permit or prevent user access to donor records. Accurately track and monitor all contributions – electronic and checks – by donor or household. Generate updated and flexible reports of contributions by donor, fund, portions of the congregation, time period, or gift size. Easy to produce annual giving statements.
10. **Monitor congregational vitality.** Track visitors, prospective new members, and members' and household ministry participation. Detect lack of individual participation. Discover trends in contributions to general and special funds and overall generosity and financial health.
11. **Personalized emails.** Create and send email using "mail-merge" to give personal vs. generic greeting and heighten readership and impact.
12. **Better decisions.** Get unified way to generate statistics and reports. Eliminate guesswork in managing church operations. Have data and indicators quickly on screen or paper. Obtain relevant insights and guide in making informed decisions.