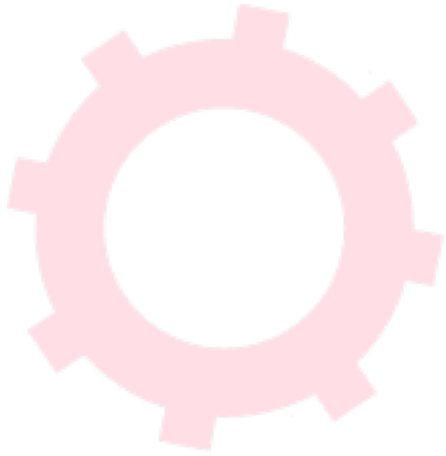


Mind Towards **MINISTRY**

webinar series

Promotion: Time to Graduate

Mind Towards **MINISTRY**



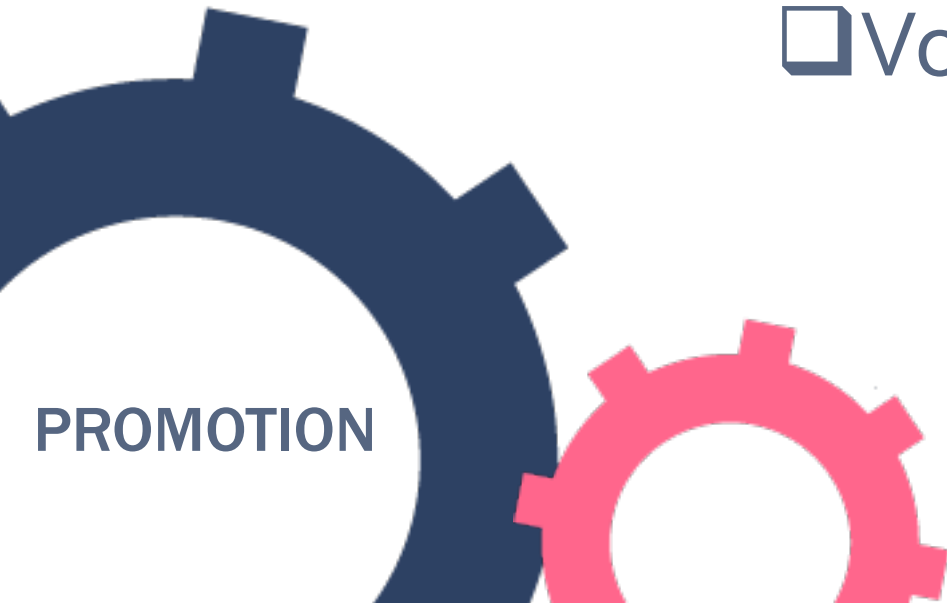
- ☐ Ministry Meeting
- ☐ Data Clean-up
- ☐ Communication to Parents/Graduates
- ☐ Next Steps for Graduate
- ☐ Promotion in FellowshipOne
- ☐ Promotion Sunday



*Organizing is what you do before you do something,
so that when you do it, it is not all mixed up.*
A. A. Milne

Ministry Meeting

- ☐ Decide on a date
- ☐ Plan the logistics
- ☐ Data clean-up
- ☐ Volunteers' roles

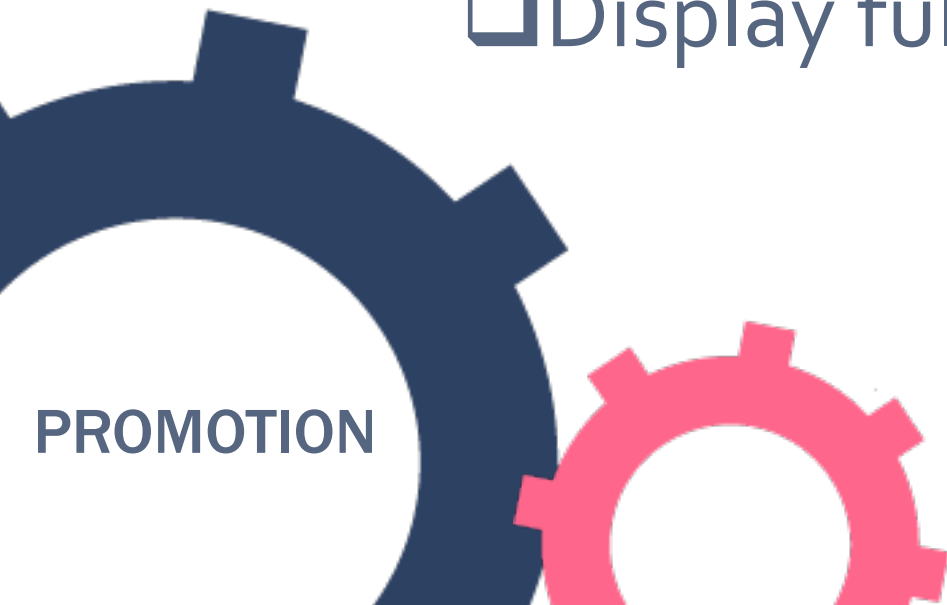


Something to Think About...

- Although planning should be months in advance, the “work needed” is a completed in a small window (less than a week).
- How will you handle those graduating into “Adulthood”?
 - Invite them to the next membership class?
 - Create a new household for them?
 - Change their status?
 - Give them an assignment to the young adult ministry activities?

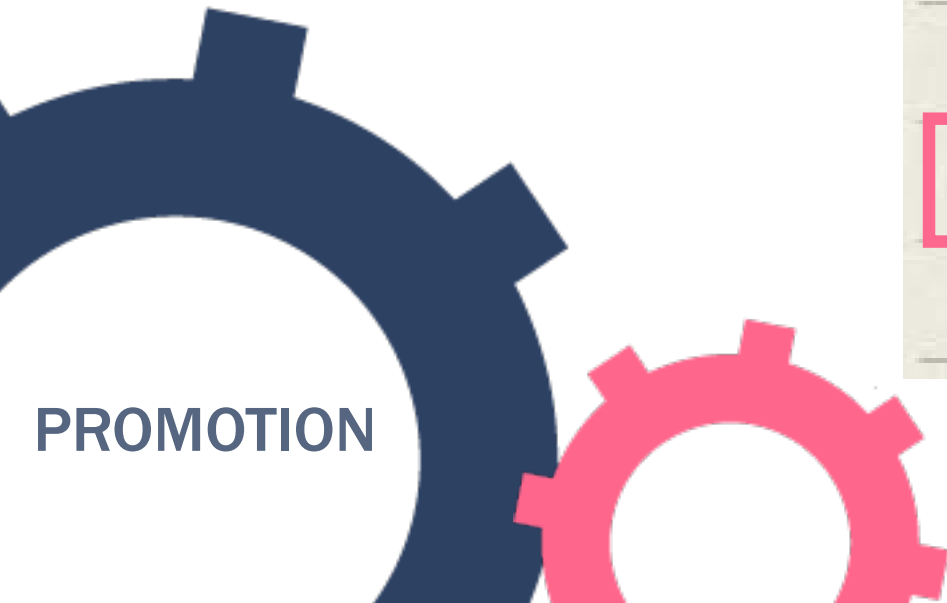
Data Clean-up

- ☐ Run M1211 for each activity for the last 365 days
 - ☐ Return People attending and assigned
 - ☐ Return People NOT attending and assigned
 - ☐ Display full name, age, and last attendance date



Data Clean-up

Properties		Edit
Ministry	High School	
Age	15 to 19	
Volunteers/Staff	Always in Effect	
Participants	Always in Effect	
Auto Assignment	Last Attendance	
Active	✓	



Data Clean-up

Name the report with a
meaning name for future
reference



Reports

F1 Reports My Reports (6)

***Core Attendance Records (v3.1)**

[Overview Video](#)

Report Title *(what)*

Promotions Attendance Record

Return these People *(who)*

Based on Attendance, Assignments & Group Membership: [\(Quick Video\)](#) *

Anyone Attending and IS Assigned or in a Group
Anyone Attending but IS NOT Assigned or in a Group
Anyone NOT Attending but IS Assigned or in a Group
Anyone NOT Attending and IS NOT Assigned or in a Group

Occurring within this Time Period: [\(Quick Video\)](#) *

Last 365 Days (Today - 364)

Return Group Attendance to *(who)*

Based on their Role/Type: *

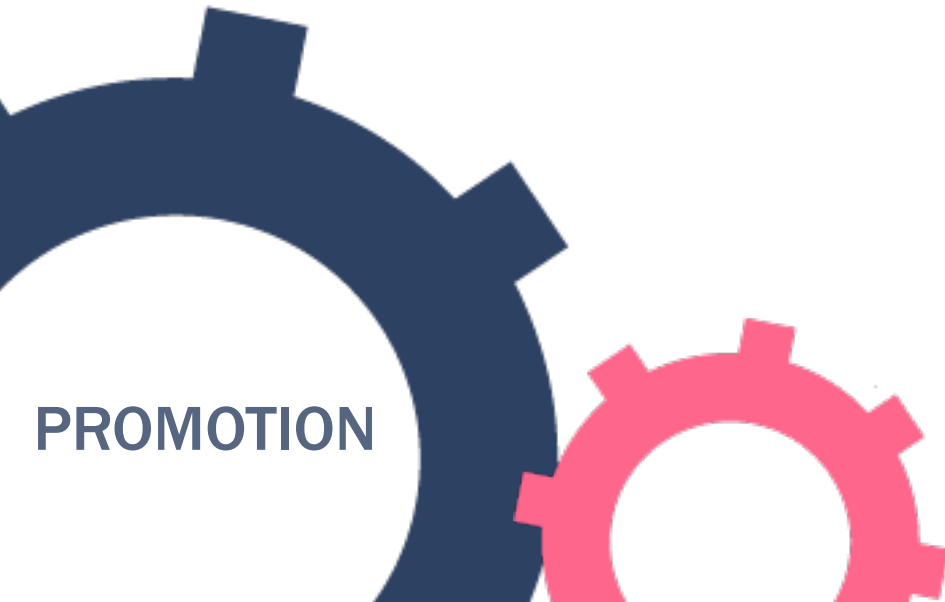
-- Don't Return Group Attendance --
Group Leaders
Group Members

[Get These Spans of Care ↓](#)

These Spans of Care: *



Select: Last 365 days



PROMOTION

Data Clean-up

Select
—Ignore This—
in areas where no
selection is made.

Select: Activity Participants



Return Activity Attendance to (who)
List Inactive/Past Items too? *

No

Based on their Role/Type: *

-- Don't Return Activity Attendance --
Activity Participants
Activity Volunteers/Staff

Get These Activity Types (campuses) ↓

These Activity Types (campuses): *

-- Ignore This --
-- No Value --
Atlanta Campus
Children's Outreach
Dallas Campus

Get These Ministries ↓

These Ministries: *

Children
Churchwide Events
Creative Check-In
Fellowship
High School
Junior High

Get These Activities ↓

These Activities: *

-- Ignore This --
Children VBS
Elementary School
High School
Junior High School
Little Service

Get These Activity Schedules / Service Times ↓

These Activity Schedules / Service Times: *

-- Ignore This --
-- No Value --
Elementary School :: Sunday 11:15 AM
Elementary School :: Sunday 11:00 AM

Select: Appropriate Ministry

Example: Children, Jr. High, Sr. High, etc.

Select: Appropriate Activities

Example: Elementary, Jr. High, Sr. High, etc.

PROMOTION

Data Clean-up

Select:
Attendees Full Name
Age
Last Attendance



Choose Fields to Display (what)
Activity/Group Fields to Display: [\(Quick Video\)](#) *

-- Don't Display --
ACT - Assigned? (yes/no)
ACT - Activity Type
ACT - Ministry
ACT - Activity
ACT - Roster Folder

Individual Fields to Display: *

-- Don't Display --
Attendee's Full Name
Attendee's First Name
Attendee's Last Name
1st Attendance Date
2nd Attendance Date

Household Fields to Display: *

-- Don't Display --
Household Full Name
Household First Name
Household ID
Household Position
Home Phone

Primary Address Fields to Display: *

-- Don't Display --

Configure Output (what)
Page/Sheet Break on: *

ACT - Activity Schedule & Roster

Attendance Columns to Display *

-- Don't Display --
Attendance by Activity/Group and Date
Attendance by Activity/Group and Date & Time
Attendance by Date (Rolled-Up by Activities/Groups)
Attendance Totals & Percentages

Create Labels/Temporary Groups using: *

-- I am NOT outputting to Labels or Groups --

☐ Additional Filters

Choose an Output Type: *

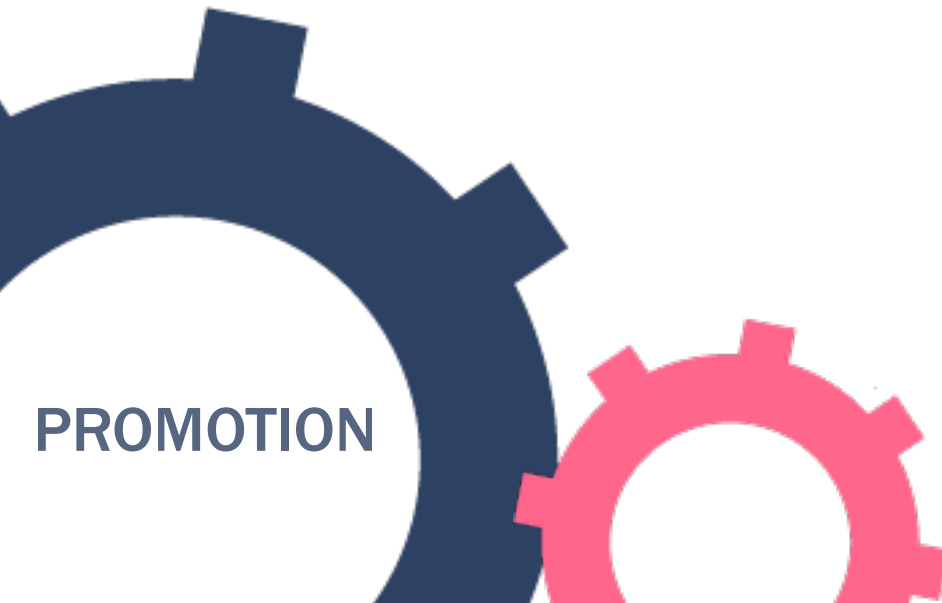
Excel

Run Report Cancel Or [Save to My Reports](#)

Optional Select: ACT – Activity
Schedule & Roster

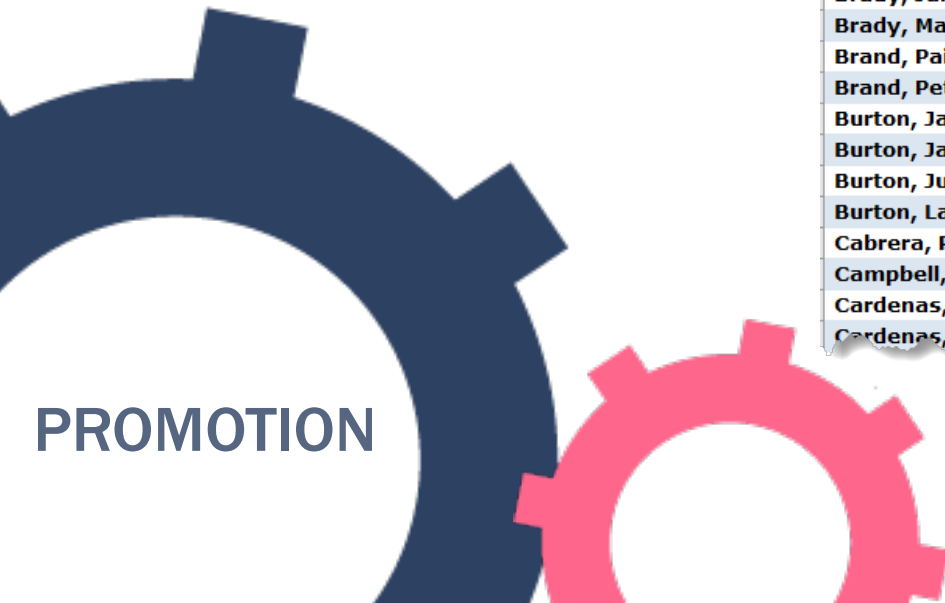
Select:
Attendance by Activity/Group and Date
Attendance Totals & Percentages

Save to My Reports
Run Report



Data Clean-up

Promotions Attendance Record Dates: 4/27/2017 to 4/26/2018 Ministry: High School Activity: High School Schedule: Sunday 9:00am Roster: 12th Grade 76 Unique Individuals 33.3 Avg Attendance			High School							Attended		
			Apr 30, 2017	Oct 29, 2017	Dec 03, 2017	Jan 07, 2018	Feb 04, 2018	Mar 04, 2018	Apr 01, 2018	Times	Days	% (of 7)
Name	Age	Last Attendance	43	33	30	31	32	32	32	233	7	44%
Barnes, Angela M.	17	4/30/2017	1							1	1	14%
Barnes, Hayden P.	17	12/3/2017		1	1					2	2	29%
Belcher, Tyler M.	17	4/1/2018		1	1		1	1	1	5	5	71%
Bradshaw, Caylee M.	18	4/30/2017	1							1	1	14%
Brady, Jan	17	4/1/2018		1	1	1	1	1	1	6	6	86%
Brady, Marcia	18	4/30/2017	1							1	1	14%
Brand, Paige L.	17	4/1/2018		1		1	1	1	1	5	5	71%
Brand, Peter W.	18	4/30/2017	1							1	1	14%
Burton, Jason	18	4/30/2017	1							1	1	14%
Burton, Jason	18	4/1/2018		1		1	1	1	1	5	5	71%
Burton, Justin	17	4/1/2018		1	1	1	1	1	1	6	6	86%
Burton, Landon	18	4/30/2017	1							1	1	14%
Cabrera, Pedro	18	4/1/2018		1	1	1	1	1	1	6	6	86%
Campbell, Alexis	17	4/1/2018		1	1	1	1	1	1	6	6	86%
Cardenas, Carla	17	4/1/2018		1	1	1	1	1	1	6	6	86%
Cardenas, Carla L.	17	4/1/2018		1		1	1	1	1	5	5	71%



PROMOTION

Data Clean-up

Promotions Attendance Record

Dates: 4/27/2017 to 4/26/2018

Ministry: High School

Activity: High School

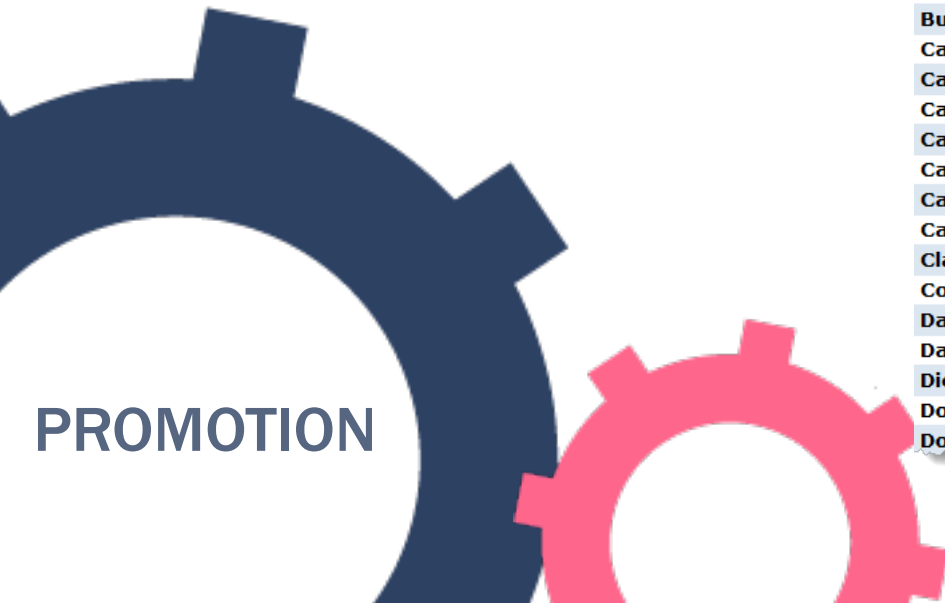
Schedule: Sunday 9:00am

Roster: 11th Grade

39 Unique Individuals

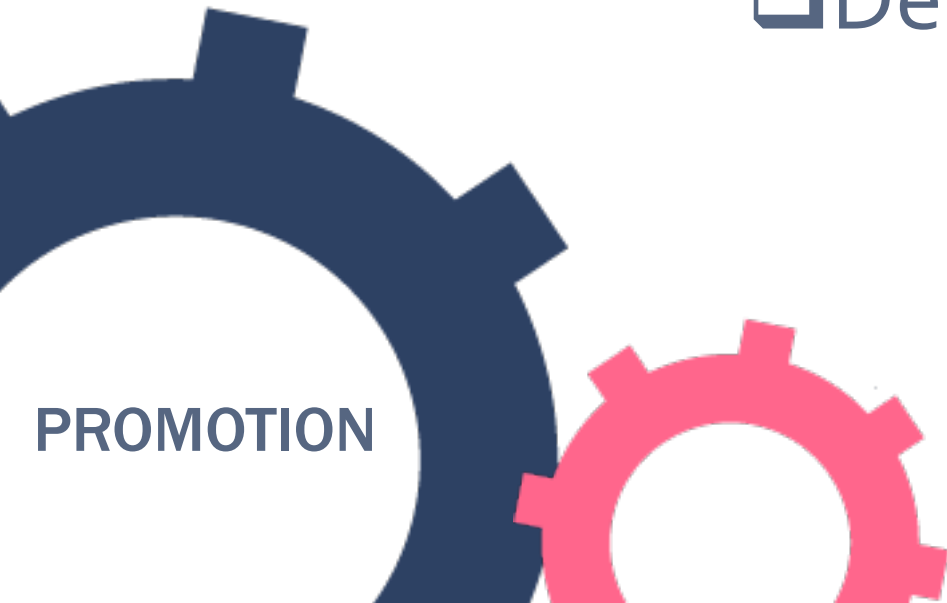
12 Avg Attendance

			High School							Attended		
			Apr 30, 2017	Oct 29, 2017	Dec 03, 2017	Jan 07, 2018	Feb 04, 2018	Mar 04, 2018	Apr 01, 2018	Times	Days	% (of 7)
Name	Age	Last Attendance	29	8	8	10	9	10	10	84	7	31%
Allen, Michelle	17	4/1/2018		1	1	1		1	1	5	5	71%
Austin, Bailey T.	17	4/1/2018			1	1	1	1	1	5	5	71%
Barnes, Hayden P.	17	4/30/2017	1							1	1	14%
Belcher, Tyler M.	17	4/30/2017	1							1	1	14%
Brady, Jan	17	4/30/2017	1							1	1	14%
Brand, Paige L.	17	4/30/2017	1							1	1	14%
Burton, Justin	17	4/30/2017	1							1	1	14%
Cabrera, Pedro	18	4/30/2017	1							1	1	14%
Cardenas, Carla	17	4/30/2017	1							1	1	14%
Cardenas, Carla L.	17	4/30/2017	1							1	1	14%
Cardenas, Marco	17	4/30/2017	1							1	1	14%
Cardenas, Marco M.	17	4/30/2017	1							1	1	14%
Carpenter, Kamryn	17	4/30/2017	1							1	1	14%
Carpenter, Karina	17	4/30/2017	1							1	1	14%
Clark, Nolan S.	17	4/30/2017	1							1	1	14%
Cooper, Rachel L.	17	4/1/2018		1	1	1	1	1	1	6	6	86%
Daniels, Ada M.	17	4/30/2017	1							1	1	14%
Davis, Chantelle R.	17	4/1/2018				1	1	1	1	4	4	57%
Dickerson, Craig	17	4/30/2017	1							1	1	14%
Dodd, Eliza A.	17	4/1/2018		1		1	1	1	1	5	5	71%
Douglass, Ali M.	17	4/1/2018		1	1	1	1	1	1	6	6	86%



Data Clean-up

- ☐ Delete INACTIVE Assignments
- ☐ Delete INELIGIBLE Assignments
- ☐ Delete MULTIPLE Assignments
- ☐ Delete DUPLICATE Assignments





Data Clean-up

Manage Assignments

Choose an Assignment Found Assignments: 11

Ministry

Activity

Activity schedule

Roster

Breakout group

Manage Assignments

[« Cancel and go back](#)

11 people have the following assignment ...

Ministry High School

Activity High School

Activity Schedule All schedules

Roster 11th Grade RLC

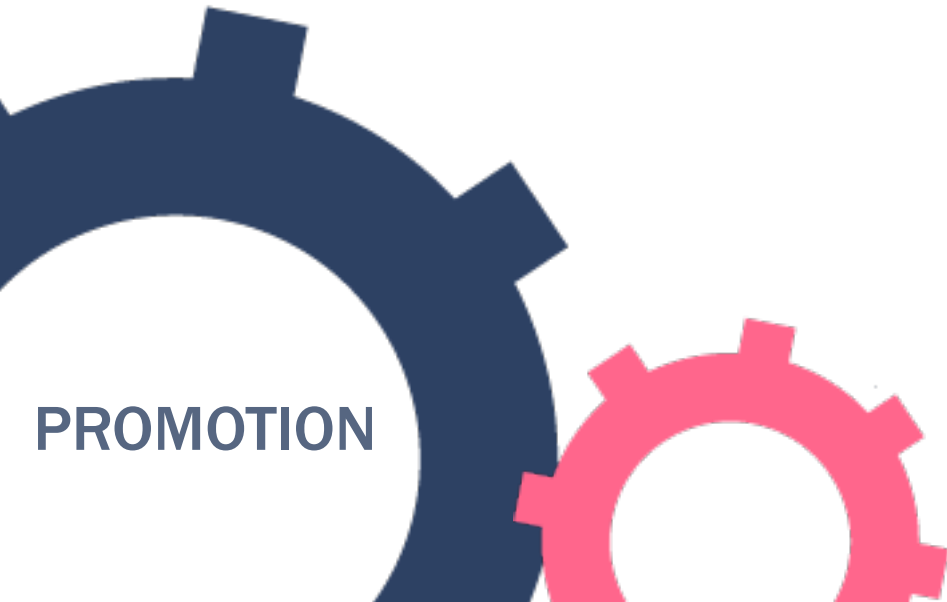
Breakout Group All breakout groups

Show all individuals born between

and

<input type="checkbox"/>	Name	D.O.B.	Age	Last Move
<input type="checkbox"/>	Allen, Michelle	2/3/2001	17	Moved from 10th Grade on 5/24/2017
<input type="checkbox"/>	Austin, Bailey T.	11/22/2000	17	Moved from 10th Grade on 5/24/2017
<input checked="" type="checkbox"/>	Cabrera, Mario	1/2/2001	17	Moved from 10th Grade on 5/24/2017
<input type="checkbox"/>	Cooper, Rachel L.	2/24/2001	17	Moved from 10th Grade on 5/24/2017
<input type="checkbox"/>	Davis, Chantelle R.	12/5/2000	17	Moved from 10th Grade on 5/24/2017
<input type="checkbox"/>	Dodd, Eliza A.	11/3/2000	17	Moved from 10th Grade on 5/24/2017
<input type="checkbox"/>	Douglass, Alison "Ali" M.	12/1/2000	17	Moved from 10th Grade on 5/24/2017
<input type="checkbox"/>	Jones, Dorian A.	9/10/2000	17	Moved from 10th Grade on 5/24/2017
<input type="checkbox"/>	Malone, Shelby C.	12/6/2000	17	Moved from 10th Grade on 5/24/2017
<input type="checkbox"/>	Rowland, Tonya L.	1/26/2001	17	Moved from 10th Grade on 5/24/2017
<input type="checkbox"/>	Sands, Layla	2/8/2001	17	Moved from 10th Grade on 5/24/2017

[Cancel](#)



PROMOTION

Data Clean-up

Name the report with a
meaning name for future
reference



Reports

F1 Reports [My Reports \(7\)](#)

***Core Assignment Records (v2.7)**

Report Header *(what)*

Report Title

Report SubTitle:

Page Metrics to Display: *

- Ignore This --
- # of Households
- # of Individuals
- # of Participants
- # of Volunteers/Staff
- # of Rows

[Who Filters \(4 mins\)](#)

Return People with Activity Assignments *(who)*

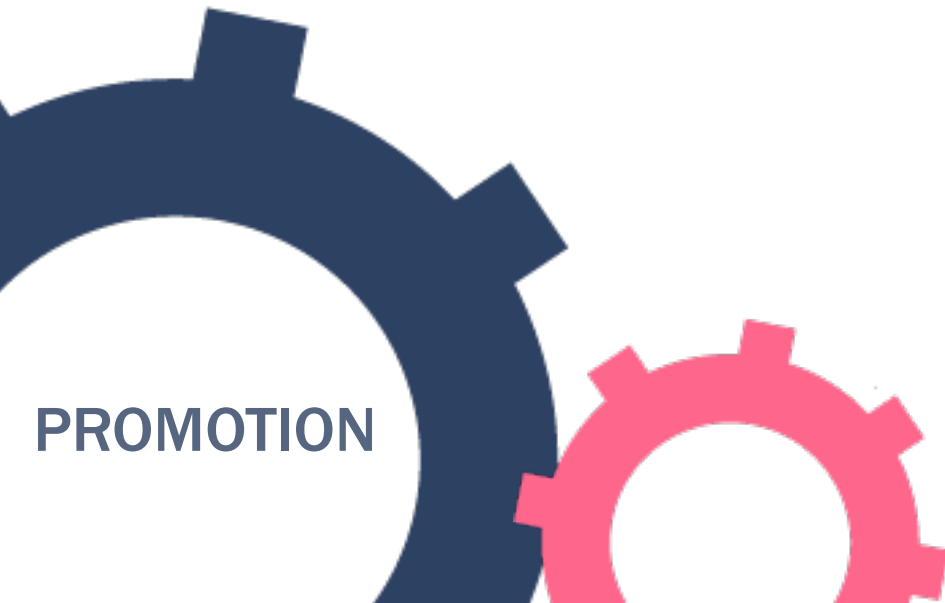
Based on their Role/Type: *

Created in this Time Period: *

Whose Volunteer/Staff Assignment Status is: *



Select: Just Participants



Data Clean-up

Select
—Ignore This—
in areas where no
selection is made.

Select: **Appropriate Ministry**

Example: Children, Jr. High, Sr. High, etc.



Select: **Appropriate Activities**

Example: Elementary, Jr. High, Sr. High, etc.



Return based on Ministry-Activity (who)

List Inactive/Past Items too? *

No

These Activity Types (campuses): *

-- Ignore This --
-- Assignments to Activities with NO Activity Type --
Atlanta Campus
Children's Outreach
Dallas Campus

Get These Ministries ↓

These Ministries: *

Children
Churchwide Events
Creative Check-In
Fellowship
High School
Junior High

Get These Activities ↓

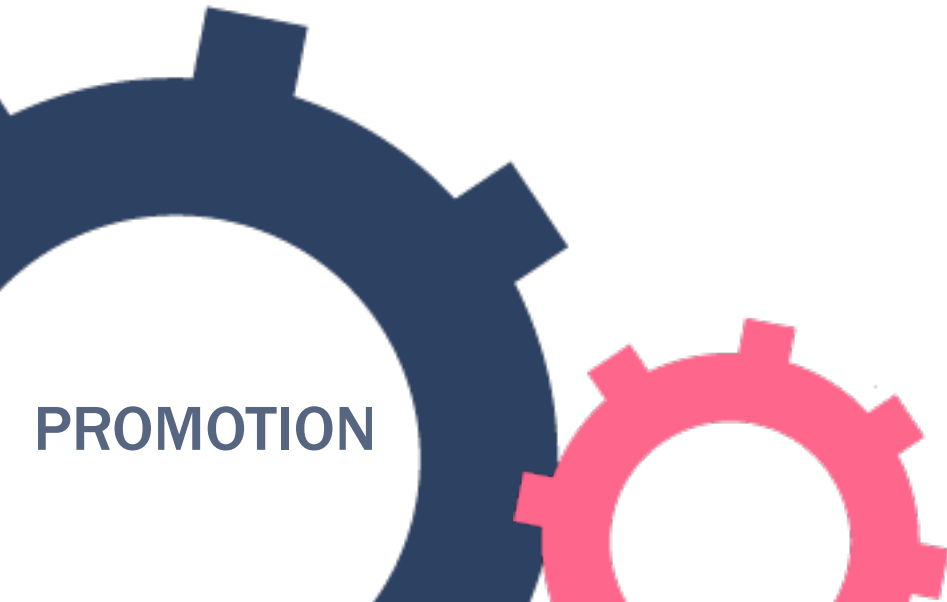
These Activities: *

-- Ignore This --
Children VBS
Elementary School
High School
Junior High School
Little Service

Get These Roster Folders ↓

These Roster Folders: *

-- Ignore This --
-- Assignments with NO Roster Folder --
Elementary School :: Elementary
Elementary School :: Pre-School



PROMOTION

Data Clean-up

Select: Individual Full Name
(assigned person)



Choose Fields to Display *(what)* [\(Quick Video\)](#)

Assignment/Activity Fields to Display: *

- Ignore This --
- Activity
- Activity Schedule / Service Time
- Activity Type
- Assigned Date
- Assignment Status

List Blank Row for each Unfilled Job? ☐ Yes ☒ No

Name Fields to Display: *

- Individual Full Name (assigned person)
- Individual First Name
- Individual Last Name
- Household Full Name
- Household First Name

Individual Fields to Display: *

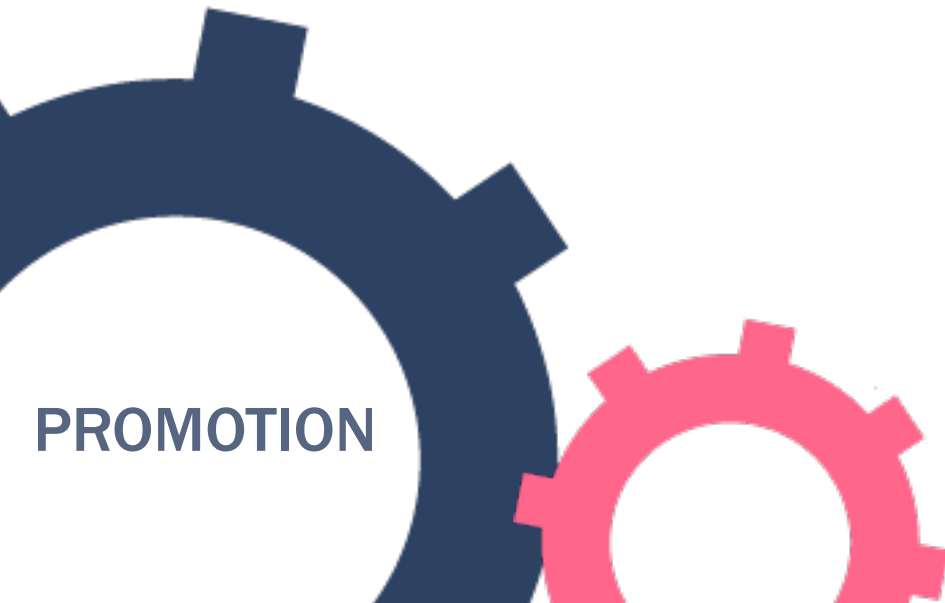
- Ignore This --
- Age
- Barcode
- Can Add Individuals in WebLink?
- DOB with Year
- DOB without Year

Household Fields to Display: *

- Ignore This --
- Authorizations
- Head Barcode
- Head Email



Select: Age



Data Clean-up

Select: Roster



Configure Output *(what)*

Page/Sheet Break on: *

Roster

Create Labels/Temporary Groups using:

-- I am NOT outputting to Labels or Groups --

☐ [Additional Filters](#)

Choose an Output Type: *

Excel

Run Report

[Cancel](#)

Or

Save to My Reports

Configure Output *(what)*

Page/Sheet Break on: *

Roster

Create Labels/Temporary Groups using:

Household Head and Spouse.....(parents of assigned)

☐ [Additional Filters](#)

Choose an Output Type: *

Temporary Group

Output from this report will be named: *Core Assignment Records (v2.7) [\(Cancel\)](#)

Change name to:

Promotions Roster Parents

Run Report

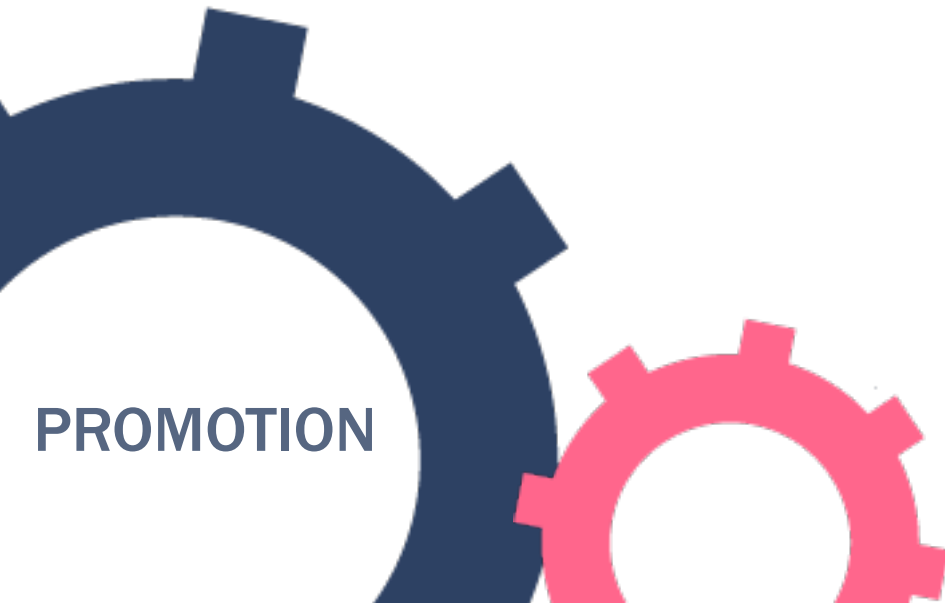
[Cancel](#)

Or

Save to My Reports



Select: Household Head/Spouse
(parents of assigned)



PROMOTION

Something to Think About...

- Assign each roster to a person to scrub the data. Look for duplicates, inactive, and ineligible assignments.
- Perform this task the week before as to give those who may be inactive an opportunity to attend before removing their assignment

Communication/Next Steps

Children & Youth

Any special instructions or information such as:

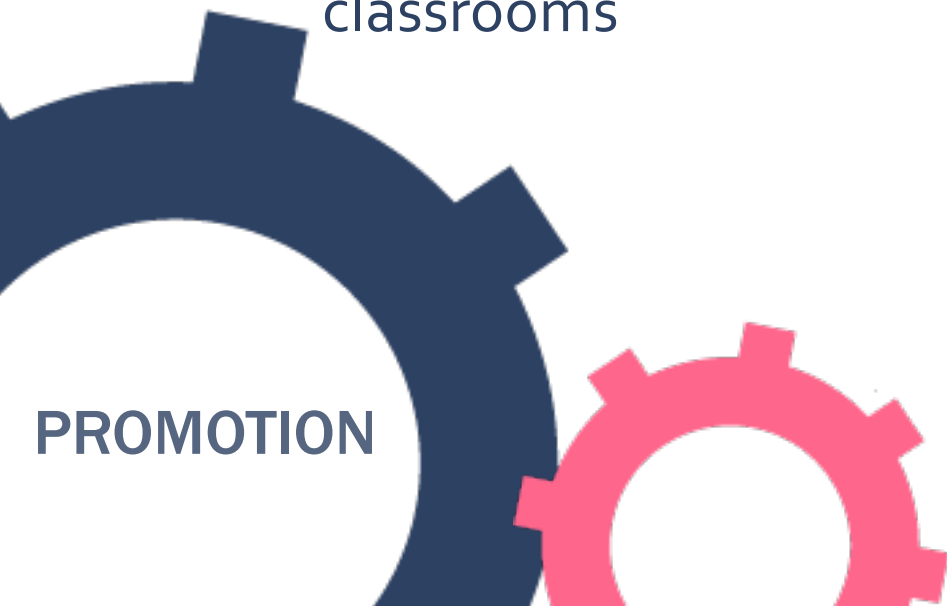
- ☐ Arrive 30 minutes early
- ☐ Location of check-in stations
- ☐ Volunteer names for the new classrooms



Seniors

Any special instructions or information such as:

- ☐ Arrive 30 minutes early
- ☐ Attire for service
- ☐ Next steps for New Members or Young Adult Ministry



Data Clean-up

Temporary Groups

[All](#) [Groups](#) [People Lists](#) **Temporary** [Spans of Care](#)

Temporary Group	Expires
Promotions Rosters Created from Report Library via *Core Assignmen...	4/29/2018 2:49

View Group

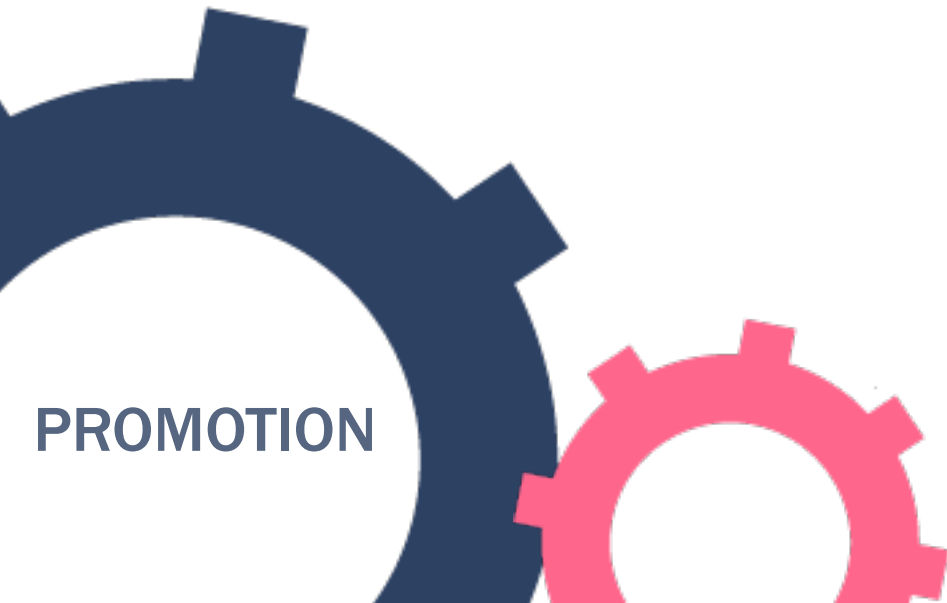
Promotions Rosters

Find someone by typing their name

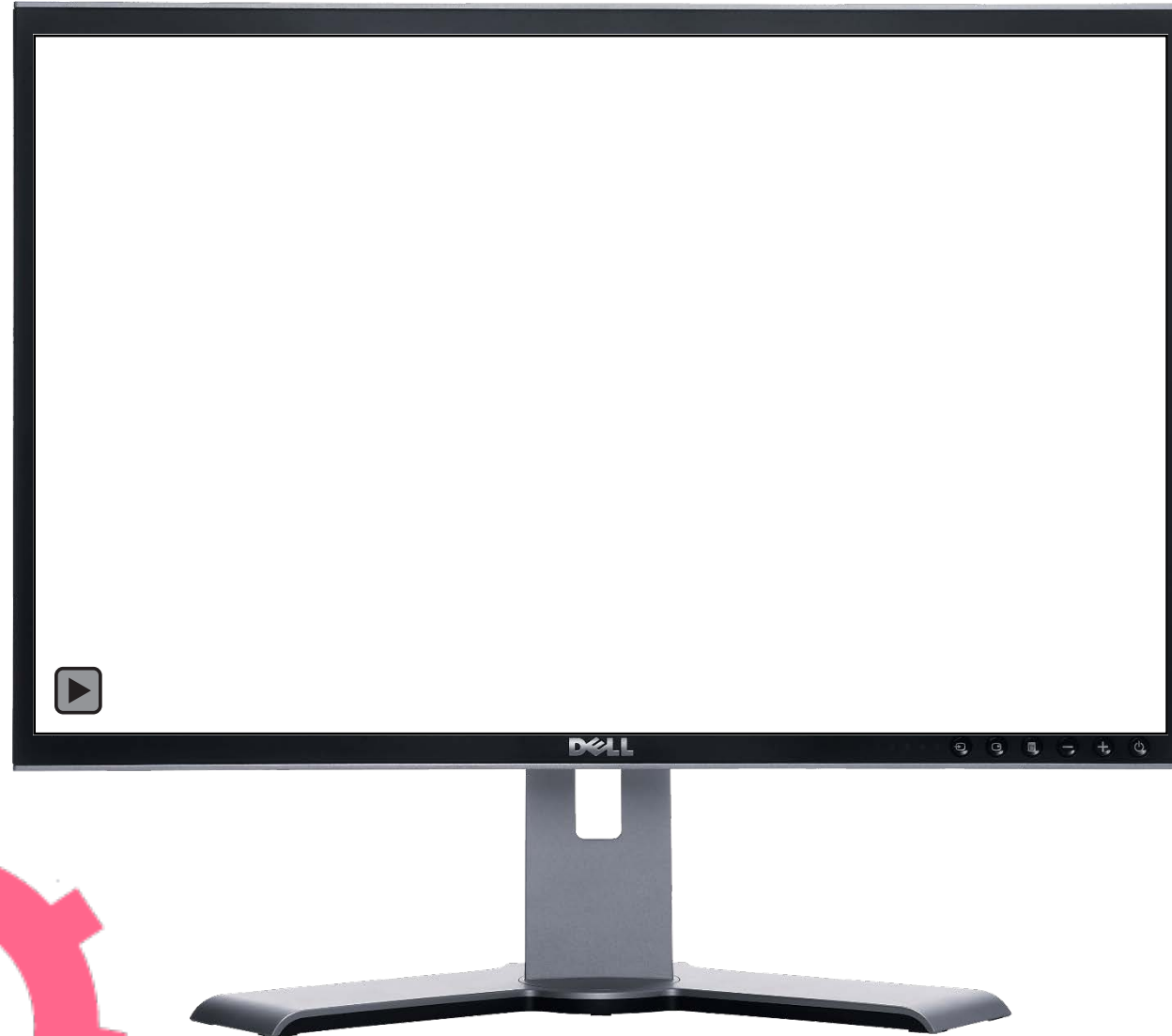
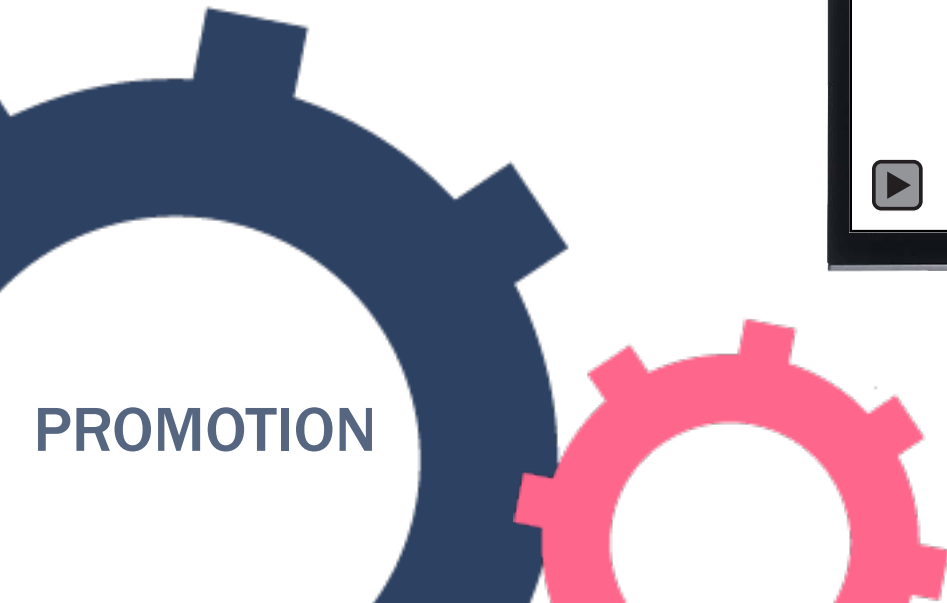
<input type="checkbox"/>	Name	Phone	Email
<input type="checkbox"/>	Mellinda Adams Attendee	214-555-4629	—
<input type="checkbox"/>	Meredith Adamson Attendee	972-555-2337	—
<input type="checkbox"/>	Melanie Allen Child of Member	214-555-1210	—
<input type="checkbox"/>	Michael Allen Child of Member	214-555-1210	—
<input type="checkbox"/>	Michelle Allen Child of Member	214-555-1210	—
<input type="checkbox"/>	B. Allie Attendee	214-555-2531	—
<input type="checkbox"/>	Olivia Alvarez Attendee	972-555-0935	—
<input type="checkbox"/>	Chase Arnold Child of Member	972-555-7055	—
<input type="checkbox"/>	Cole Arnold Child of Member	972-555-7055	—

Actions

☒ [Email the group](#)

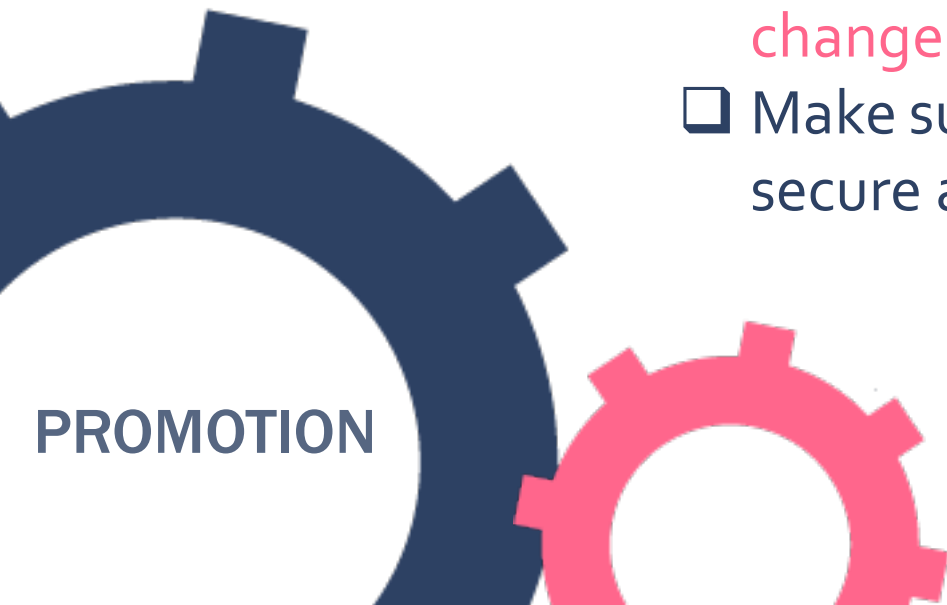


Promotions in FellowshipOne



Promotion Sunday

- ☐ Volunteers should plan to arrive early
- ☐ Have volunteers available to direct kids to new rooms
- ☐ Have additional volunteers in place for key classrooms, such as Kindergarten or any other classrooms where it is a big change for newly promoted kids
- ☐ Make sure parents and kids feel safe, secure and special!



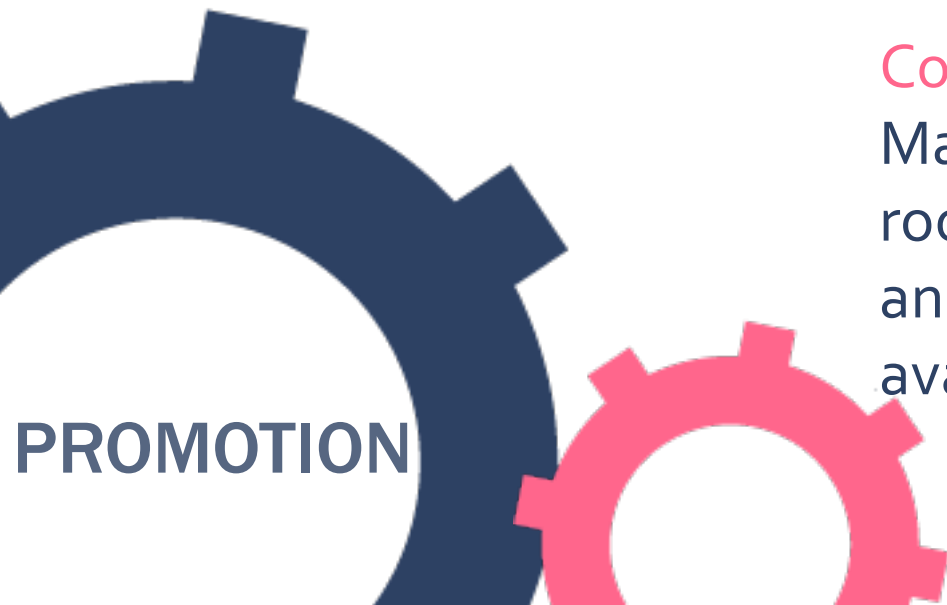
Teacher & Coordinator



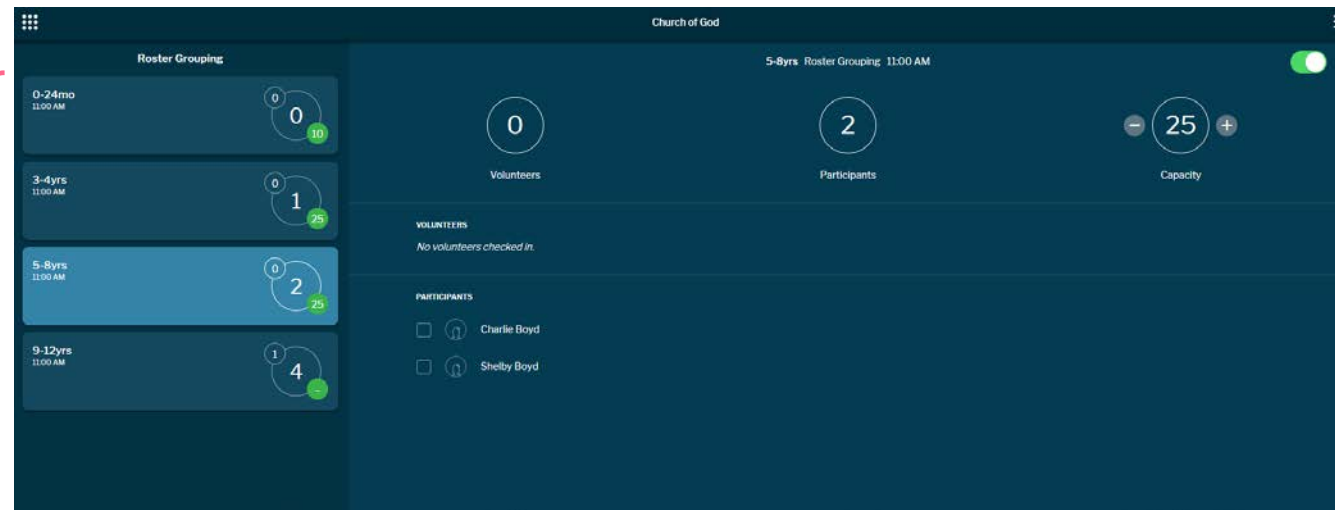
The screenshot shows a mobile app interface for the 'Church of God'. At the top, there's a header with a grid icon, the text 'Church of God', and search, filter, and menu icons. Below the header is a table with columns for 'On site', 'In', and 'Out'. The table lists five teachers: Amelia Harrison (D7M), Lily Goldwater (M2Z), Meredith Adamson (S38), Rodney Brand (A70), and Sophia Clark (34Y). Each teacher's row includes a profile icon, their name, and three status icons: a location pin, a checkmark, and a plus icon.

	On site	In	Out
★ D7M Amelia Harrison	📍	✓	➕
★ M2Z Lily Goldwater	📍	✓	➕
★ S38 Meredith Adamson	📍	✓	➕
★ A70 Rodney Brand	📍	✓	➕
★ 34Y Sophia Clark	📍	✓	➕

Teacher
Check
people in
and out of
classrooms



Coordinator
Manage
room size
and
availability



The screenshot shows a mobile app interface for the 'Church of God' with a focus on room management. The left panel, titled 'Roster Grouping', lists four age groups: '0-24mo 11:00 AM' (0/10), '3-4yrs 11:00 AM' (0/25), '5-8yrs 11:00 AM' (0/25), and '9-12yrs 11:00 AM' (1/4). The right panel, titled '5-8yrs Roster Grouping 11:00 AM', shows a 'Volunteers' section with 0 volunteers and a 'Participants' section with 2 participants. A 'Capacity' section shows a current count of 25 with minus and plus buttons. Below the participants section, there are checkboxes for 'Charlie Boyd' and 'Shelby Boyd'.

Roster Grouping	Volunteers	Participants	Capacity
0-24mo 11:00 AM (0/10)	0	2	25
3-4yrs 11:00 AM (0/25)			
5-8yrs 11:00 AM (0/25)			
9-12yrs 11:00 AM (1/4)			

Something to Think About...

- Do you want everyone to meet in a larger room and then move later to their classrooms?
- Will you be using Teacher/Coordinator to enhance the check-in experience with your students and parents?
- Will you need additional volunteers for Promotion Sunday? All hands on deck.



Q & A



Want updates on new products/features?

Church of God Help Center - Millicent Woodley (sign out) People search...

Home People Groups Ministry WebLink Giving Admin Reports

BR3 Group **Help**

Home > My Account

My Account

Notifications

- ☒ Send me product and training updates via email.
- ☒ Email me when an assigned contact is created, updated or closed.

All email will be sent to: education@fellowshipone.com

Actions

- [Manage applications](#)
- Manage access to your data



Training Calendar

Is there
anywhere I
can see all
upcoming
classes?

Search

All

Month

March

Year

2018

Search

Today

Open Registrations

Calendar

List

All

FellowshipOne

FellowshipOne GO

ServiceU

March 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
4	5	6 11:00 AM Mind Towards Ministry: Easter Checklist DONE!	7 12:30 PM Ready, Set, F1GO: Get GOing with Follow-up & Assimilation	8	9	10
11	12	13	14 11:00 AM Getting Started with FellowshipOne GO	15	16	17
18	19	20 10:00 AM Insights Visualizer	21 12:30 PM Ready, Set, F1GO: Get GOing with Giving	22 10:00 AM Insights Visualizer	23	24
25	26	27	28 11:00 AM Getting Started with FellowshipOne GO	29	30	31
Apr 01	Apr 02	Apr 03 11:00 AM Mind Towards Ministry: VBS: Start to Finish	Apr 04 12:30 PM Ready, Set, F1GO: Get GOing with Forms	Apr 05	Apr 06	Apr 07

Enter your e-mail address to subscribe to events in this department:

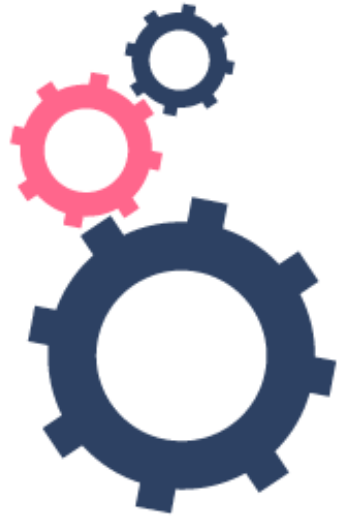
Go!



f1academy.fellowshipone.com
Getting Started with FellowshipOne



Tuesday, May 22 & Thursday, May 24
10:00 AM – 12:30 PM CDT



Mind Towards **MINISTRY**

webinar series

Summer Spruce Up Your Data

Thursday, May 17th
11:00AM – 12:00PM CDT