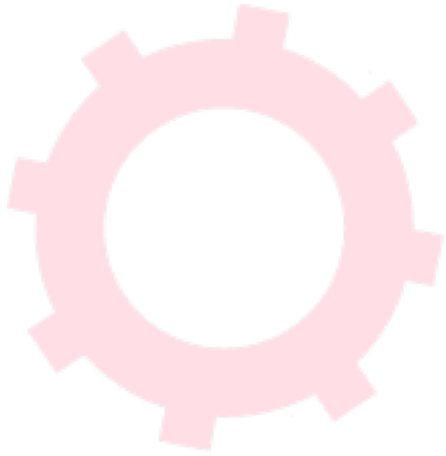


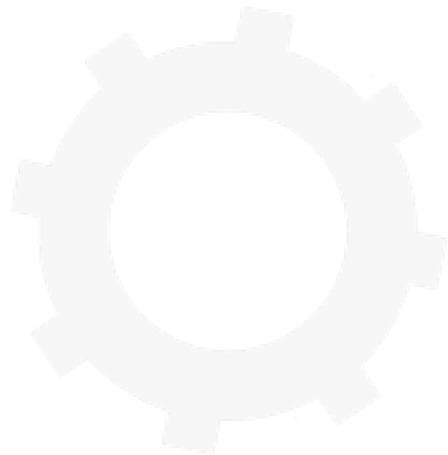
# Mind Towards **MINISTRY**

webinar series

**Summer Spruce Up Your Data**



- ☐ Data Integrity Team
- ☐ People Records
- ☐ Contacts
- ☐ Assignments
- ☐ Portal Users



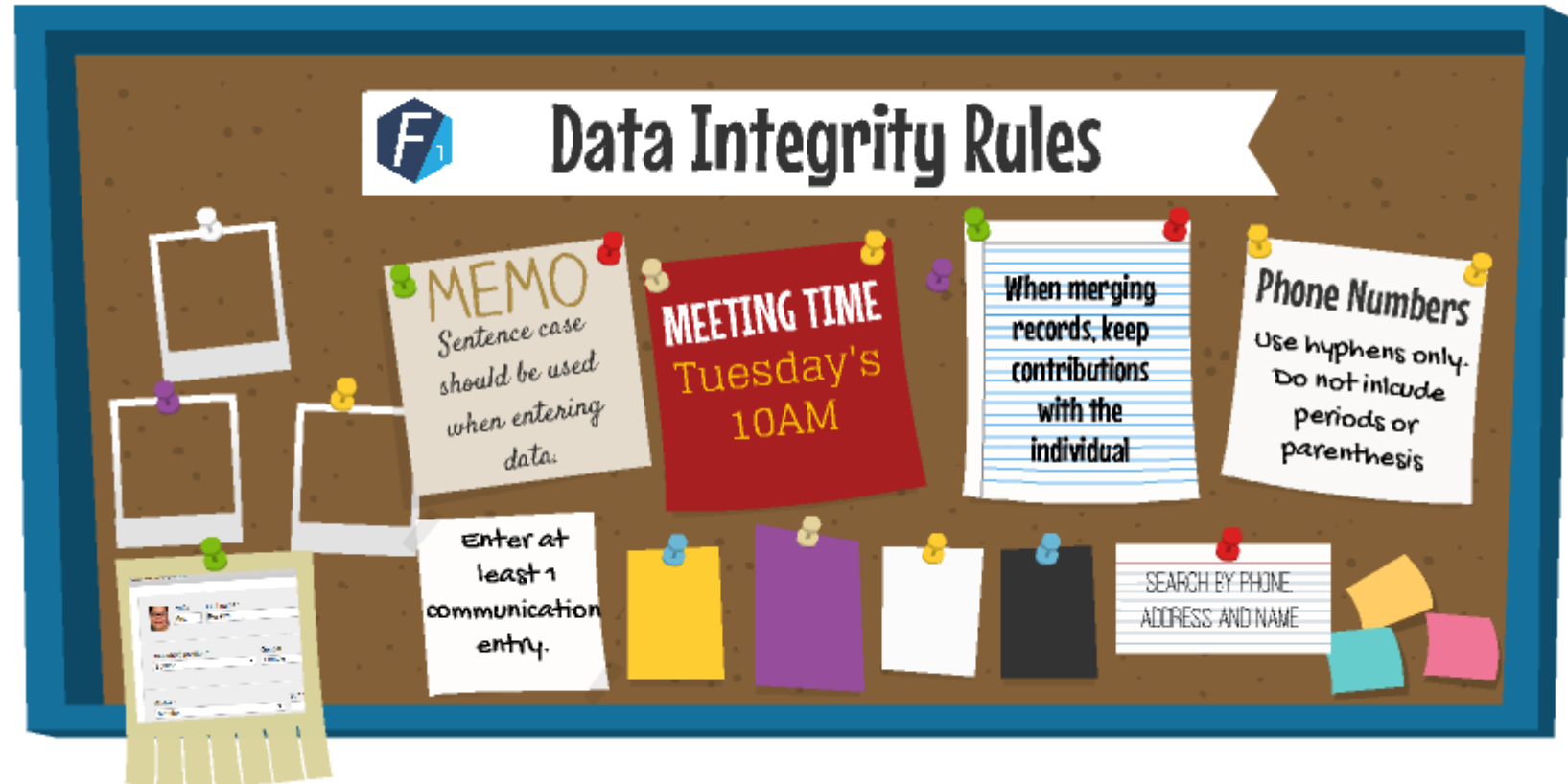
A good system shortens the road to the goal.  
Ralph Waldo Emerson

# Mind Towards **MINISTRY**

- ☐ Representative from each area, including leadership team
- ☐ Meet at least monthly
- ☐ Responsible for the following areas:
  - ☐ Data Definitions
  - ☐ Data Standards
  - ☐ Data Categorization/Policies
  - ☐ Data Validation/Quality



DATA  
INTEGRITY  
TEAM



DATA  
INTEGRITY  
TEAM

# Something to Think About...

- Who will be the best representative for the Data Integrity Team?
- When will the team meet? How frequently?
- Where will the document/process library reside?
- What reports will you use to validate your data's integrity?

# Mind Towards **MINISTRY**

- ☐ Email/Mail to verify information
- ☐ Demonstration to update information
- ☐ Sunday morning stations
- ☐ **PREVENTION: Run this campaign at least 2 times a year**



PEOPLE  
RECORDS

# Mind Towards MINISTRY

Weblink > InFellowship > Links

## InFellowship Links

| Location         | Web Address   |
|------------------|---|
| Home page        | <a href="https://godchurch.infellowship.com">https://godchurch.infellowship.com</a>   |
| Profile editor   | <a href="https://godchurch.infellowship.com/people/profile">https://godchurch.infellowship.com/people/profile</a>           |
| Privacy settings | <a href="https://godchurch.infellowship.com/people/privacy/edit">https://godchurch.infellowship.com/people/privacy/edit</a> |



People > Group Email > Templates

## Email Template — New

Name \*

Update Your Information

☐ Share template with other users

Note: Press Shift + Enter for a single line-break.

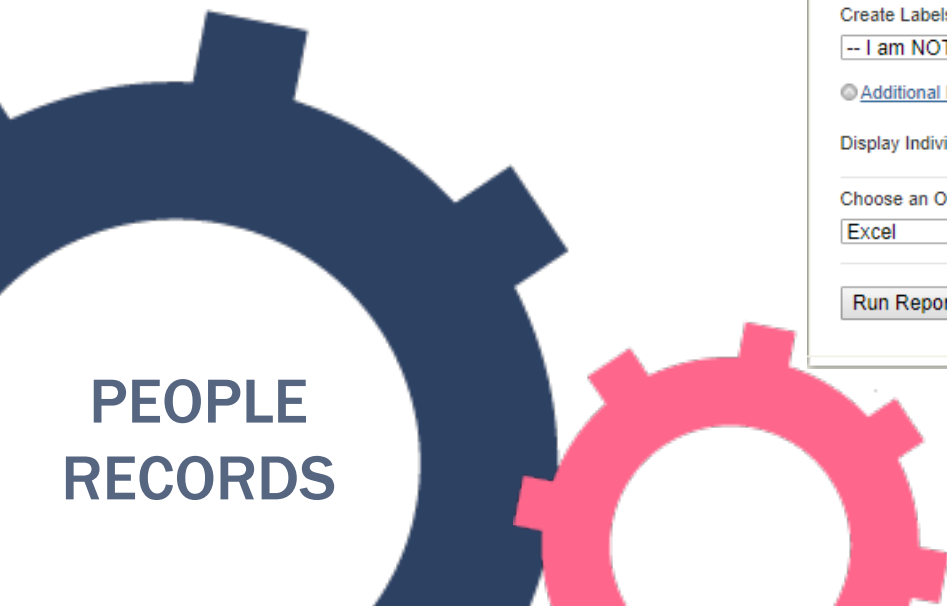


{FirstName},

We value you and want to keep in touch with you. Please click [HERE](#) to verify that your information is updated. You can also watch this [INSTRUCTIONAL VIDEO](#) on how this process works. Please verify your information no later than Friday, June 7th!

PEOPLE  
RECORDS





PEOPLE  
RECORDS

Reports

Queue

Reports

F1 Reports

My Reports (7)

Records Updated

Individuals (or Households) Modified During this Time Period: \*

Last 30 Days . . . . .(Today - 29)

And by this Method: \*

-- Ignore This --

Individual Merge

InFellowship

Mass Action

Portal User

Other

Status (Individual Only): \*

Attendee :: Attendee

Attendee :: Contributor Only

Attendee :: Event Prospect

Attendee :: Inactive

Attendee :: Visitor

Deceased :: Deceased

Create Labels/Temporary Groups using: \*

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

Additional Filters

Display Individual Last Updated By? ☒ Yes ☐ No

Choose an Output Type: \*

Excel

Run Report

Cancel

 Or 

Save to My Reports



# Mind Towards MINISTRY

| Individual Last Name | Individual First Name | Individual Last Updated | Individual Last Updated By | Status          | Status Date | First Record Date | Home Phone   | Communication Type | House Value |
|----------------------|-----------------------|-------------------------|----------------------------|-----------------|-------------|-------------------|--------------|--------------------|-------------|
| Jarnes               | Angela                | 4/26/2018 9:10:49 AM    | Millicent Woodley          | Child of Member | 02/02/2002  | 02/02/2002        | 214-555-7110 |                    |             |
| Bradshaw             | Caylee                | 4/26/2018 9:10:04 AM    | Millicent Woodley          | Child of Member | 03/20/2002  | 03/20/2002        | 214-555-2477 |                    |             |
| Grady                | Marcia                | 4/26/2018 9:11:09 AM    | Millicent Woodley          | Member          |             | 03/31/2017        | 333-333-333  |                    |             |
| Burton               | Jason                 | 4/26/2018 9:14:54 AM    | Millicent Woodley          | Child of Member |             | 04/26/2018        | 214-555-8874 | Mobile             |             |
| Burton               | Jason                 | 4/26/2018 9:11:56 AM    | Millicent Woodley          | Child of Member | 05/08/2002  | 05/08/2002        | 972-555-7865 |                    |             |
| Collins              | Camille               | 5/15/2018 3:36:44 PM    | Millicent Woodley          | Member          | 01/08/2018  | 05/15/2018        |              | Mobile             |             |
| Collins              | Camille               | 5/15/2018 3:36:44 PM    | Millicent Woodley          | Member          | 01/08/2018  | 05/15/2018        |              | Infellowship Login |             |
| Collins              | Camille               | 5/15/2018 3:36:44 PM    | Millicent Woodley          | Member          | 01/08/2018  | 05/15/2018        |              | Email              |             |
| Collins              | Matthew               | 5/15/2018 2:59:59 PM    | Millicent Woodley          | Member          | 10/21/2017  | 05/15/2018        |              | Mobile             |             |
|                      |                       |                         | Millicent Woodley          |                 |             |                   | 214-555-3308 | Email              | fjenk       |
|                      |                       |                         | Millicent Woodley          |                 |             |                   | 214-555-3308 | Home Phone         | 214-        |
| Jenkins              | Frederick             | 5/15/2018 8:59:53 AM    | Millicent Woodley          | Member          | 03/21/2018  | 05/15/2018        | 214-555-3308 | Mobile             |             |
|                      |                       |                         | Millicent Woodley          |                 |             |                   | 214-555-9704 | Email              | fredr       |
|                      |                       |                         | Millicent Woodley          |                 |             |                   | 214-555-9704 | Home Phone         | 21          |
| Jenkins              | Fred                  | 5/15/2018 8:56:52 AM    | Millicent Woodley          | Member          | 03/21/2018  | 05/10/2018        | 214-555-9704 | Mobile             |             |
| Richards             | Elijah                | 4/24/2018 11:58:06 AM   | Millicent Woodley          | Member          | 04/15/2018  | 04/24/2018        |              | Email              |             |
| Richards             | Elijah                | 4/24/2018 11:58:06 AM   | Millicent Woodley          | Member          | 04/15/2018  | 04/24/2018        |              | Mobile             |             |
| Richards             | Joy                   | 4/24/2018 11:39:23 AM   | Millicent Woodley          | Member          | 04/15/2018  | 04/23/2018        |              | Email              |             |
| Richards             | Joy                   | 4/24/2018 11:39:23 AM   | Millicent Woodley          | Member          | 04/15/2018  | 04/23/2018        |              | Mobile             |             |
| Woodley              | Karis                 | 4/24/2018 12:28:06 PM   | Millicent Woodley          | Child of Member |             | 04/03/2018        |              |                    |             |
| Woodley              | Merci                 | 4/24/2018 12:29:35 PM   | Millicent Woodley          | Child of Member |             | 04/24/2018        |              |                    |             |

PEOPLE  
RECORDS

# Something to Think About...

- Planning meeting for the campaign
- How will people update their records?
  - Online through inFellowship
  - Kiosk or Table in the lobby
  - Printed cards for people to complete
- How will people be notified?
  - In-service announcement
  - Email
  - Mailed letter

# Mind Towards MINISTRY

Ministry > Contacts > Monitor Statistics

Monitor Statistics

Status 

Open

Open

In Progress

Closed

Ministry 

Churchwide Events

Opened \* 

30

 days or less 

Go

| Ministry          | Assigned To       | Household/Individual                        | Item                      | Open      | Modified |
|-------------------|-------------------|---|---------------------------|-----------|----------|
| Churchwide Events | Millicent Woodley | <a href="#">Joy Richards</a>                | How do I join the church? | 4/24/2018 |          |
| Churchwide Events | Millicent Woodley | <a href="#">Fredrick "Fred" Jenkins</a>     | How do I join the church? | 5/15/2018 |          |
| Churchwide Events | Millicent Woodley | <a href="#">Matthew and Camille Collins</a> | How do I join the church? | 5/15/2018 |          |



Monitor weekly to ensure quality follow-up

CONTACTS

Ministry > Contacts > Monitor Efficiency

Monitor Efficiency

Start \* 

11/5/2017

End \* 

5/17/2018

Search

| Name                              | Total Contacts | Open | % Open | In Progress | % In Progress | Closed | % Closed |
|-----------------------------------|----------------|------|--------|-------------|---------------|--------|----------|
| <a href="#">Ministry Leader</a>   | 1              | 1    | 100%   | 0           | 0%            | 0      | 0%       |
| <a href="#">Millicent Woodley</a> | 9              | 7    | 77.78% | 0           | 0%            | 2      | 22.22%   |



Reports

Queue

Reports

F1 Reports

My Reports (8)

Contact Efficiency Report

Contact Types: \*

Aug 2017 Foundations

Contact Card

Email

Get to Know You

Interest Form

Update Info Card

Named Date Range: \*

Last 30 Days . . . . .(Today - 29)

Choose an Output Type: \*

Excel

Run Report

Cancel

 Or 

Save to My Reports

| User Name                    | Total | Open | % Open | In Progress | % In Progress | Closed | % Closed |
|------------------------------|-------|------|--------|-------------|---------------|--------|----------|
| Leader, Ministry             |       |      |        |             |               |        |          |
| First Time Visitor           | 1     | 1    | 100.0% | 0           | 0.0%          | 0      | 0.0%     |
| Woodley, Millicent           |       |      |        |             |               |        |          |
| How can I develop a personal | 2     | 1    | 50.0%  | 0           | 0.0%          | 1      | 50.0%    |
| How do I join the church?    | 3     | 2    | 66.67% | 0           | 0.0%          | 1      | 33.33%   |
| Children Volunteer Interest  | 1     | 1    | 100.0% | 0           | 0.0%          | 0      | 0.0%     |
| Total/Cumulative:            | 7     | 5    | 71.43% | 0           | 0.0%          | 2      | 28.57%   |

# Something to Think About...

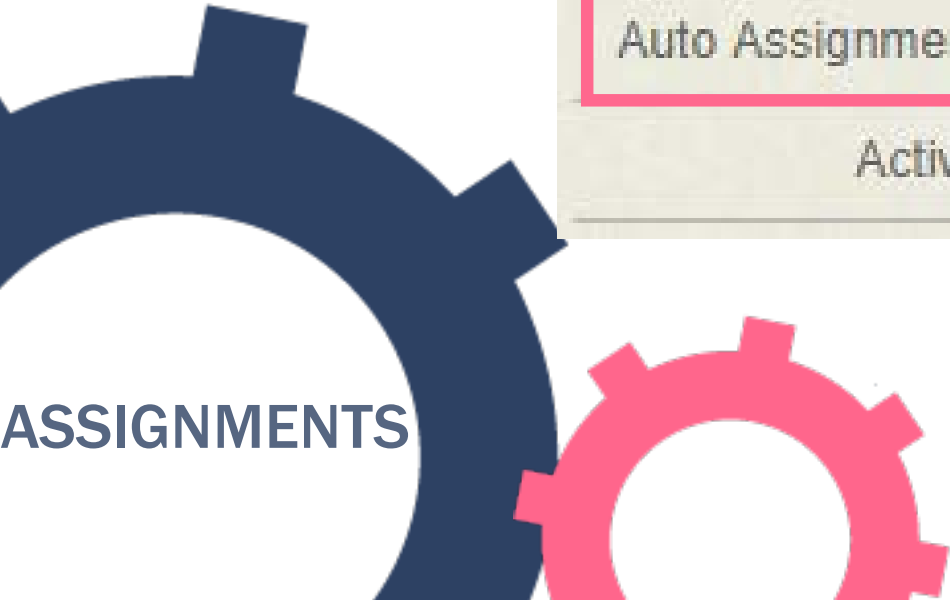
- Who will be the best representative for the Data Integrity Team?
- When will the team meet? How frequently?
- Where will the document/process library reside?
- What reports will you use to validate your data's integrity?



- ☐ Run M1211 for each activity for the last 90 days
  - ☐ Return People attending and assigned
  - ☐ Return People NOT attending and assigned
  - ☐ Display full name, age, and last attendance date



| Properties       |                  | <a href="#">Edit</a> |
|------------------|------------------|----------------------|
| Ministry         | High School      |                      |
| Age              | 15 to 19         |                      |
| Volunteers/Staff | Always in Effect |                      |
| Participants     | Always in Effect |                      |
| Auto Assignment  | Last Attendance  |                      |
| Active           | ✓                |                      |





# Mind Towards MINISTRY

Name the report with a  
meaning name for future  
reference



**Report Title** *(what)*

Update Assignments

**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 90 Days . . . . .(Today - 89)



Select: Last 90 days

**Return Group Attendance to** *(who)*

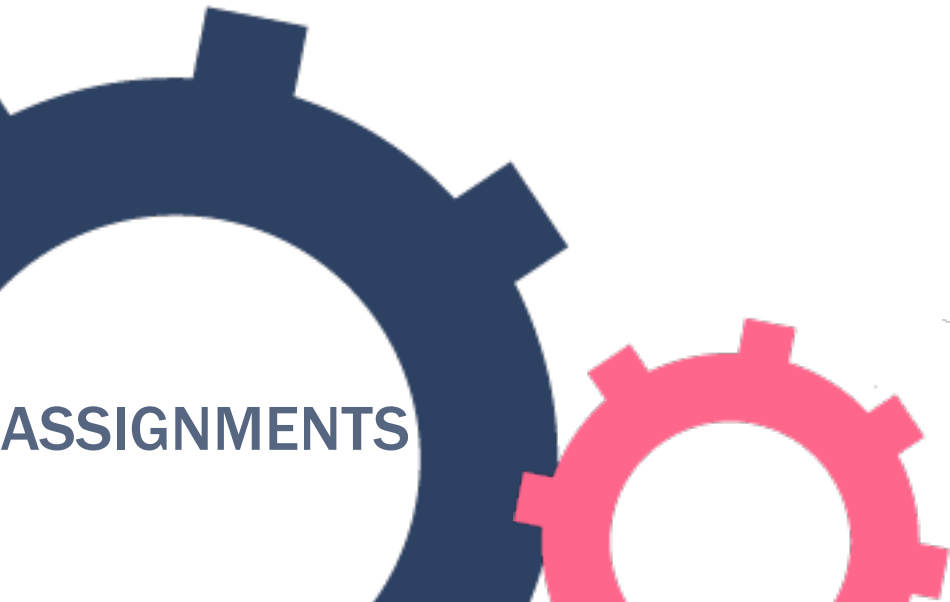
Based on their Role/Type: \*

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

Get These Spans of Care ↓

These Spans of Care: \*

-- Ignore This --



# Mind Towards MINISTRY

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 12:00 AM



Select: Appropriate Ministry



Select: Appropriate Activities

PROMOTION

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: \*

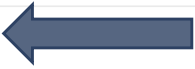
-- I am NOT outputting to Labels or Groups --

[Additional Filters](#)

Choose an Output Type: \*

Excel

Run Report Cancel Or Save to My Reports



| <div>Promotions Attendance Record</div> <div>Dates: 4/27/2017 to 4/26/2018</div> <div>Ministry: High School</div> <div>Activity: High School</div> <div>Schedule: Sunday 9:00am</div> <div>Roster: 12th Grade</div> |     |                 | 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%      |



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



# Mind Towards MINISTRY

Ministry > Assignments > Mass Change



Manage Assignments

Choose an Assignment

Ministry

High School

Activity

High School

Activity schedule

All

Roster

11th Grade

Breakout group

All

Found Assignments:

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

9/10/2000

and

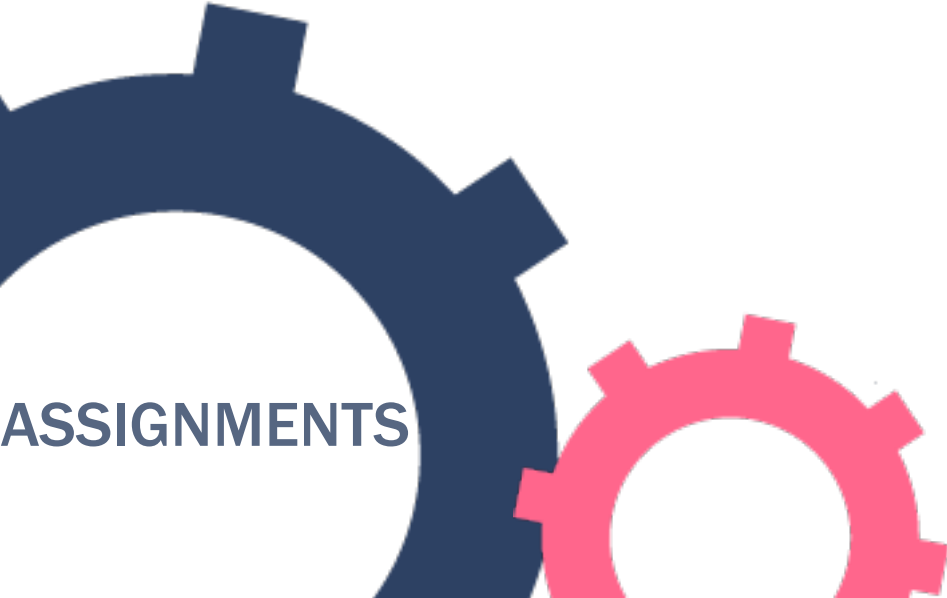
2/24/2001

Show

| <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 |

Yes, remove this assignment

Cancel



ASSIGNMENTS

# Something to Think About...

- How do you determine if someone is inactive for this particular activity?
- Assign each activity/roster to a person to scrub the data. Look for duplicates, inactive, and ineligible assignments.

Portal User Last Login

>>> **COURTESY NOTICE** <<<

This report is not currently returning up-to-date data. Our development team is aware and is working to resolve the issue.

Report Type: \*

Sorted by Department, Last Name, First Name ▼

Departments: \*

- Users w/o a Department--
- Administration
- Fellowship Technologies
- Ministry
- Pastoral Care

[Get Users](#) ↓

Show Active/Inactive: \*

Active Only ▼

Return Only Portal Users who are on Staff? ☐ Yes ☒ No

Users: \*

- Select All--
- Admin, Group
- Admin, GroupType
- Admin2, Group
- Burke, Rosalyn
- Camous User. ATL

☒ [Additional Filters](#)

Choose an Output Type: \*

PDF ▼

Or



PORTAL  
USERS



| Church of God           |                        |            |                     |  |                            |
|-------------------------|------------------------|------------|---------------------|--|----------------------------|
|                         |                        | Created    | Last Login          |  | # of Days Since Last Login |
| Administration          |                        |            |                     |  |                            |
|                         | Rosalyn Burke          | 10/16/2017 | Oct 16 2017 1:01PM  |  | 212                        |
|                         | FellowshipOne Champion | 5/8/2009   | Mar 1 2012 6:52PM   |  | 2267                       |
| UnAssigned              |                        |            |                     |  |                            |
|                         | Celeste Daniels        | 10/16/2017 | Oct 16 2017 7:35AM  |  | 212                        |
|                         | Liat Fox               | 10/4/2017  | Oct 23 2017 10:39AM |  | 205                        |
| Fellowship Technologies |                        |            |                     |  |                            |
|                         | Millicent Woodley      | 5/8/2009   | May 15 2018 3:43PM  |  | 1                          |



PORTAL  
USERS

# Something to Think About...

- Do you have an staff/key volunteer exit process?
- Add inactivating the user to the process.



# 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

March 2018

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

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

Go!

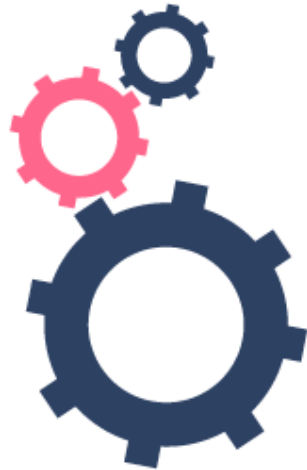


[f1academy.fellowshipone.com](https://f1academy.fellowshipone.com)  
**Getting Started with FellowshipOne**



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





Mind Towards  
**MINISTRY**  
webinar series

**Yes, I Have A Question...**

Thursday, June 7th  
11:00AM – 12:00PM CDT