Staff Transition

Priorities Change

Best Practices

Improve Efficiency

The most trusted name in Church Management Software brings you the most trusted name in Training and Education Services.

Our expert consultants have over 60 years of combined experience working along side thousands of church partners like yourself.

You've chosen the best church management software on the market, now let's make sure you get exactly what you need as quickly and effortlessly as possible.

THE ADVANTAGE OF EXPERIENCE

FellowshipOne GO

FellowshipOne Refresh $1,200*

What happens when a FellowshipOne Champion transitions out? Change is difficult, but we can help train (or re-train) staff that have joined your team since you originally implemented FellowshipOne. Training takes place onsite at your church over 1 day and number of attendees is unlimited.

*church is responsible for travel expenses

F1 Refresh Sessions

- **Fundamentals: People Management**
  Improve your data integrity and create a consistent approach to data entry by learning how to properly enter individuals and households into FellowshipOne. We will also review how to trigger follow-up using the interactions feature, mass texting and group email features

- **Fundamentals: Groups**
  If you want to know the health of your church, it is important to see who is involved. Capturing attendance is a great way to identify who is involved and who might be slipping out the back door. Learn how to use the groups feature to track individual Involvement and headcount.

- **Fundamentals: Check-In**
  Learn about the different types of check-in by reviewing the details of Browser Based, Application Based and Self Check-In. Topics include check-in settings, name tags and hardware options.

- **Fundamentals: Volunteer Scheduling**
  Learn how to engage and manage your volunteers. We'll take you through the steps of creating and managing volunteer applications using the Forms feature, along with scheduling management and volunteer communication.

- **Fundamentals: Small Groups**
  Learn how to create a group structure that will allow your church members to find a group, empower your small group leaders connect with prospects, view group details and record involvement.

- **Fundamentals: Workflows**
  Learn how to use workflows to automate ministry processes, helping you save administrative time and allowing you to better engage your members.

- **Fundamentals: Contributions Management**
  Learn about the different ways to manage Giving in FellowshipOne. Managing Giving and Ministry in the same database allows for a complete view of the health of your church. We will review how to record contributions; view giving history and discuss reporting options.

- **Fundamentals: Calendar**
  Are you looking for a way to create a church calendar? Manage resources and reserve rooms for classes or event? The Calendar feature can help you accomplish those things and so much more. Learn about the different calendaring options, how to setup an approval process and manage events in a centrally located system.

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Additional Training Courses

We also offer additional training courses to meet your needs based on the time of year, staff transition or help in specific areas. For example, as the summer begins to approach you may want some help using FellowshipOne to manage your VBS program. We also offer open consulting, let us know where you need help and we'll be there for you!

Minimum of 2 hours. Meetings are conducted remotely.

Areas of Focus

- **Administration**

- **Assimilation**

- **Involvement**

- **Check-In**

- **Volunteer Scheduling**

- **Church Engagement**

- **Finance**

- **What to Know**

Administration

Course	Description	Hours	Price
Building a Champion Team	Are you struggling with FellowshipOne? Is staff turnover or lack of buy-in making it difficult to use FellowshipOne? Our 15+ years of experience shows that a well-functioning Champion Team is a major factor in your success with FellowshipOne.	2	$300
People Management - I Don't Know What to Do	It's complicated. Life. Ministry. People. Divorced or separating families, teenagers that attend without their parents or come with grandma and grandpa. See how to translate this into proper people management in FellowshipOne.	2	$300
Interactions Reimagined	Use interactions for more than following up with your visitors. From triggering pastoral care to managing hospital visitation, use interactions to track beginning to end follow up.	2	$300
Going, Going, Gone	Have you created a process to find those who are slipping from your congregation? Let us help you identify individuals and families that at one point were actively engaged with your church, but over time are slowly close to going out the backdoor.	2	$300
Data Maintenance – Update Your Configuration	Need to clean things up? From time to time you reach a point where it's time to de-clutter your house and get ready for that garage sale. Maybe it's time to do the same thing in FellowshipOne? Let's work together to identify areas that need to be cleaned up, moved or deleted from the system.	2	$300
Data Maintenance – What to do with Old Records	Maybe it's old records from a community outreach event from years ago, or VBS from 5 years ago. Individual data starts to pile up, becomes out of date and sometimes you don't know what to do with it. Let us work with you to come up with a plan for cleaning up those old records and increasing data confidence!	2	$300

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Assimilation

Course	Description	Hours	Price
Visitor Follow Up	Looking to build a process for knowing who your visitors are and how to manage the follow up process? Learn how to use interactions to trigger, manage and document follow up. We'll also learn how to use workflows and mass communication to help automate your process!	2	$300
Workflows - Visitors	You followed up with that new family or individual to invite them back, now what? Let's use the Workflows feature to build a process that easily identifies these individuals or families later. For example, maybe you want to send an email or text message two weeks later to check in, then assign a pastor to follow up 30 days later. Let's work together to reproduce your existing process or look at creating a new one together!	2	$300
Assimilation - Going from Guest to Disciple	How does someone go from first time guest to fully engaged? Learn how to define your assimilation process and use FellowshipOne to manage each step. Let's explore how to accurately and effectively track those key milestones and touchpoints so that you can confidently know where each individual is in your assimilation process.	2	$300
Dashboards & Reporting: Assimilation	Now that you are tracking your assimilation process, let's explore the reports and recommended dashboards needed to track progress.	1	$150

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Involvement

Course	Description	Hours	Price
Fundamentals – Groups Involvement	Learn the process for creating and managing Groups in FellowshipOne to track involvement. This is an important first step toward seeing who is actively engaged at your Church. Before you can know who will be at an event or who showed up, you will first need to create a group. Once you create a group, you can manage assignments, record attendance, use the check-in application, and communicate with participants or volunteers.	2	$300
Fundamentals: Forms	Learn how to setup event registration forms, accept payments, and modify submissions using the Forms feature. Forms are a great way to collect information from registrants quickly and efficiently.	2	$300
Workflows - Attendance	Let's get together and create a process using the Workflows feature to easily identify individuals or families at church that have reached a specific attendance milestone	1	$150

Check-In

Course	Description	Hours	Price
Fundamentals - Check-In	Looking to launch or re-launch Check-In? Learn the ins and outs of Browser based, Application based and Mobile based check-in. We'll explore check-in options for iOS or Windows, settings, name tags and suggested hardware.	2	$300
Launch Self Check-In	Looing to streamline your Check-In process? Take check-in to the next level by launching self check-in and allow your participants and volunteers to begin the check-in process using their smartphone, allowing them to bypass the standard check-in station.	2	$300
Check-In, not just for kids	Use check-in to better gauge involvement and engagement across your entire church. There's a difference between someone saying they will attend and actually attending. Move from pen and paper attendance and leverage the check-in application to manage volunteers, classes and events. Know who is involved, who attended for the first time, who was absent and leverage that to manage your ministry.	2	$300
Dashboards & Reporting – Check-In	Let's use a combination of reporting, workflows and dashboards to identify new families from check-in and better gauge the health of your ministry.	1	$150

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Volunteer

Course	Description	Hours	Price
Online Volunteer Registration	Using Forms makes it easy to get prospective volunteers using their gifts and connected with the right serving opportunities. Use a volunteer application to show available serving opportunities, allow future volunteers to express interest and answer questions, complete necessary requirements and get connected with a ministry leader for follow up.	2	$300
Fundamentals - Volunteer	They are ready to serve, now what? Learn how to use the Groups and Scheduling feature to know who is scheduled to serve, easily communicate with volunteers, see who is available to serve and record who showed up.	2	$300
DNA of a Volunteer Driven Church	Do you have "more volunteers than you know what to do with"? We'll walk you through what a volunteer driven church looks like and give you actionable tasks and a process that will assist in transforming your church into a volunteer driven church.	2	$300
Background Checks Made Easy	Learn how to use our integrated approach to managing the background check process. Easily allow prospective volunteers to submit a background check online, manage the approval process and identify volunteers with missing or expired background checks.	2	$300
Dashboards & Reporting – Volunteer	Now that you are tracking your volunteers in FellowshipOne, let's explore the reports and recommended dashboards needed to track progress.	1	$150

Church Engagement

Course	Description	Hours	Price
Member Engagement	FellowshipOne is for more than just church admins or staff. Use the online portal or mobile app to allow your church to engage with you online by viewing a church directory, interacting with small groups, managing interactions, view giving history, manage event registrations, update their profile and even check into events. Free up your leadership and staff by getting your Church engaged!	2	$300
Small Groups – Build Community	Learn how to create a group structure that will allow your church members to find a group, empower your small group leaders to manage prospects, view group details and record involvement.	2	$300
Launch Self Check-In	Looking to streamline your Check-In process? Take check-in to the next level by launching self check-in and allow your participants and volunteers to begin the check-in process using their smartphone, allowing them to bypass the standard check-in station.	2	$300
MinistryOne	Use the MinistryOne app to better engage your Church with your Church Management Software (FellowshipOne), by integrating internal tools that you are already using with this easy to use app. Developed so you can encourage your members to stay engaged any day of the week, this new app has powerful features including giving, multimedia, events, prayer requests, and so much more.	1	$150

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Finance

Course	Description	Hours	Price
Fundamentals – Contributions Management	Learn about the different ways to manage Contributions in FellowshipOne. Managing Giving and Ministry in the same database allows for a complete view of the health of your church. We will review how to record contributions and view giving history.	2	$300
Rolling out Online Giving	Tired of entering all of those contributions manually? Ready to increase giving by providing an easier way for your Church to give? Ready to launch or improve adoption of online giving? We'll help you identify contributors and build a process for moving regular givers to online giving. Use online giving to lower administration and increase efficiency, help individual become better stewards by making giving easy. F1 Giving makes it easy to created scheduled or one-time gifts with online or text giving.	2	$300
TREK: Your Journey to Online Giving Success	Is the summer giving slump having a negative impact on your church budget. Learn how online giving helps eliminate the summer giving slump. Let us introduce you to a process that we developed to maximize your online giving.	2	$300
Workflows - 1st Time Giving	Let's explore the reports needed to track Involvement through Activities and Groups. We'll look at building a roster report and viewing attendance.	1	$150
F1 GO, F1 Giving & F1 Financials	Want to learn how to better integrate your Church Management Software with your Online Giving and Accounting software? Let's make sure you are set up for success by properly enabling the integration options.	1	$150

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What to Know

Course	Description	Hours	Price
What to Know: Pastoral Care	Are you a pastor that isn't involved in the day to day data entry, but want a better understanding of how to use the data at your fingertips? Let's get together and look at how you can use the information in FellowshipOne to better care for your church.	2	$300
What Your Pastor Wants to Know	Graphs? Charts? Tables? Reports? And my pastor wants it NOW! Understanding how to use Workflows, with Reports and Dashboards are the key to making this happen. Discover how all the reporting and analytical tools work together within FellowshipOne.	2	$300
What to Know: Interactions	Learn how to use Interactions to manage connections you have had with a person in your database. You can record contacts with members (emails, calls, visits, etc.), create follow up tasks for people with or without permissions, or create public and private notes through customized permissions.	2	$300
What to Know: Workflows	Learn how to use workflows to automate ministry processes, helping you save administrative time and allowing you to better engage your members.	2	$300
What to Know: Forms	You can use the forms feature to sign up for events, but have you thought about using it in other ways? Learn how to create forms for mission trips, surveys, covenant forms and much more.	2	$300
What to Know: Calendar	Learn how to use the Calendar feature to manage resources and reserve rooms for classes or events. The Calendar feature can help you accomplish those things and so much more. Learn about the different calendaring options, how to setup an approval process and manage events in a centrally located system.	2	$300

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What to Know

Course	Description	Hours	Price
What to Know: Mobile App	"Life moves pretty fast" - Ferris Bueller "So does Ministry." - Matt McMaster Use the Mobile app to stay connected in today's fast paced world or let us show you how you can use your smartphone to keep up with the speed of ministry.	2	$300
What to Know: Children's & Youth	Sometimes it's hard to know what you don't know. Let us show you what Children and Youth leaders, staff and volunteers need to know about FellowshipOne by providing an overview of the features you will be using in your new role.	2	$300
What to Know: Disaster Preparedness	When preparing for a natural disaster, it is important to plan. Creating a clear communication strategy and building processes to care for families ahead of time can allow you to focus on what matters most, helping your church family in their time of need. Learn how you can use FellowshipOne to communicate with your church family, track connections you have with individuals, and provide outreach to the community.	2	$300
What to Know: VBS	Is it time to start preparing for VBS season? Let us walk along side you to build a structure in FellowshipOne to make this year the best yet. From online event registration, managing participants and volunteers, to utilizing check-in, we'll start by evaluating your goals and creating a plan.	2	$300