FellowshipOne Premier

Course Options

WHY IS ONGOING TRAINING IMPORTANT?

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

FellowshipOnePremier

Champion Certification

Become an expert in FellowshipOne!

Want to become a FellowshipOne expert?

Receive a beginning to end run-through of all the FellowshipOne features. Champion Certification is great for Church Administrators or new Staff.

Champion Certification $2,400*

Receive a beginning to end training of FellowshipOne! Certification takes place onsite
at your church and includes hands on learning and product knowledge assessments.
Training takes place over 2.5 days and number of attendees is unlimited.

*church is responsible for travel expenses

Certification Courses

- **Administration**

    Learn how to effectively setup and modify the overall structure of FellowshipOne.

- **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.

- **People Interaction**

    Explore the details of interacting with attendees and members of your congregation through Notes, Contacts, Attributes and Requirements.

- **Activity Management**

    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 activity management feature to track this Involvement.

- **Check-In**

    The Check-in module covers the details of Assisted, Self and My Check-in. Topics include check-in settings, name tags, hardware as well as Teacher and Coordinator (Dependent on F1 Edition).

- **Volunteer Pipeline**

    Volunteers are one of the greatest resources you have, but how do you find and engage volunteers? A volunteer application process can make for a seamless transition from curious attendee to active and engaged member. Learn why the Volunteer Pipeline that offers benefits you can't afford to overlook.

- **Groups**

    You can use FellowshipOne Groups to create a basic people list for communication as well as small group management. 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.

- **Event Registration**

    The Event Registration module covers the details of building a registration form in FellowshipOne. Topics include building the form, registering for an event and managing the submissions.

- **Contributions**

    The Contribution module covers both contributions and receipt type funding. Topics include fund/subfund, entering contributions, batches, online giving, giving statements and pledge drives.

- **Reporting**

    The Reporting module covers all things reporting. Topics include Core Reports, temporary groups, who/what, saving/sharing reports and report queue.

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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
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 contact management feature, reporting and group email features

- **Fundamentals: Activity Management**
  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 activity management feature to track Involvement.

- **Fundamentals: Check-In**
  Learn about the different modes of check-in by reviewing the details of Assisted, Self and My Check-in. Topics include check-in settings, name tags and hardware options.

- **Fundamentals: Volunteer Management**
  Learn how to engage your volunteers to serve. We'll take you through the steps of creating and managing applications and opportunities, along with approving, denying and canceling applications.

- **Fundamentals: Groups & InFellowship**
  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.

- **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: Reports**
  Core Reports are the mastermind behind retrieving useful and meaningful from FellowshipOne. Learn about report settings and explore how to use Core Reports, My Reports, General Reports and how to Share Reports.

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**

- **Involvement**

- **Check-In**

- **Volunteer Management**

- **InFellowship & Small Groups**

- **Finance**

- **Reporting**

- **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
Contact Management Reimagined	Use contact management for more than a welcome card follow up. From triggering pastoral follow up to managing hospital visitation, use contact management to track beginning to end follow up.	2	$300
Data Maintenance	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.	4	$600
Reporting: Missing Data	Does your FellowshipOne database seem incomplete or inconsistent? You get out of FellowshipOne what you put into it. Learn how to identify records with missing personal or communication information and develop a process for capturing new and updated data.	1	$150
Reporting - Identify and Manage Duplicates	Learn how to create a system for reducing, identifying and managing duplicate records.	1	$150
Reporting: Going, Going, Gone	Have you created a process to find those who are slipping from your congregation? This session will show you how to use reporting to identify those individuals.	1	$150

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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 the contact management feature to trigger and document follow up. We'll also learn how to use the group email feature for mass communication.	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 in the process.	2	$300
Assimilation	If you want to setup a successful and easy-to-manage assimilation process, this is for you. We will guide you through tracking assimilation AND de-assimilation. By tracking both, you can begin to understand the effectiveness of your ministry	2	$300
Reporting: Assimilation	Let's explore the reports needed to ensure growth and assimilation opportunities exist in your church.	1	$150

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Involvement

Course	Description	Hours	Price
Activity Management	Learn the process for creating and managing activities in FellowshipOne. This is an important first step toward managing involvement. Before you can know who will be at an event or who showed up, you will first need to create an activity. Once you create an activity, you can manage assignments, record attendance, use the check-in application, and communicate with participants or volunteers.	2	$300
Fundamentals: Event Registration	Learn how to setup event registration forms, accept payments, and modify registrants' submissions through Event Registration. Creating forms and dependent forms are a great way to collect information from registrants quickly and efficiently.	2	$300
Reporting: Involvement	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

Check-In

Course	Description	Hours	Price
Check-In	Looking to launch or re-launch check-in? Learn the ins and outs of Assisted and Self Check-in. We'll explore check-in options for iOS or Windows, settings, name tags and suggested hardware.	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
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
My Check-In, Teacher and Coordinator	Ready to check-in to the next level? Learn how to use the My Check-In feature to allow individuals or families to let you know that they are there. Then leverage Teacher and Coordinator to improve your check-in management process in real time. (Dependent on F1 Edition)	2	$300

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Volunteer

Course	Description	Hours	Price
Volunteer Pipeline	The volunteer pipeline makes it easier than ever 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
Volunteer Involvement	They are ready to serve, now what? Learn how to use the activity management feature to volunteer assignments to know who is scheduled to serve, easily communicate with volunteers 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
Volunteer Coordinator	Sometimes it's hard to know what you don't know. Let us show you what the Volunteer Coordinator needs to know about FellowshipOne. Learn how to use the Coordinator application to view in real time who is checked in and serving!	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
Reporting: Volunteer	Now that you are tracking your volunteers in FellowshipOne, let's use the report library to identify first time or absent volunteers for follow up, find those scheduled to serve, view attendance history and much more!	1	$150

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InFellowship & Small Groups

Course	Description	Hours	Price
InFellowship	InFellowship is a bridge that connects your Church Website to FellowshipOne. Use InFellowship to allow your church to engage with you online by viewing a church directory, interacting with small groups, view giving history, manage event registrations, update their profile and event check into events.	2	$300
Small Groups	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
My Check-In	Use the My Check-In feature to allow assigned participants and volunteers to check into activities from the convenience of their smartphones. Let us work with you to make sure your FellowshipOne structure is ready and create a communication plan for launching this exciting new feature with your church family!	2	$300
Reporting: Small Groups	Now that you have the data, let's use the report library to manage your small groups ministry. How many active groups do you have and what are the different types? Who are the group leaders, members & prospects. View attendance see who is absent. Identify individuals that are active in your church but aren't currently in a small group.	1	$150

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Finance

Course	Description	Hours	Price
Giving	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 and view giving history.	2	$300
Rolling out Online Giving	Tired of entering in all of those contribution manually or ready to increase giving? 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.	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. During this session we will introduce you to a process that we developed to maximize your online giving.	2	$300
Reporting: Giving	Let's explore the reports needed to manage Giving transactions. Use the report library to view batches, fund summaries, first time giving, top givers, and so much more!	1	$150

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Reporting

Course	Description	Hours	Price
Core Reports	What are Core Reports and how do you use them? Core Reports are the mastermind behind retrieving useful and meaningful from FellowshipOne. Explore how to navigate Core Reports, report filters, output options and how to save or share reports.	1	$150
Report P9400 (Core People Records)	Yes, it's true. You can run this one report for a list of current members, or to see first time guest this past Sunday, or who needs a background check to serve in the Children's Ministry. We'll will uncover the multiple uses of P9400.	1	$150
Report M1211 (Core Attendance Records)	You can use this one report for the total headcount for this past Sunday's service, or small group attendance, or volunteers who served at Vacation Bible School this past summer. All these results and much more from this one report. We'll uncover the multiple uses of M1211.	1	$150
Report G1050 (Core Giving Records)	Whether you are looking for a list of individuals who has given toward the pledge drive, or total contributions in the month of August, or contributors who have given over $500 this year, G1050 does it all. All these results and much more from this one report. We'll uncover the multiple uses of G1050.	1	$150
Report M4010 (Contact Items & Notes)	Looking for an easy way to track contact items or individual notes? Core Report M4010 provides multiple filter and display options to meet your needs. Let's work together to set it up based on your needs.	1	$150
Reporting - A6500 - Core Inactive People	Learn how to look across your church to identify individuals and families that are becoming inactive. Whether it's a lack of giving, not showing up to serve or unresponsive contacts, we can help you identify those individuals quickly so you can help them to reengage.	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 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
What to Know: F1 Mobile	"Life moves pretty fast" - Ferris Bueller "So does Ministry." - Matt McMaster Use F1 Mobile to stay connected in today's fast paced world or let us show you how you can use F1 Mobile 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: Sign Up!	You can use the event registration feature to sign up for events, but have you thought about using it in other ways? Learn how to create event registration forms for mission trips, surveys, covenant forms and much more.	2	$300