

ChurchWatch Newsletter #10

April 2009

Handling Districts, Areas and Elder Districts

Many churches have the need to manage districts, print reports and send mailings to members in specific districts. In particular, many churches track Elder Districts – districts looked after by a specific elder. This newsletter explains the concepts and shows how to set up ChurchWatch for easy handling of districts.

Data Entry

To begin with, districts are best tracked in the Membership Manager since each family or household can be attached to a single district. We need to begin by creating the district names. The name can be an area of town, a description of a rural area, an Elder's name, any combination of the prior, or any other name format you can think of.

To create a new district, select “Lists” from the top of screen menu, and then choose “Districts/Areas”.

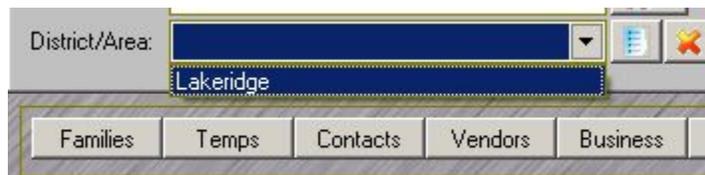


The following form will be displayed:



Use the Add/Rename/Delete buttons to edit the list of districts. For Elder Districts, you might want to consider using the name of the district and the Elder's name. For example "Lakeridge – Joe Smith". The districts can be renamed at any time using the RENAME button in the above form – for example, when the Elder in charge of the area changes.

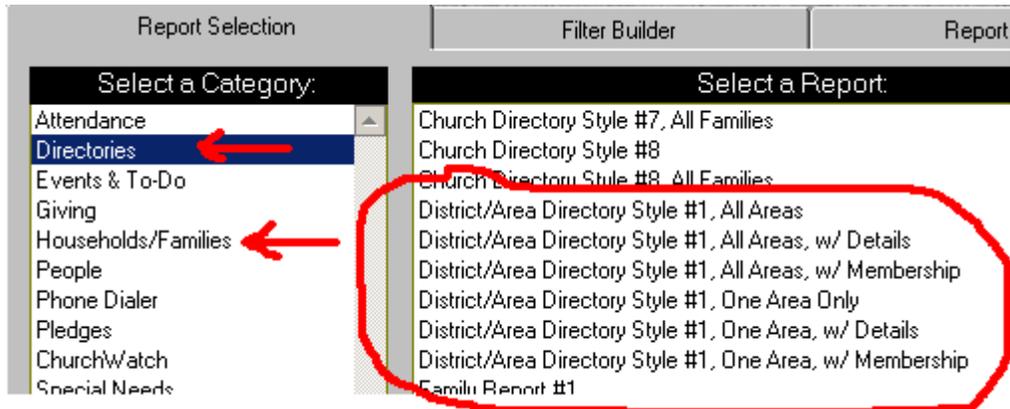
Next, add families to the district in the Membership Manager by selecting the district from the pull down list:



Once your data entry is complete, you are ready to begin using the data for various functions.

District Reports

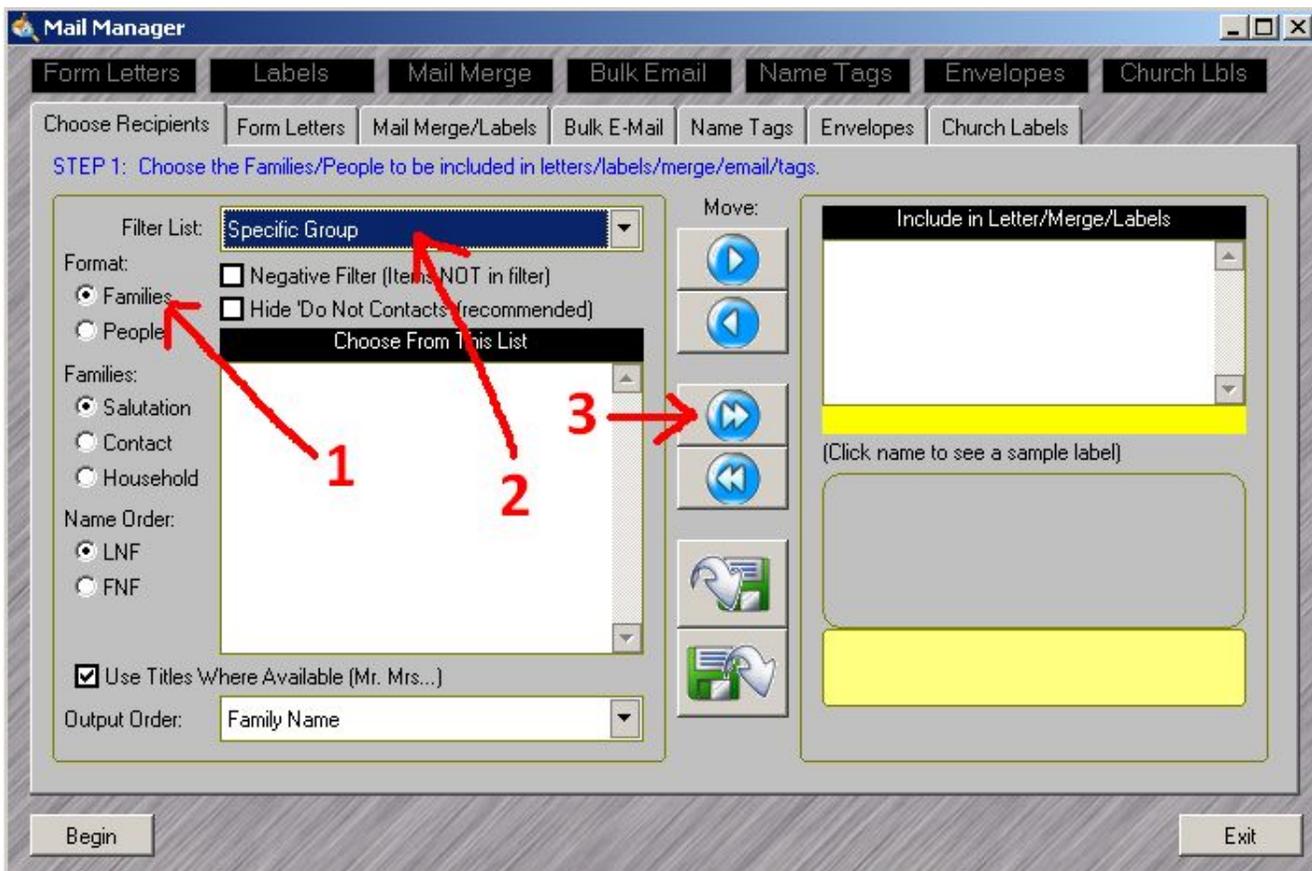
There are many district reports in the Report Manager. These can be found either in the "Directories" category or in the "Households/Families" category:



Mailings

Naturally, you will want to communicate with the families in the district. This is done in the Mail Manager where you have choices of form letters, mailing labels, mail merges, bulk emails etc.

You need to begin by creating a recipient list. Fortunately, since your data is now setup, this is quite easy. In the Mail Manager, and on the Recipients page, choose Format = Families. Then click on the filter list box near the top of the form and choose "Specific District/Area". When prompted, choose the district of interest. Next, move all the recipient families from the left list to the right list using the double right facing arrow button:



Lastly, choose one of the mailing pages (Form letters, Mail merge etc) and setup as required. Click the BEGIN button to begin the mailing operation to your list of recipients. In all, this whole operation should take no more than a minute or two, once the data has been setup.

TIP FOR EX-CLAVIS USERS: The original data import imported the old Clavis districts into a user defined field. You will have to re-enter this data into the district/area field.