

GroupStewardship Software

The Ultimate Church Software for Administration, Communication, Stewardship and Development.



GroupStewardship Software; Charting the way for the Ultimate Church Solution for Church Communication, Administration, Stewardship and Development through technology that is easy to use and returns needed information to the pastor.



This is the main menu of GroupStewardship Software. We have organized this menu into the three categories of Stewardship; Time Talent and Treasure. The Time Panel of this menu enables us to enter calendars for scheduling Masses and Church activities, Parish Staff, Groups and scheduling meeting rooms.

The next two programs have to do with Mass scheduling and recording of intentions. The last program under this time section is liturgical scheduling which takes into account the masses scheduled at a parish and assigns ministers from the group and talent section to the liturgy.

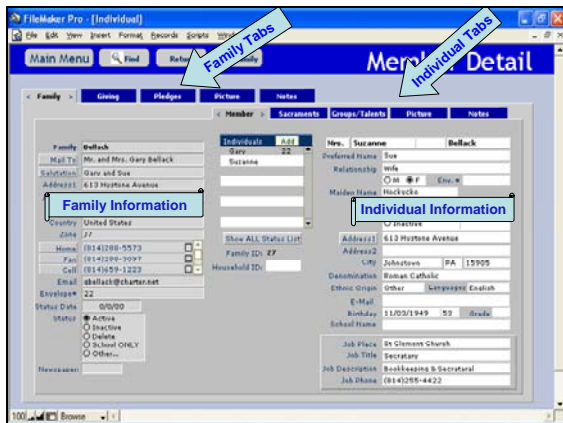
The Talent Panel of this menu shows the family and individual member information. This panel also includes census production and analytical statistics, various means of communication with the parish, and the ministry of the sick .

The Treasure Panel of this menu includes: Church information, Collection input is recorded here. Under Stewardship activities, we have programs that help build stewardship and development within the parish community. This is the main thrust of our GroupStewardship Software. These programs will be detailed later.

The Reports Section in the lower left hand portion of this main menu has many other selected reports that are normally needed in running a parish.

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This is the main screen for membership detail. On the left side in the light gray area is the basic family information. The right side of this screen shows the basic information on the individual. The Box in the middle shows all the individual members in the family. By clicking on the individuals name, it will change the members information on the right of this screen to that individual.

The tabs across the top of this screen are the family tabs. Gray tabs show the screen that you are viewing, Blue tabs show selected screens available. The second row of tabs show the individual screens available.

By clicking on the giving tab for the family, the program will take us to the family giving screen.



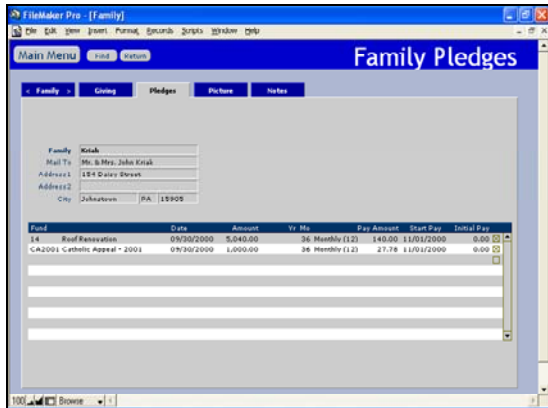
This screen shows all giving for an individual family by whatever year selected in total, along with prior year's total. Also collections can be viewed by all funds or a selected fund.

At the bottom of this screen, GroupStewardship software calculates the average days between giving of funds which is used to show family contributions as Regular giving, random giving and non giving. This information is used for administration and campaign information in other parts of GroupStewardship Software.

Click on the pledge tab and you will enter the pledge screen of the software.

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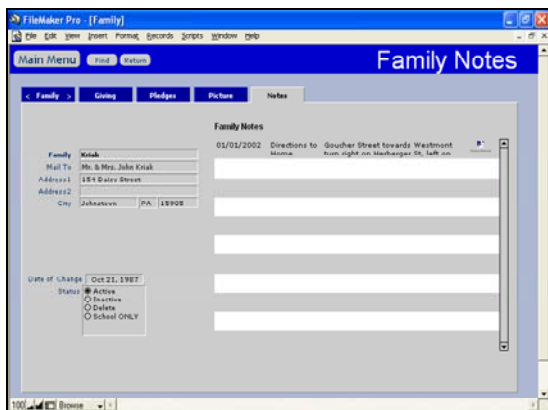
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This is the family screen where all pledge history is maintained on each family for all pledges made to the church, local and diocesan.



On this family picture screen the parish can import pictures from files, or scan in pictures. GroupStewardship Software then can print a pictorial directory of the parish.

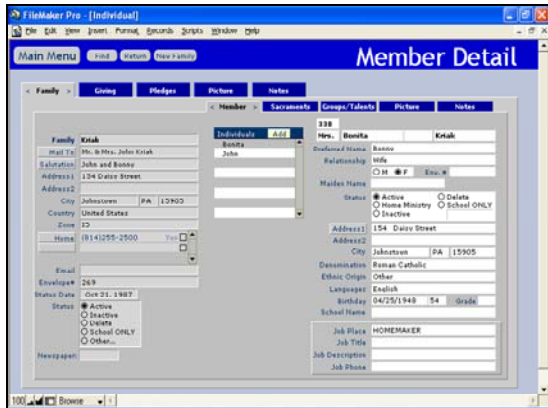


We enter the family notes screen. This screen can be used to store special information on each family needed to minister to the family. It can also store letters as a note sent to this family.

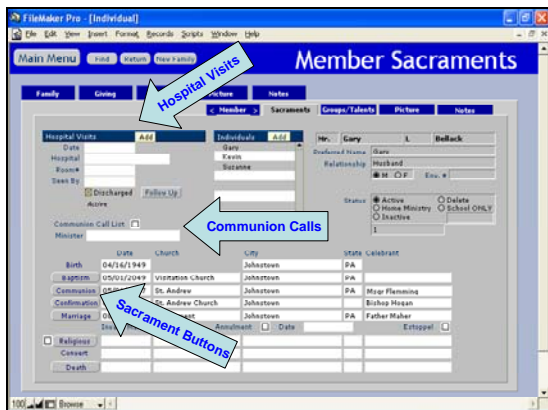
At this point we must select the family tab to return to the main family and member screen.

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Now continuing our tour of the member detail, we select the second row of blue tabs and click on sacraments.



The sacrament screen is a little busy but this information is vital to the record keeping of the church. In the upper left hand portion of this screen is hospital status on the individual. Remember by clicking on the name of the member in the individual box in the middle of this screen we are selecting that individual to show on the screen.

Directly below hospital visits is a communion call box that just by clicking the box the individual is added to the communion call list. A minister can also be assigned to the member at this time if so desired.

Listed below are life's events and sacraments. The basic information can be listed on this page of member sacraments such as Date, Church, City, State and minister. GroupStewardship has taken this information one step further. By clicking on the button on the left of the line of information, we take you into the detail that is maintained in the books of the church and the information in each book is shared with the other books to save time of input and reduction of errors.

Let's go into the depth of this page. By clicking on the button, that reads baptism....

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This takes us into the baptism recorded information of the church. This shows all the fields that are found in the baptism book of the church. If this information is typed into this record, GroupStewardship would print out the baptismal record for the individual.

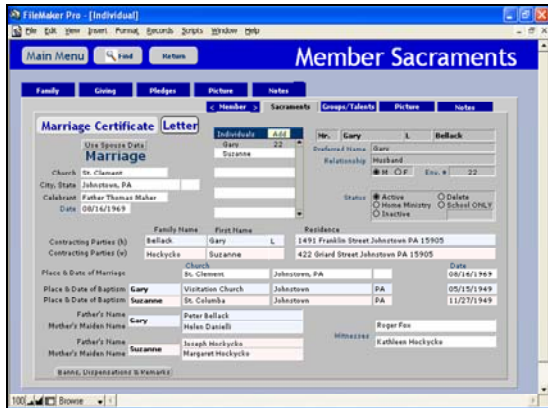
In order to return to the main sacrament menu from the baptismal record, the operator would click the mouse on the sacrament tab to return. Instead of returning to the main menu, we will take you to the next book which is First Communion.

The First Communion record is the same layout that is in the First Communion book of the church. Birth and baptism information would already be carried over from their respective records if entered.

The next book of the church that can be recorded is Confirmation. Again, baptism information is carried over from prior input of information.

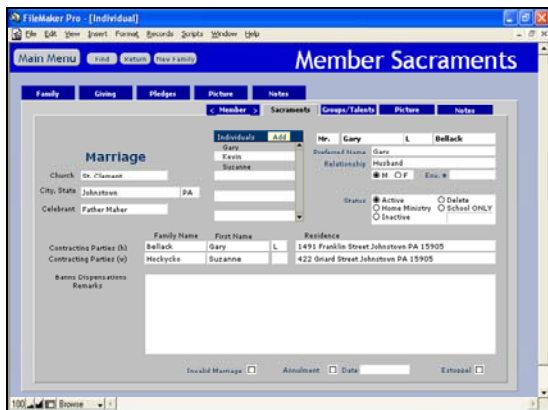
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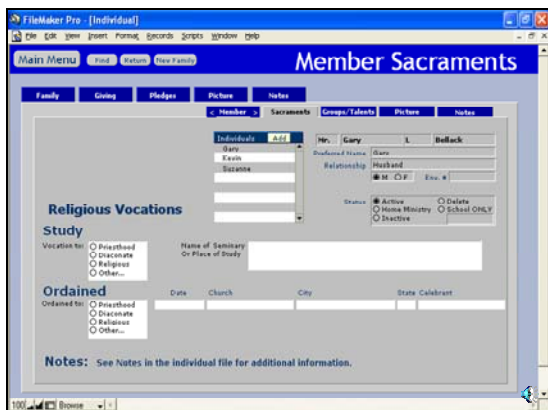


The next detailed sacrament is Marriage. This screen will merge two individual records in a family and update both records with the information needed. The white areas are common information to both husband and wife. Like Baptism, if information is input to this file, a Marriage certificate can be printed.

Because of space in this marriage detail, we placed another button at the bottom of this screen and by clicking on this button it will take you to Banns, Dispersations and remarks regarding this marriage.



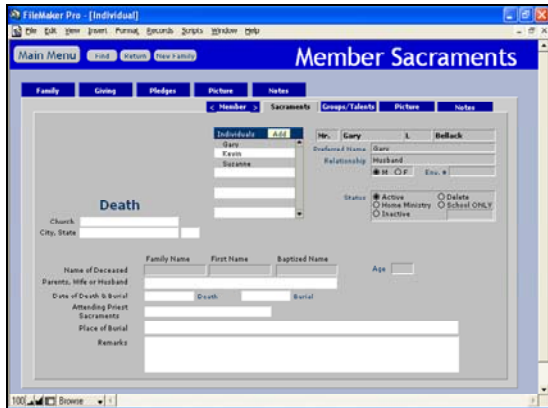
This is additional detail regarding the marriage. Notes can be added by the priest regarding banns, dispensations and remarks; and tracking of marriage status can be entered for future recall in the area of invalid marriages, annulments, and estoppels.



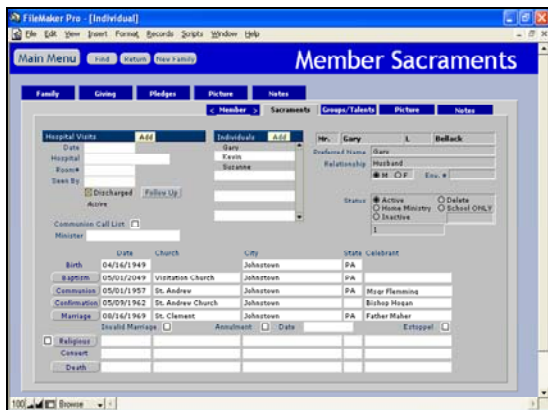
Under the sacraments screen we have made a second screen to record additional information regarding religious vocations. This information aids in reporting to the diocese and keeping track of the history of religious vocations for each parish.

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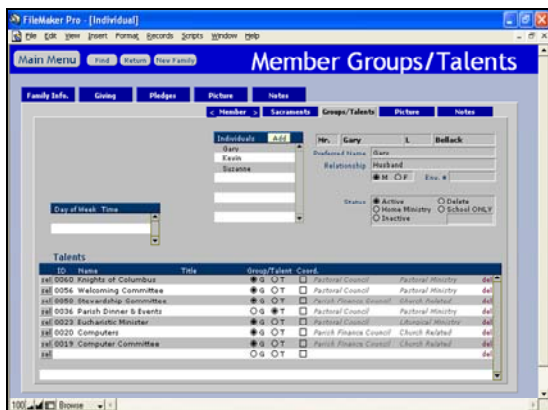
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And the last of the church books is the death book. This information is added and can be enhanced for churches with cemeteries to keep records on and locate grave sites. Listings can be generated so that original church records will not disappear over time from age and use.



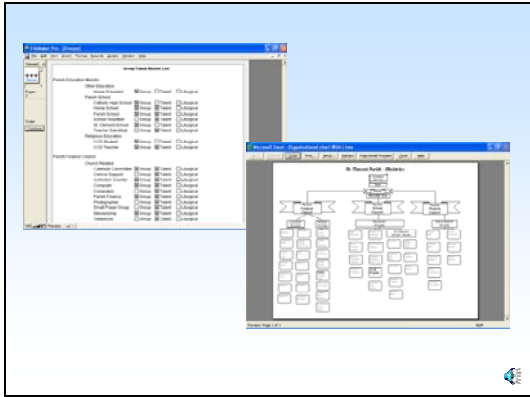
That completes our tour through the member sacrament and church book detail section of our software.



The next tab for the individual members of the parish is an important and powerful section of stewardship and this program – groups and talents.

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By creating a list of ministries organized under the pastoral, finance and school councils, GroupStewardship builds you an organizational chart of the parish.

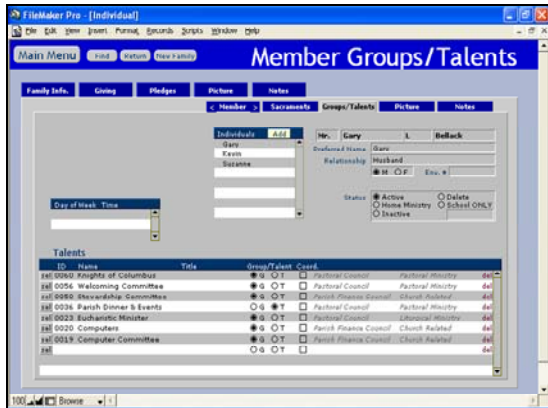


When defining the purpose of each ministry and selecting a coordinator with members that have pledged their time and talent GroupStewardship can produce for you a parish handbook.

The ministries of groups and talents can be printed as a list or communicated with in electronic or paper form.

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Records are kept on children from birth through their years of education by Five categories. Pre school, Catholic grade school, Catholic high school, religious education or Home Schooled. Whether in their own parish or they come from a feeder parish.

Definition of Group and Talent: Groups are comprised of defined criteria such as, training, education, selection, elected individuals. Talents have none of the above criteria that groups have.

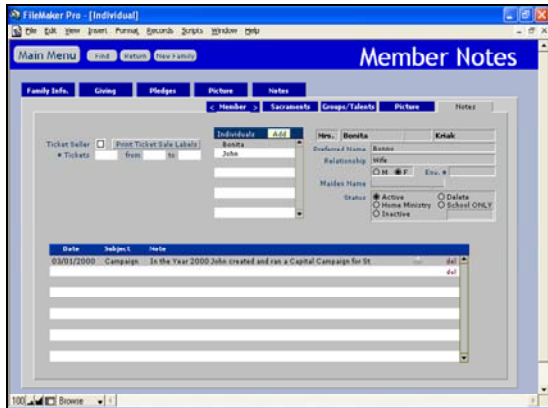
Ministries can be both Groups and Talents entered into this format. If a ministry is a group then the talents are the nonqualified reserve pool for the group. Once the individual has been trained, educated, selected, or elected then the individual file status should be changed to group.



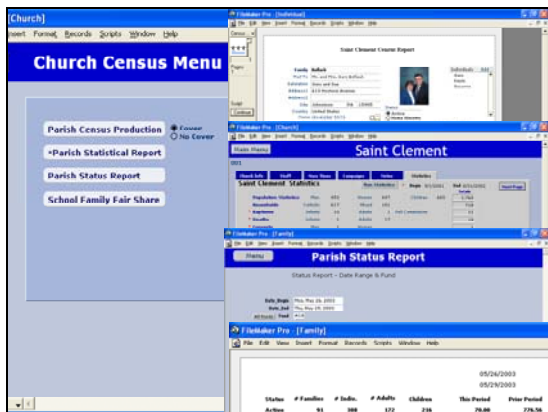
Individual pictures can be maintained on file if available for input to the individual picture file.

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The last tab on the individual row is member notes. Like family notes there is a date of the note, note status, note description and letters can be filed into the import section.



This menu is under the talent section of the main menu, called Church census menu. These applications are reports that produce a current census with a cover letter and a group talent listing.

The parish statistical report produced for the diocese each year can be produced during any selected period.

Parish status report lists the status categories of membership and the amount of contributions for this period and for prior periods.

The School Family Fair Share list shows the church contributions given for the current period and prior period selected for any families that have children in the catholic grade school.

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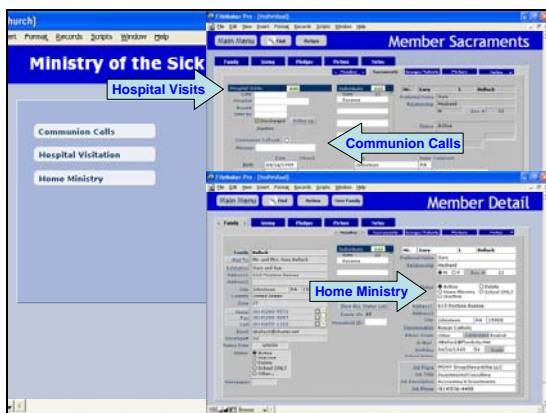


The Communication Screen's first program enables the operator to type and send e-mail broadcasts to members of the parish which e-mail addresses are maintained or only selected families.

Under Letters to Parish enables the operator to type send a letter to members of the parish or selected families.

Letters to groups enable the operator to select a group or talent and create a list, and lend letters to this group or talent selection.

Special selection letters enable the operator to make special selections from files and create letters, notes, memos or e-mail this communication.



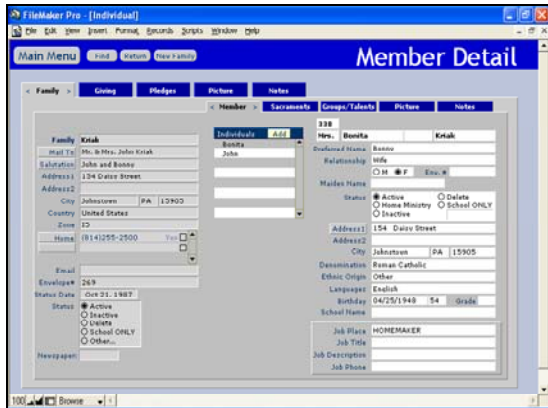
In the Ministry of the Sick, we have combined three areas thus far. The first is communion call listing. This is set up on the sacrament screen of the individual member. By a click of the mouse you can add or delete individuals from the parish communion call listing. This communion call listing can be in total or divided by anyone listed in the staff section of the church.

Hospital visitation report is also set up on the sacrament screen of the individual member. Information is entered into this section such as date, hospital, room number and follow-up date and remarks when released. This information stays on the hospital listing till a follow up date and remarks are entered. A note is also entered into the note file of the individual.

The Home Ministry is a listing of the individuals that are marked homebound in the individual member input screen. This program gives a report on all the members of the parish that are either homebound at their home or in a nursing home.

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This completes our tour through the family and member information screens.

We have kept the screens clean, logical, easy to use and understand.

We have reports that list all this information at the click of a button.

The true power of our software is hidden at first glance. It is the flexibility of obtaining information and utilizing two features unique to our software. One is the find feature and the second is the ease of the export function.

“Has the pastor ever asked you for all ninth graders, not in catholic high school, who are not registered in religious education. Oh by the way I’m going for a walk, just give me the one’s that live on Bantel street.....No company could write all the reports that are asked for on a daily basis but with GroupStewardship software you can give your pastor a list in minutes.

The export function can give the power users information to work with and analyze out side of the GroupStewardship platform.

Another main feature of our software is the capability of being used on an IBM or Mac machine.