

Making Ministry Manageable

June 2014

Manage Twelve Membership Applications from One Window

Now data entry and changes in records are more quickly accomplished. The format is more intuitive and you can accomplish your work more easily. When you open the Member Records Maintenance window, MR101, there are twelve Tabs across the top. Identify a family, then click on each tab for other applications and data.

- Family Information
- Individual Information
- Advisories
- Email and Cell Phones
- Photos
- Activities (groups)
- Attendance
- Gifts and Pledges
- Notes
- Contacts

Main Menu

Track photos for each family, individual and couple.

Print photo directories with text, from 9 to 81 photos per page.

Add new photos from this page.

Photos

Delete	Add-Edit	Act ID	Activity Description	Status	Prin-Leader	Position	Start-Exit	Modified
<input type="checkbox"/>	<input type="checkbox"/>	C100	Pewee Team	Active	No-No	MEMBER	6-18-2001-	0:00-0000 2:00:00 AM
<input type="checkbox"/>	<input type="checkbox"/>	GA100	Women's Bible Study-AM	Active	No-No	MEMBER	1-01-2002-	0:00-0000 2:00:00 AM
<input type="checkbox"/>	<input type="checkbox"/>	SA300	Adult SS III	Active	No-No	MEMBER	9-01-1993-	0:00-0000 2:00:00 AM
<input type="checkbox"/>	<input type="checkbox"/>	SA400	Adult SS IV	Active	No-No	MEMBER	2-28-2008-	5-21-2010 2:28:25 PM CVJ

Attendance

Track attendance at an unlimited number of activities/groups for each individual.

Print many kinds of attendance reports, and communicate based on attendance and absence.

Track contributions, tithes and pledges by family and individual for an unlimited number of contributions and contribution uses.

Eight other functions and attributes about individuals and families are managed through this one window.

Date Range	Envelope Number	AB Envelope Number
1-01-2011 - 11-31-2011		
Victor A1 0001-620 Fall25-28	100.00	
Victor A1 01000101010101010101	1,000.00	100.00 16.470 1-01-2010 11-31-2010 1
Victor A1 0400-280 Habits	100.00	
Victor A1 0400-810 Tape Sales	400.00	
Victor A1 0900-000 G2K	200.00	
Total	800.00	200.00 990.00 16.470

Gifts

RDS Interface



Spring Cleaning Time!

Clutter. It happens. It happens in your clothes closets and junk drawers, and even in your RDS data. Did you know that RDS Advantage comes equipped to end all your clutter overload issues? At the end of each accounting year you archive and purge the General Ledger, but what about the other modules?

Because the other modules don't demand that old records be cleared annually and it's convenient to have these records readily accessible, it's easy to ignore their growing accumulation. In the long run, however, the data mass can become so burdensome that it causes extended wait times during lookups and report processing.

Make it a practice to periodically purge obsolete data in the Bank Reconciliation, Financial Records, Accounts Payable and Accounts Receivable modules by using the programs listed below.

Find these programs under Maintenance in each applicable module.

BR130	Bank Reconciliation Purge Cleared Items
FR108	Financial Records Compress/Purge History
AP108	Accounts Payable Purge History
AR150	Accounts Receivable History Purge
AP140	Accounts Payable Delete Vendors by Group

Select the purge date wisely and be certain you have a permanent backup you can use to restore this data if necessary, because these programs permanently eliminate the data through the purge date you select. Establishing a written church policy addressing the timing of record destruction is recommended.



Does Your E-mail Provider Limit The Number You Can Send?

Most E-mail providers (ISP's) limit the number you can send in one batch. Their stated reason is to prevent spamming, but it is more likely to limit the traffic on their network.

For example, "To keep our systems healthy and your accounts safe, Google Apps limits the amount of mail a user can send. The limits restrict the number of messages sent per day and the number of recipients per message. After reaching one of these limits, a user cannot send new messages (addresses in the To, Cc, and Bcc fields of a single email)." The Google limit is 48.

Others:

- 1and1 - 100 per message
- BlueHost - 70 per message
- DreamHost - 45 per message
- Gmail - 20 per message
- GoDaddy - 100 per message
- Goneo - 60 per message
- Verizon - 100 per message and maximum of 500 per hour.
- Yahoo - 95/hour

SMTP EMAIL

TEXT LIMITS

Some ISP's also place daily limits on the number you can send. You can negotiate with some ISP's for a higher limit.

Solution:

A new application in RDS allows you to set the number of messages you send at a time in batches, and specify an interval between messages to wait. For example, if you know your ISP limits the number in a batch to 48 and you need to send to 500 members, you can specify 47 in a batch, with one minute between batches. Your message will be sent to 47 at a time until all 500 have been sent.

Go to CS114, 'SMTP Options.' In the field, 'Send in Groups of,' enter the number you want sent in each batch. In the field, 'Wait Minutes Between Groups,' enter the number of minutes between groups.

You may be able to find the limits set by your ISP on the Internet.

Personnel Administration

As an employer the church should keep track of several requirements for employment or volunteer work, such as Background Checks, Drug Tests, Personality Tests, and Skills Tests. Some of these tests must be done periodically, perhaps once every two or three years.

Track all these things in your RDS Activities program. Individuals are enrolled in each activity to indicate that the required test has been administered. Use the exit date to indicate the date the test “expires.” Run involvement reports by exit date to learn which employees or volunteer workers are coming up for renewal.

Assign the same type/subtype to these activities in order to run reports that show who has completed everything and who still might have checks to complete.

Think of it as a way to group people in any relationship with the church, to report, communicate and keep track of their involvement. The only limitation is your imagination.

ACCORD V09.18.02
07-MAY-14 16:07:24

CIBOLA'S CHURCH

Activity Involvement Report by Individual (by Exit Date)

Family Number	Individual's Number/Class	Individual Type/Sub	Activity ID and Description	Leader Position	Act Inv	Join Date	Exit Date	Home and Work Phones
203 A2	Kathy Abernathy	/	PERSON Personality Test	MEMBER	A	5/15/14		H: 405-755-2591 W:
			DEQG Drug Test	MEMBER	A	5/15/14	5/14/16	
			BERGD Background Checks	MEMBER	A	5/01/14	4/30/17	
203 A1	Sean Abernathy	A/	DEQG Drug Test	COMPLETE	A	4/24/14		H: 405-755-2591 W:
			BERGD Background Checks	COMPLETE	A	1/15/14	1/14/16	
123 A1	Dan Anderson	A/	DEQG Drug Test	MEMBER	A	5/15/14	5/14/16	H: 405-354-6354 W:
134 A1	Mary Anderson	/	BERGD Background Checks	COMPLETE	A	1/31/14	1/30/16	H: 405-364-6364 W:
109 A1	Darryl Derriksen	V/P	BERGD Background Checks	PENDING	A	4/01/14	3/31/16	H: 405-354-5353 W:
152 A1	Don Fippo	N/	BERGD Background Checks	PENDING	A	4/01/14	3/31/16	H: W:

TOTAL INDIVIDUALS: 6

Activity ID: [BGCD] Background Checks Type: ENGL Males/Females/Married/Single/Age:0-999
Date Form: BLANK Blank Sub-Type: CHECK Sunday School: No

Indiv/Grp Name: Kathy Abernathy Fam/Grp Number: 1/3 Inv Primary Position: LEADER Join Date: 5/01/2014 Exit Date: Modified:

203 A2 Kathy Abernathy A MEMBER 5/01/2014 4/30/2017

ACCORD: Individual Entry
Name: DAN ANDERSON
Indiv ID: 123 AI
Act Inv: A Active
Position: MEMBER
Join Date: 4/01/2014
Exit Date: 3/31/2017
 N/A Primary Activity
 Leader
Modified: OK

Security

Bruce Schneier is CTO and cofounder of Counterpane Internet Security, the first managed security monitoring services firm. He is author of Applied Cryptography and Secrets and Lies, Digital Security in a Networked World.



He writes, “Security is a chain; it’s only as secure as the weakest link.” “Security is a process, not a product.”

“There are no quick fixes for digital security. And with the number of security vulnerabilities, breaches, and digital disasters increasing over time, it’s vital that you learn how to manage the vulnerabilities and protect your data.”

We hear reports of national retail chains, banks, military installations and national security data being routinely hacked.

This is why RDS is so pro-active in providing the best security possible. Its cloud-hosted system operates on Tier III Data Centers fiber optic linked together with twenty-six Data Centers. All data traffic is 256 bit SSL encrypted with certified 2048 key encryption. This advanced security qualifies RDS Connect as SaSS, Software as a Secure Service. This makes your cloud-hosted RDS system even more secure than when hosted on an on-site server.

It is possible that RDS may be one of the only church management systems with this level of security.

RDS Training Opportunities

You can enroll for just the classes that cover your work area:

- Monday.....Member Records and Contact Management
- Tuesday.....Activity Records and Insta Check-In
- Wednesday...Contributions and Bank Reconciliation
- Thursday.....General Ledger and Accounts Payable/Cash Disbursements
- Friday.....Payroll and Accounts Receivable

Contact Gail Miller at (800) 337-6328 or (405) 840-5177 to enroll.

Enroll in classes for these dates:

- | | | |
|-----------------|------------------|------------------|
| Jun 9-13 | Jul 14-18 | Aug 11-15 |
| Sep 8-12 | Oct 13-17 | Nov 10-14 |
| Dec 8-12 | | |

Saturday & Sunday Emergency Customer Support

Normal hours for RDS support are 8 AM to 5 PM CST Monday through Friday.

There are times on weekends, especially on Sunday, when support is needed on an emergency basis. We want to provide help at these times in the most economical way possible. We now offer the following:

Cloud Users

This support is already included for RDS Connect users, so there is no additional charge for emergency weekend IT support calls between 8 AM to 8 PM.

On-Site Server Users

\$50.00 per call/situation for emergency on Saturday and Sunday IT support calls from 8 AM to 8 PM. Support requiring more than two hours of help is an additional \$20.00 per hour.

In an emergency call Joshua Todd at (405) 550-3644.

Definition of emergency IT support:

- An emergency event is one which cannot wait to be resolved before Monday.
- An emergency IT event means client is unable to use the system because of technical cloud or RDS application failure.
- Examples include unable to log in, check-in failure, or hardware failure. If failure cannot be resolved by support, no charge is made.
- If the problem is a result of RDS failure, no charge will be made.
- Emergency events do not include data processing normally conducted during regular business hours, or which cannot wait until Monday.



Easy ways to Gather Member Information

Sometimes it is like pulling teeth to collect information about families and individuals.

Here are two easy ways that make it easy for members (and guests) to provide the information you need to complete a profile in your RDS database (MR101).

- Download a one-page form from the RDS website under Client Center, Helpful Downloads named **Membership Information**.



All the fields needed are included to complete MR101 for the whole family.

Mail or email this form to members and ask them to fill in the information and send it back to you.

- Download a fillable form from the RDS website under Client Center, Helpful Downloads named **Membership Form**.



Place this on your website for members to complete for information about each family member. When completed they can click on an icon to send it to you by email.

Or email the form to each member and ask them to fill it out and click on the icon to email back to you.

The information is arranged to make it easy to enter the data into your RDS data entry MR101 program.

When using the fillable form, ask RDS to customize the form so it will be emailed to the proper person at your church.