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Fellowship Champion for Fellowship Church

Track: Best Practices for Managing your Fellowship One Data



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# Who is Fellowship Church?

- Established in 1990
- 5 Campuses
- Over 19,000 in Weekend Attendance
- 300 Full Time Staff Members
- Partner in Establishing Fellowship One

# Data Management Overview

- Preserving Data Integrity
  - Church Security and Protection
  - Proper Training of Database Users
  - Data Entry Time Management
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# Preserving Data Integrity

- Establishing Standard
- Communicating Standards
- Be Discerning with Database Access

# Church Security and Protection Who has access to your data?

- Staff and Volunteers
- Legal (Church Protection)
- Protecting Member's Personal Information.
- Security Rights

# Proper Training of Database Users


- Basic Training for all New Employees
- Extensive Training for New Employees in Key Roles
- Learn Your Staff and Their Comprehension Capabilities
- Give Access to only what People need to Effectively Accomplish their Job or Task
- Discernment on what Functionality is taught to which employees

# Data Entry Time Management

- Assisting Departments While still Keeping the Church Practices and Standards
- Importance of Selecting the Correct People for Data Entry
- What to look for in a Data Entry Employee
  - Likes Organization
  - Extremely Detailed Oriented
  - Can Sit in Front of a Computer and be Satisfied
  - Short Task Accomplished People

# In Summary

It is important to manage your data by:

- Establish Standards for your Data
  - Discernment in Database Access
  - Learn your Staff and their Capabilities
  - Choose the Correct People for Data Entry
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