



## PowerChurch Training Seminar

### Program Agenda

#### ~ Day One ~

#### **Registration & Fellowship** (complimentary coffee and beverages)

8:30 am – 9:00 am

#### **Welcome, Giving Thanks & Program Overview**

9:00 am

#### **PowerChurch Software – “Tools for Ministry”**

#### **PowerChurch Plus Tips, Resources, Recordkeeping and Utilities Modules**

9:10 am – 10:00 am

This session will review the capabilities and functionality of the Equipment Inventory, Music Library, Education Library and Sermon Filer modules within PowerChurch. Data Backup, Utilities, Computer/Network installation (information sharing) and system security are reviewed.

#### **PowerChurch Membership Module**

10:00 am – 11:15 am (15 minute session break at 11:15 am - complimentary beverages)

This session presents considerations for the initial membership module setup, daily use and on-going maintenance. Specific user training will include PowerChurch Integrated Data Entry; Family Mailing List Records and Personal Profiles.

#### **PowerChurch Membership Module (continued)**

11:30 am – 12:30 pm

This session continues with specific user training on PowerChurch Activities and Skills, Attendance, Visitations, and Ministry Services. Other topics will include preformatted and custom report generation, the execution of a mail merge/mailling labels and the production of a church directory.

#### **Lunch & Fellowship** (complimentary beverages and lunch)

12:30 pm – 1:30 pm

Attendees have the opportunity to enjoy fellowship in the break area and/or participate in a working session designed to be an interactive and open forum for discussion of issues among the participants and instructors.

#### **PowerChurch Events and Calendar Module**

1:30 pm – 2:00 pm (15 minute session break at 2:00 pm - complimentary beverages and snacks)

A new module made available in PowerChurch Version 10.0 is a feature rich event calendar and planning tool that allows for the scheduling of one time or reoccurring events “Church-wide” or for members of specific activities and skills. This session will cover use of the events calendar including; reserving rooms and equipment; assigning related tasks to individuals; generating event calendars for your web site or word processor and sending e-mail task & event notifications

#### **PowerChurch Contributions Module**

2:15 pm – 4:00 pm

One of our foremost financial responsibilities is to ensure giving records that are accurate and timely. Therefore, contribution data entry is a task that requires our diligent care and effort. This session focuses on the use of the Contributions module in PowerChurch to record, manage and report on weekly, monthly, and yearly donations, the implementation of procedural controls and tools (developed by PowerChurch and Books in Order) to reduce deposit errors, envelope numbering/reassignment, protecting contributor’s privacy, tracking pledge information and the printing/emailing of contributor’s statements. A “sample” offering plate will be counted and reconciliation procedures discussed, the production of various income reports and graphs designed for church governing bodies and the congregation as well as the interaction with the Fund Accounting module is presented.

#### **Q&A Session & Closing Remarks**

4:00 pm

## ~Day Two~

### **Registration & Fellowship** (complimentary coffee and beverages)

8:30 am – 9:00 am

### **Welcome, Giving Thanks & Program Overview**

9:00 am

### **PowerChurch Software – “Tools for Ministry”**

#### **Fund Accounting/Contributions Module**

9:00 am – 12:30 pm (15 minute session break at 10:30 am – complimentary beverages)

System Setup Fundamentals: The “what is”, and “why” of self-balancing “funds”. How to use the tools in PowerChurch to ensure transparency, enhance responsible stewardship and improve communications (and confidence) relating to church financial transactions. This session has been thoughtfully prepared to take the mystery out of church fund accounting and help attendees obtain the basic concepts needed to utilize this powerful yet simple accounting tool in PowerChurch to its fullest potential.

Initial System Setup: PowerChurch includes powerful features that help simplify the initial system setup of the Contributions and Fund Accounting modules. Thoughtful initial setup helps to ensure that we are focused on collecting the information we need in a manner that produces the most useful end-result. This session includes discussions, demonstrations and procedures to consider during the initial setup of each module. Specific examples of contributions and accounting fund numbering classifications, the interrelation between the modules and the development/deployment of a chart of accounts is presented.

### **Lunch & Fellowship** (complimentary beverages and lunch)

12:30 pm – 1:30 pm

Attendees have the opportunity to enjoy fellowship in the break area and/or participate in a working session designed to be an interactive and open forum for discussion of issues among the participants and instructors.

### **PowerChurch Fund Accounting Module (Session 1)**

1:30 pm – 2:45 pm (15 minute session break at 2:45 pm – complimentary beverages and snacks)

The Fund Accounting module in PowerChurch is a powerful and feature rich tool. User training and the capabilities of this module are presented in two sessions during day two of the seminar. Session One will focus on the functionality and use of General Ledger and Accounts Payable including maintaining funds and the chart of accounts, budget preparation and entry, moving/combining accounts, recording invoices, printing checks and 1099s, vendor information/payment histories, manual checks and voids, and reoccurring payments tools (leases, insurance, mortgages, utility bills).

### **PowerChurch Fund Accounting Module (Session 2)**

3:00 pm – 4:00 pm

The Fund Accounting module in PowerChurch is a powerful and feature rich tool. Session Two will focus on the functionality and use of the General Ledger, Accounts Receivable and Payroll functions including employee setup, tax table preparation and reporting. This session will also focus a detailed review and provide specific examples of the excellent preformatted financial reports that can be produced using the PowerChurch Accounting module.

### **Q&A Session & Closing Remarks**

4:00 pm