

## PowerChurch Plus Training

### **Welcome!**

On behalf of Books in Order and PowerChurch Software we want to welcome and thank you for your investment of time, talent, and treasure in this training event. The laptops provided (minimum 1 per 2 attendees) are preloaded with a fully functional sample database (w/o backup/restore). Please feel free to investigate the modules, and you may enter and save your sample data throughout the training (laptops are restored at the conclusion of each training event.) Also, if you have brought your own notebook/laptop to this training, please allow one of our representatives to help you connect to the electrical power and internet.

The training agenda is applicable to versions 9, 10 and 11 of PowerChurch Plus software. If a software feature discussed is specific to a version, the seminar leaders will highlight that area during the training. If you are considering purchasing a version upgrade, please ask about the discount offered to seminar attendees through Books in Order, Inc.

At registration, each attendee already should have received a hard copy of the 3-day training workbook and a copy of our CTools© product. The CD includes electronic copies of all seminar handouts and training materials. It also has various tools that we will use during the seminar including those developed by Books in Order to augment PowerChurch Plus features.

Most importantly, remember that we are in this together! Our PowerChurch Plus training is comprehensive and interactive by design - so we encourage you to share your insights and wisdom on topics beneficial to your peers attending the class. However, to be mindful of our limited time together and to ensure the maximum training benefit for all attendees - we do ask that you use the provided workbooks to notate topical questions specific to your church database and/or use of PowerChurch Plus. Often, your question will be answered at some point in the session agenda, but if not, time is allotted for discussion and questions at the conclusion of each session. Also, there are two PowerChurch Plus experts available at each seminar to speak with you during breaks, lunch or at the conclusion of training. Please know that we are here to help you to get the most for your church from this powerful software tool - there are no silly questions except those that are left unasked!

We look forward to our time together!

Shalom,

Eric Herzog & Rev. Mike Sribljan

## Program Agenda

*Start time is 2:00 p.m. on the first day of the training*

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### ~Day One~

**Registration & Fellowship** (complimentary coffee, tea and beverages) *1:30 pm – 2:00 pm*

Welcome, Giving Thanks & Program Overview *2:00 pm*

PowerChurch Plus Software – “Basic Tools for Your Ministry Toolbox”

PowerChurch Plus Software – “Tips, Shortcuts, Resources, and Recordkeeping Modules”

**10 Minute Break** (complimentary coffee, tea and beverages) *3:20 pm*

Church Accounting for Non-Financial Professionals - “Don’t Build your House on Sand!”

**Blessing, Dinner & Fellowship** *5:30 pm*

Dinner Presentation

- “Everything You Always Wanted to Know About Payroll, but Were Afraid to Ask...”

**Closing Remarks & Adjourn** *7:00 pm*

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### ~Day Two~

**Registration & Fellowship** (complimentary coffee and beverages) *8:30 am – 9:00 am*

Welcome, Giving Thanks & Program Overview *9:00 am*

PowerChurch Plus Software – “Setup of the Fund Accounting & Contributions Modules”

**10 Minute Break** (complimentary coffee, tea and beverages) *10:20 am*

PowerChurch Plus Software – “Using the Fund Accounting & Contributions Modules”

**Blessing, Lunch & Fellowship** (complimentary beverages and lunch) *12:00 pm – 1:00 pm*

PowerChurch Plus Software – “Setup and Use of the Accounts Payable and Receivables Modules”

**10 Minute Break** (complimentary coffee, tea and beverages) *2:20 pm*

PowerChurch Plus - “Setup and Use of the Payroll Processing Module”

**Q&A Session & Closing Remarks** *3:45 pm*

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### ~Day Three~

**Registration & Fellowship** (complimentary coffee and beverages) *8:30 am – 9:00 am*

Welcome, Giving Thanks & Program Overview *9:00 am*

PowerChurch Plus Database Tools & Financial Suites Review

PowerChurch Plus Software – “Setup and Use of the Membership Module”

**10 Minute Break** (complimentary coffee, tea and beverages) *10:20 am*

PowerChurch Plus Software – “Setup and Use of the Membership Module”

**Blessing, Lunch & Fellowship** (complimentary beverages and lunch) *12:00 pm – 1:00 pm*

PowerChurch Plus Software – “Setup and Use of the Membership Module”

**10 Minute Break** (complimentary coffee, tea and beverages) *2:20 pm*

PowerChurch Plus Software – “Setup and Use of the Events and Calendar Module”

**Q&A Session & Closing Remarks** *3:45 pm*

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