

ChurchKeeper
Congregation Management
Course Outline

- I. Setup
 - A. Main Menu Overview.
 - B. Setup/Preferences.
 - C. Users/Security.
 - D. Congregation Setup.

- II. Congregation Workbench.
 - A. Overview.
 - B. Adding member/visitor profiles.
 - C. Attaching auxiliaries.
 - D. Generating a directory for auxiliaries.
 - E. Changing/deleting member/visitor profiles.
 - F. Status Codes.
 - G. Queries.
 - H. Pictures.
 - I. Tools

- III. Membership Reports.
 - A. Features common to reports.
 - B. Directory.
 - C. Roster.
 - D. Labels/Mail Merge.
 - E. Envelopes.
 - F. Birthday Reports.
 - G. Membership Anniversaries.
 - H. Scheduled Assignments.

- IV. Backup/Restore.
 - A. Backup/Restore.
 - B. Working Offsite.

- V. Attendance. *** Optional
 - A. Setup.
 - B. Attendance Reports.

- VI. Re-index Files