P.A.C.E.
Parish Administration & Collaborative Education

Communication Tools

How to maximize your outreach with parishioners

Ryan Schreiber - ParishSOFT

ParishSOFT
Connecting People and the Church

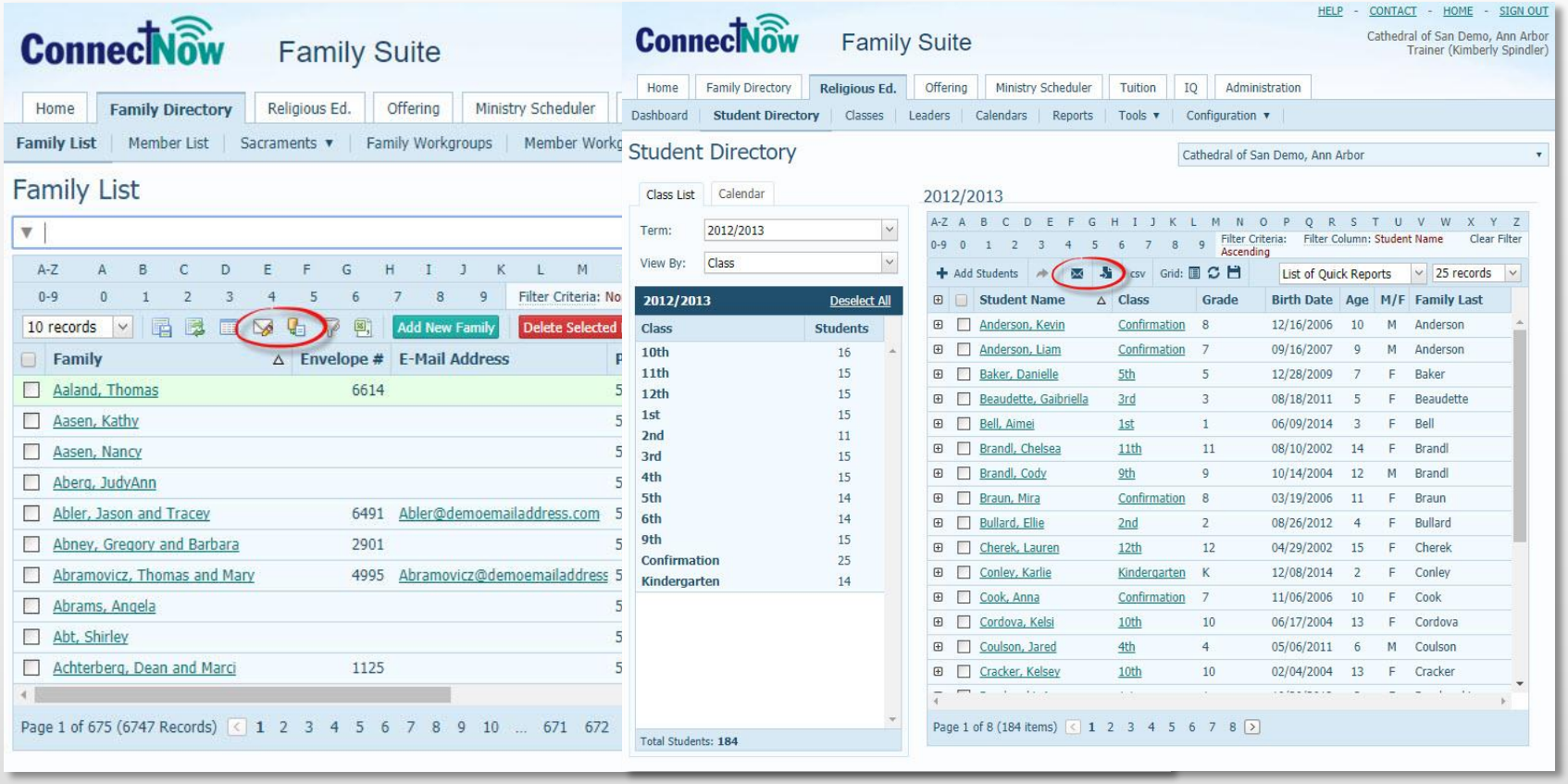
Methods of communication

- Email
  - Send web based via ConnectNow
  - Send via Outlook
  - Copy & paste
- Mail Merge
  - Certificates
  - Letters
  - Envelopes
  - Registration Forms

Where can I access these?

- Family Directory
  - Family List + Member List
- Workgroups
  - Family + Member
- Religious Education
  - Student Directory, Classes, Leaders
- Ministry Scheduler
  - Minister Directory + Scheduling

Identifying the icons



Email interface options

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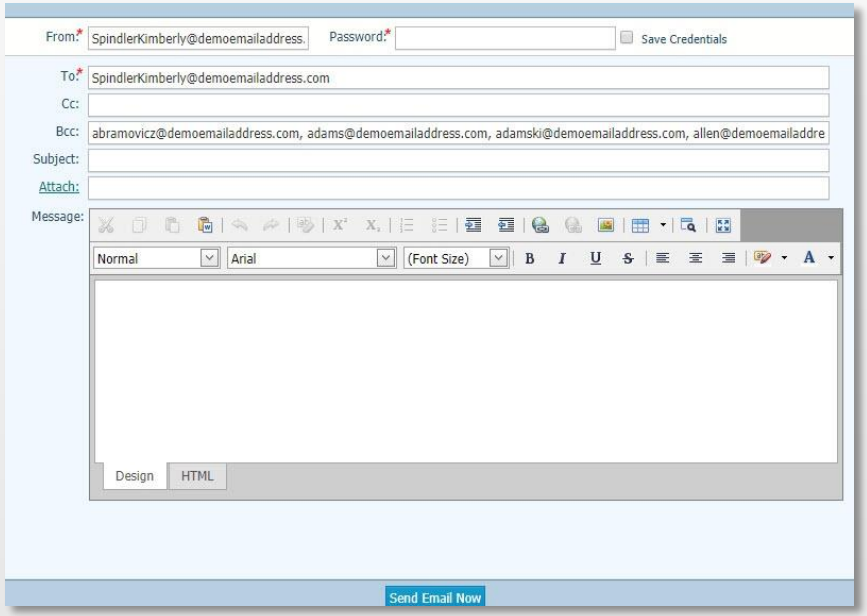
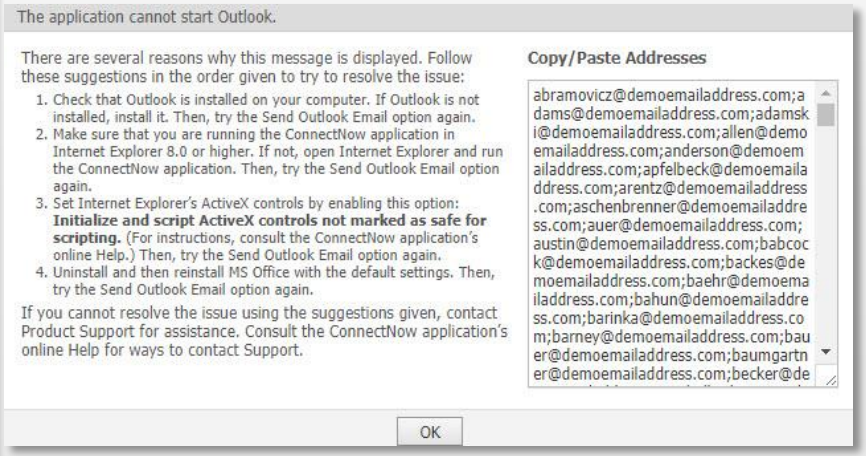
Web-based



Outlook



Additional Notes

- Contact support to configure web-based functionality
- Restricted by email sender based on quantity

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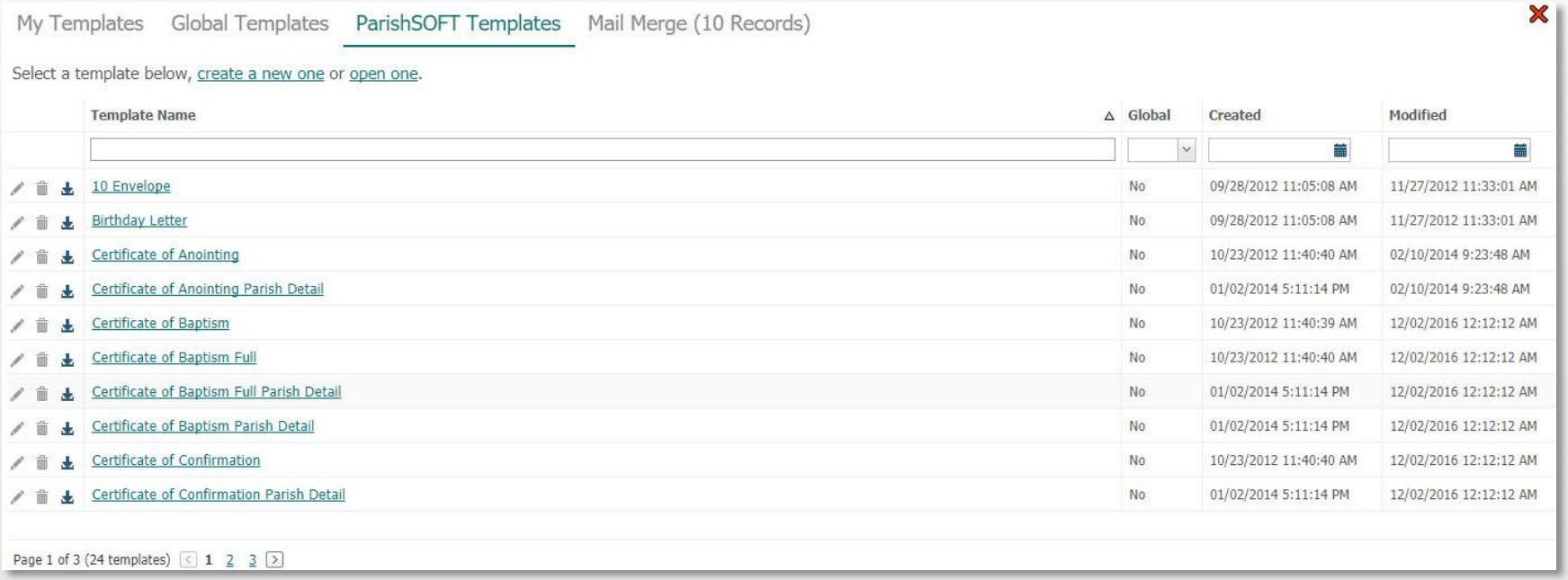
Mail Merge interface



Other ConnectNow outreach

Contribution Statements

- Generate EOY statements via My Own Church instead of printed copies
- Church saves money on distribution costs
- Donors receive their statements quicker
- Important to collect all email addresses

Online Giving

- Capability of collecting donations online, via mobile apps, text or kiosk
- Emails contributor a receipt when donations are made
- Reports can be scheduled to email administrators automatically

Questions

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Thank you!

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