



ChurchWatch Newsletter #10 April 2009

Handling Districts, Areas and Elder Districts

Many churches have the need to manage districts, print reports and send mailings to members in specific districts. In particular, many churches track Elder Districts – districts looked after by a specific elder. This newsletter explains the concepts and shows how to set up ChurchWatch for easy handling of districts.

Data Entry

To begin with, districts are best tracked in the Membership Manager since each family or household can be attached to a single district. We need to begin by creating the district names. The name can be an area of town, a description of a rural area, an Elder's name, any combination of the prior, or any other name format you can think of.

To create a new district, select "Lists" from the top of screen menu, and then choose "Districts/Areas".



The following form will be displayed:



Use the Add/Rename/Delete buttons to edit the list of districts. For Elder Districts, you might want to consider using the name of the district and the Elder's name. For example "Lakeridge – Joe Smith". The districts can be renamed at any time using the RENAME button in the above form – for example, when the Elder in charge of the area changes.

Next, add families to the district in the Membership Manager by selecting the district from the pull down list:

District/Area:				-	B	
	Lakeridge)		
Familian	Temps Contacts		Vendors	Business		

Once your data entry is complete, you are ready to begin using the data for various functions.

District Reports

There are many district reports in the Report Manager. These can be found either in the "Directories" category or in the "Households/Families" category:

Report Selection		Filter Builder	Report
Select a Category:		Select a f	Report:
Attendance	4	Church Directory Style #7, All Families	
Directories		Church Directory Style #8	
Events & To-Do		Church Directory Style #8 All Families	
Giving		District/Area Directory Style #1, All Areas	
Households/Families 🗲 🗕		District/Area Directory Style #1, All Areas,	, w/ Details 💦 🔪
People		District/Area Directory Style #1, All Areas,	, w/ Membership 💦 🗋
Phone Dialer		District/Area Directory Style #1, One Area	a Only
Pledges		District/Area Directory Style #1, One Area	a, w/ Details
ChurchWatch	V	District/Area Directory Style #1, One Area	a, w/ Membership 🌙
Special Needs		Familu Report #1	

Mailings

Naturally, you will want to communicate with the families in the district. This is done in the Mail Manager where you have choices of form letters, mailing labels, mail merges, bulk emails etc.

You need to begin by creating a recipient list. Fortunately, since your data is now setup, this is quite easy. In the Mail Manager, and on the Recipients page, choose Format = Families. Then click on the filter list box near the top of the form and choose "Specific District/Area". When prompted, choose the district of interest. Next, move all the recipient families from the left list to the right list using the double right facing arrow button:

11 #1 K 11 # 11 P	20.0010	Mainmenge	Buiken		ie i dys	Envelopes	Church Ebis
hoose Recipients	Form Letters	Mail Merge/Labels	Bulk E-Mail	Name Tags	Envelopes	Church Labels	101111111
STEP 1: Choose t	he Families/Peo	ple to be included in k	etters/labels/m	erge/email/tag	s.		
Filter List:	Specific Group			Move:	Inc	lude in Letter/Merge	e/Labels
Format:	Negative Filt	or (Ito MOT in filter)					*
Families	Hide 'Do No	t Contacts frecommer	nded)				
C People	Ch	oose From This List					
Families:							*
 Salutation 		N	3-) 🔘 🗘			
C Household	1	1			(Click name	to see a sample lab	el)
Name Order:		2					
C LNF							
C FNF				R			
			-				
Use Titles W	here Available (†	dr. Mrs)					
Output Order:	Family Name		-				

Lastly, choose one of the mailing pages (Form letters, Mail merge etc) and setup as required. Click the BEGIN button to begin the mailing operation to your list of recipients. In all, this whole operation should take no more than a minute or two, once the data has been setup.

TIP FOR EX-CLAVIS USERS: The original data import imported the old Clavis districts into a user defined field. You will have to re-enter this data into the district/area field.