Project: **Shepherd Aid**

Description: **Church Management Software**

Developer: **RITE**

Submitted To: **CABICOL**

Date: October 24, 2017

**BACKGROUND**

Couple of years back, we initiated a project to provide a Church Management System, code named Shepherd Aid, for parishes in the Archdiocese of Monrovia. As a software project, it is always difficult to sell the concept with some partial or finished product to show. Consequently, we talked to the Holy Innocents Parish to partner with us in this venture. They were to serve as the client from which we could gather the Church’s procedures and practices. This partnership did not materialize.

However, we have been working based on what we already know about the Church and its procedures and practices. You will agree that a finished product along this line will leave out lot of the crucial procedures and practices of the Catholic Church since we are not experts when it comes to the teachings of the Church.

Following the just ended National Priests Conference held in Gbarnga last year, we realize the urgent need for digitization of the Catholic Church in Liberia. Consequently, we are rethinking the implementation strategy of Shepherd Aid. We can digitize the Church in Liberia and take care of all other functionalities if we are provided a Parish to work with to this end.

Poised to be active participants in the development of the Church in Liberia, we humbly request the Catholic Bishop Conference of Liberia (CABICOL) to provide us with this opportunity to work with the Church, thereby serving the Church in our own area of expertise.

Below are the initial proposed functionalities of the Shepherd Aid. We anticipate more functionalities from the Church as we work together.

**FUNCTIONAL REQUIREMENTS**

**SYSTEM USERS**

1. Administrator
2. Bishops
3. Priests
4. Catechists
5. Parish Secretaries
6. Financial Secretaries
7. Members
8. Parish Organizations
9. Committees
10. Visitors

**USE CASES**

**The Administrator shall use the system to**

1. Create system users
2. Mange User Roles
3. Transfer User to Group
4. Reset User Password
5. Define System List Items

**Members shall use the system to**

1. Register
2. Register Dependents
3. Modify Personal Information
   1. Contact Information
   2. Dependent Information
   3. Address Information
4. Manage Financial Obligation
   1. Define Dues
   2. Make Pledges
5. Manage Group Membership
   1. Join a Group
   2. Transfer to Another Group
   3. Resign from a Group
   4. Participate in Group Events
6. Manage Members’ Events
   1. Announce Anniversaries
   2. Report Sicknesses of Members
   3. Report Deaths of Members
   4. Invite Other Members to an Event
7. Manage Requests
   1. Request Masses
   2. Register for Marriage Counseling
   3. Register for Catechism
   4. Request for Prayers
   5. Request for Letters of Recommendation
   6. Request for Aids
8. Access System Reports
   1. Get Financial reports
   2. Get Attendance Reports
   3. Notification on Upcoming Events
   4. Get Calendar of Events
   5. Get Parishes’ Membership Statistics

**Parish Secretary shall use the system to**

1. Register Members
2. Register Members’ Dependents
3. Approve Members’ Registration
4. Register Organizations
5. Update Organization Records
6. Schedule Activities
7. Publish Bulletins
8. Register Members Activities
   1. Baptisms
   2. Confirmations
   3. Marriages
9. Publish Announcements
10. Prepare Calendar of Events
11. Prepare Church’s Programs And Agendas
12. Generate Transfer Letters
13. Generate Reports
    1. Monthly
    2. Quarterly
    3. Annually
14. Take Attendance (ushers)
15. Publish Terms of References for Committees

**Financial Secretary shall use the system to**

1. Define Members’ Financial Obligations
2. Define Organizations’ Financial Obligations
3. Receive Payments from Members
4. Receive Payments from Organizations
5. Receive Payments from Pledges
6. Receive Payments from Donors
7. Record Bank Transactions
8. Request for Petit Cash
9. Record Parish Expenses
10. Generate Financial Reports
    1. Monthly
    2. Quarterly
    3. Annually

**Catechist shall use the system to**

1. Register Catechumen
2. Schedule Catechesis
3. Generate Certificates
   1. Baptismal
   2. Confirmation
   3. Counseling
4. Publish the Sundays Readings
5. Publish Week Days Readings
6. Schedule
   1. Cleaners
   2. Counseling Classes
   3. Weddings
   4. Funerals

**Organizations shall use the system to**

1. Provide Leadership Details
2. Prepare Calendar Of Events
3. Recruit Members
4. Schedule Meetings
5. Publish Organizations’ Activities
6. Make Announcements
7. Suspend Members
8. To Expel Members
9. Honoring Members
10. Host Online Discussion
11. Share Photos

**Committee shall use the system to**

1. Plan Activities
2. Get Terms of References
3. Make Committees’ Reports

**Priest shall use the system to**

1. Publish Reflections And Homely
   1. Text
   2. Audio
   3. Video
2. Generate Reports
   1. List of Registered Members
   2. Periodic Financial Records
      1. The Parishes
      2. Members
      3. Organizations
   3. List of Organizations
   4. Heads of Organizations
   5. Activities of the Parishes
   6. Activities of Parish Organizations
   7. List of Committees
   8. Heads of Committees
   9. Periodic Attendance Records
3. Approve
   1. Members’ Registration
   2. Scheduled Activities
   3. Baptismal Certificate
   4. Confirmation Certificate
   5. Wedding Certification
   6. Petit Cash Requests
   7. Calendar of Events
      1. The Parish
      2. Organizations
   8. Requests
      1. Prayers
      2. Masses
      3. Marriage Counselling

**Bishop shall use the system to**

1. Perform All Functions of the Priests
2. Assign Priests
3. Ordain Priests
4. Access Diocesan Reports

**Visitors\* shall use the system to**

1. Get Information About the Parish
2. To Request for Membership
3. Request for Prayers and Counseling
4. Request for Visitations
5. Request for Appointments

\* Public Web site

**If given the opportunity, our production plan will be:**

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| --- | --- | --- |
| NO | MODULE | EST. PRODUCTION DURATION |
| 1 | REGISTRATION: Digitization of Members Records | Already completed excepts for feedback from UAT |
| 2 | ORGANIZATIONS: Digitization of Organization Records | Already completed excepts for feedback from UAT |
| 3 | FINANCE: Church Payment and Expense Management | Partial done. 3 weeks to complete |
| 4 | LITURGY: Liturgical procedures management | 2 months |
| 5 | COMMITTEES: Committees’ activities management | 4 months |
| 6 | EVENTS: Church and organizations events management | 5 months |
| 7 | VISITORS: External users management portal | 3 months |

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*March 7, 2018*