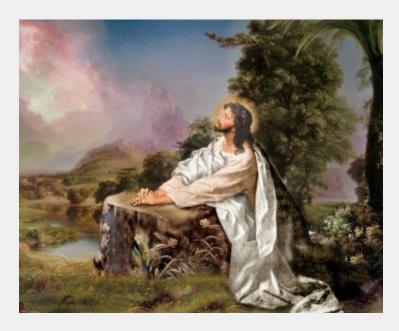# Outreach Ministries

Westside Family Worship Center

Purpose

Looking back at Benjamin Franklin's wisdom, "If you fail to plan, you are planning to fail!" Setting goals and working toward specific objectives is vital to the success of any mission. This web application specifically gives you the tools to plan and manage as it applies to outreach ministry.

The outreach ministry web site is an application designed to assist the church in reaching communities with the Gospel of Jesus Christ. The application works with the concept of creating individual or group missions. Church members may customize missions to reach their own neighbors or any neighborhood desired. There is no limit on the number of missions which may be created. Secondly, it allows the church to easily follow up on connections made during the missions. There are several features in the web site that make it easy to create, set goals, track, update, follow up and monitor the mission outreach activities.
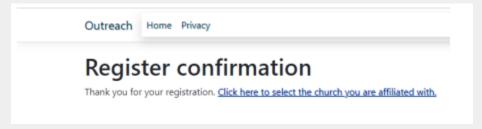
Concepts

The outreach ministry web site provides access to users based on Login/Password credentials. There are two basic types of users, church administrators and church members. Once a member has registered on the website, the church administrator may approve their registration which will give them access to their church's missions. The outreach ministry web application is integrated with google maps to allow members to easily create a list of addresses for their mission. Google maps is embedded in a web page to allow a member to zoom in and pan to any area on the map and click on houses to create a list. Colored/Numbered markers are created with the list and saved on the map for easily identifying all the residents which are in each mission. Mission maps and mission data may be saved as a PDF doc for printing. This allows users the option of documenting the missions on paper where it can be later entered into the web site either by the user or another user which contains the church administrator role.
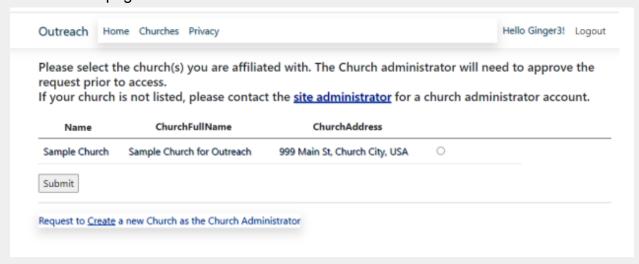
Features

<u>Church/User Registration</u>

1. Perform this process if you do not have an account.
   a. Beginning at the home screen, select the "Register" link to begin the registration process.
   b. Fill in the four fields (User Name, Email, Password and Confirm Password).
   c. Select the Register button.
   d. If you are the initial user for your church.
   e. Select the link to affiliate your account to a specific church.

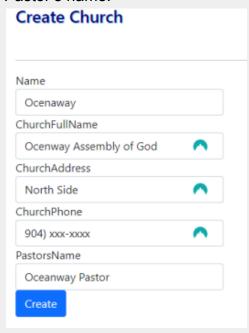2. This page has two options, 1) Select a church that is listed by clicking on the radio button or 2) Create a new church by selecting the "Create" link at the bottom of the page.

3. If your church is already listed and you selected the radio button, then your account is ready but will need to be approved by a church administrator from your church. You should see "Awaiting Approval" in your church listing (see below).

My Churches

Name	ChurchFullName	ChurchAddress	ChurchPhone	PastorsName	
Ocenaway	Ocenway Assembly of God	North Side	904) xxx-xxxx	Oceanway Pastor	Awaiting Approval

4. If you opted to create a new church as a church administrator, complete the following:

a. Fill in the Name, Church Full name, address, phone number and the lead Pastor's name.

Create Church

Name

Ocenaway

ChurchFullName

Ocenway Assembly of God

ChurchAddress

North Side

ChurchPhone

904) xxx-xxxx

PastorsName

Oceanway Pastor

Create
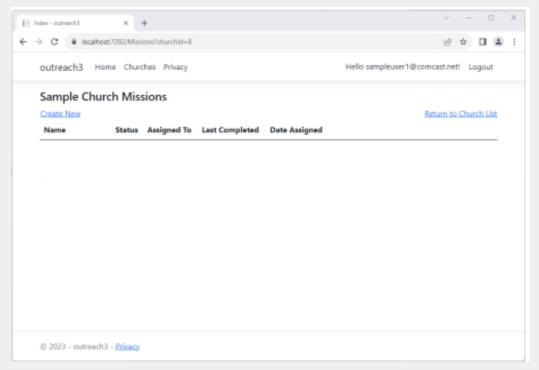
b. Select the Create Button.
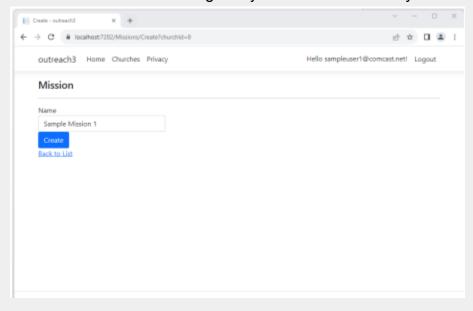
Missions

1. Creating Missions

a. Select the Churches Menu item at the top of the page.

b. Select the "Create New" link.

c. Name the Mission something that you will remember it by.
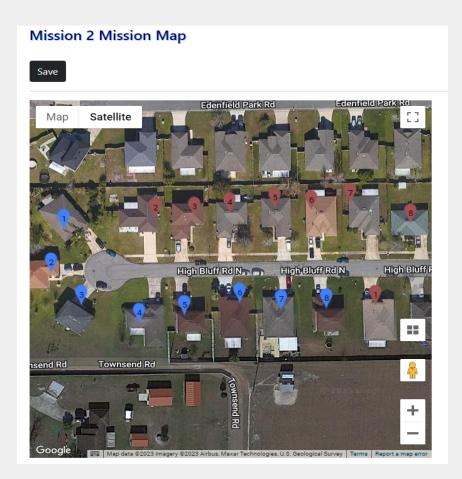
d. Select the Create button.

e. The Mission will be listed with 3 links (as shown below).
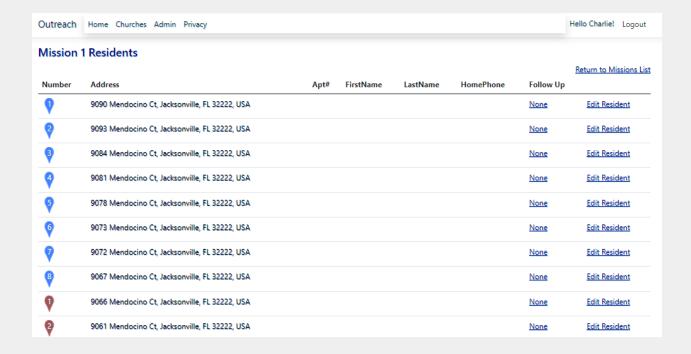
f. The mission's "Residents" table will contain a list of residents. Residents can only be added or removed from the Residents list using the Mission Map.   Outreach

g. Select the "Edit Mission Map" to open a page with Google maps embedded.

h. Zoom out or in and pan in the map to find the neighborhood or area where you want to reach out to.

i. Click on house tops to generate the markers and lists.
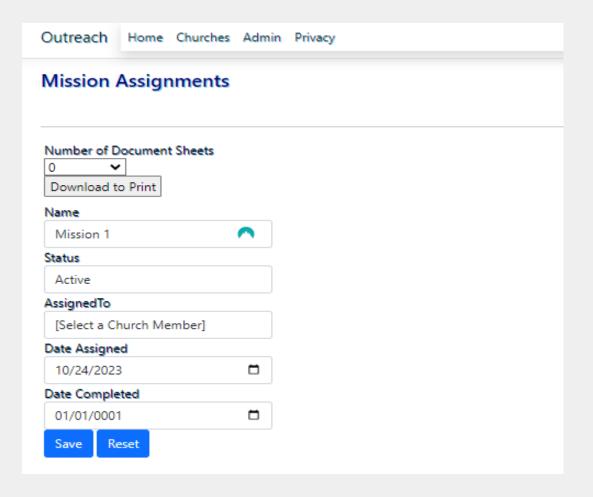
j. Select the "Save" button. Be patient, Google maps can take up to a minute to return all of the address information which will be in our list. When the "Save" button is no longer green, it is complete.

k. Each mission is limited to 48 residents. Additional residents may be added upon request. There are 6 different colored markers (8 per color) for identifying the residents between the map and the generated list (See below).

Mission 1 Residents

| Number	Address	Apt#	FirstName	LastName	HomePhone	Follow Up	
1	9090 Mendocino Ct, Jacksonville, FL 32222, USA					None	Edit Resident
2	9093 Mendocino Ct, Jacksonville, FL 32222, USA					None	Edit Resident
3	9084 Mendocino Ct, Jacksonville, FL 32222, USA					None	Edit Resident
4	9081 Mendocino Ct, Jacksonville, FL 32222, USA					None	Edit Resident
5	9078 Mendocino Ct, Jacksonville, FL 32222, USA					None	Edit Resident
6	9073 Mendocino Ct, Jacksonville, FL 32222, USA					None	Edit Resident
7	9072 Mendocino Ct, Jacksonville, FL 32222, USA					None	Edit Resident
8	9067 Mendocino Ct, Jacksonville, FL 32222, USA					None	Edit Resident
1	9066 Mendocino Ct, Jacksonville, FL 32222, USA					None	Edit Resident
2	9061 Mendocino Ct, Jacksonville, FL 32222, USA					None	Edit Resident

2. Mission Assignment

    a. Any member can create a mission and assign it to their self or any other user. The Mission Assignment page provides the following features:

        i. Assign a user to the mission.

        ii. Select a Date assigned. (the date defaults to today).

        iii. Set the Status either Active or Complete.

        iv. The reset button allows the mission to be performed a second time.

        v. The number of document sheets allows you to select how many documents to print up for paper documentation to be entered into the site at a later time.

        vi. The Print button will generate a PDF document and download it to your Downloads folder. After opening the PDF document, select the printer icon to print.

3. Printed Features

    a. The first item printed is the Residents List. The list provides the addresses to each resident and can serve as a checkoff list of the addresses visited. The printed version of the list provides column to record the following items:

        i.   First and last name.

        ii.   A checkbox indicating that no one answered the door so a door hangar was left.

        iii.   An estimated time that a follow up should be made.

Sample Church, Mission 1

Date Last Completed: 1/1/0001
Outreacher_____ Date_____

Number	Name	Address	Door Hanger	Follow Up
1	,	9090 Mendocino Ct, Jacksonville, FL 32222, USA	☐	_____ (Days/Weeks(Circle)
2	,	9093 Mendocino Ct, Jacksonville, FL 32222, USA	☐	_____ (Days/Weeks(Circle)
3	,	9084 Mendocino Ct, Jacksonville, FL 32222, USA	☐	_____ (Days/Weeks(Circle)
4	,	9081 Mendocino Ct, Jacksonville, FL 32222, USA	☐	_____ (Days/Weeks(Circle)
5	,	9078 Mendocino Ct, Jacksonville, FL 32222, USA	☐	_____ (Days/Weeks(Circle)
6	,	9073 Mendocino Ct, Jacksonville, FL 32222, USA	☐	_____ (Days/Weeks(Circle)
7	,	9072 Mendocino Ct, Jacksonville, FL 32222, USA	☐	_____ (Days/Weeks(Circle)
8	,	9067 Mendocino Ct, Jacksonville, FL 32222, USA	☐	_____ (Days/Weeks(Circle)
1	,	9066 Mendocino Ct, Jacksonville, FL 32222, USA	☐	_____ (Days/Weeks(Circle)
2	,	9061 Mendocino Ct, Jacksonville, FL 32222, USA	☐	_____ (Days/Weeks(Circle)
3	,	9060 Mendocino Ct, Jacksonville, FL 32222, USA	☐	_____ (Days/Weeks(Circle)
4	,	9055 Mendocino Ct, Jacksonville, FL 32222, USA	☐	_____ (Days/Weeks(Circle)
5	,	9054 Mendocino Ct, Jacksonville, FL 32222, USA	☐	_____ (Days/Weeks(Circle)
6	,	9049 Mendocino Ct, Jacksonville, FL 32222, USA	☐	_____ (Days/Weeks(Circle)
7	,	9048 Mendocino Ct, Jacksonville, FL 32222, USA	☐	_____ (Days/Weeks(Circle)
8	,	9043 Mendocino Ct, Jacksonville, FL 32222, USA	☐	_____ (Days/Weeks(Circle)
1		9042 Mendocino Ct, Jacksonville, FL 32222, USA	☐	_____

b. In addition to the residents list, an optional form to take notes for any acquaintances made is provided in the printed documents. Each page allows notes for 3 residents (see below)..

Mission 1

Last Date Mission Completed:1/1/0001
Outreacher_____ Date_____

Map Color & Number:	Address:	Name:

Details:

Map Color & Number:	Address:	Name:

Details:

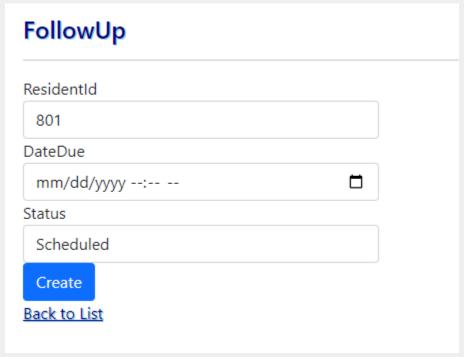| Map Color & Number:	Address:	Name:

Details:

c. Other printed items include the map and any notes taken during previous visits to each address along with when the last visit was made and the username of the person that made the visit.

4. Follow Ups

   a. A link to create follow up reminders can be made in the residents list. The link contains the word None when there is no follow ups associated to the resident.

   Mission 1 Residents

   b. Selecting the link provides an interface to generate a reminder. After a follow up reminder is created, the text changes to "Scheduled". Once the date is due or past due the text changes to "Due".
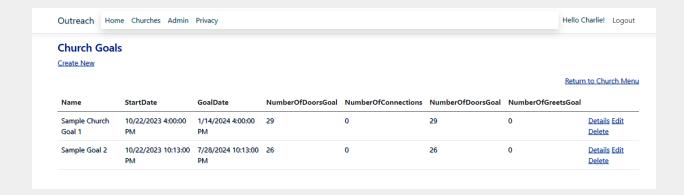
   FollowUp

   ResidentId

   801

   DateDue

   mm/dd/yyyy --:-- --

   Status

   Scheduled

   Create

   Back to List

   c. Select the Date Due then select the Create button.

   d. Notes may be added to the followup in the same manner notes are provided for the mission. Select the Edit Resident link in the resident's list and then create a visitation.

   e. After a follow up is complete, it may be deleted in the follow up list..
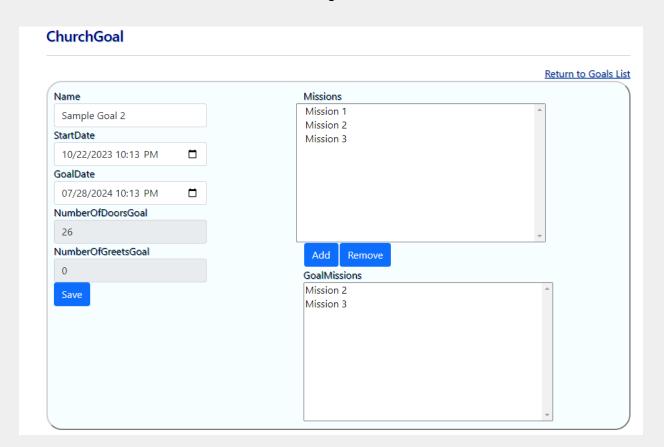
Mission Statistics

1. Setting goals to complete missions is essential to reaching our communities. Features are provided for creating goals both, individually or collectively and monitoring of the progress for each goal. Select the "Statistics" link next to your church listing to open a menu.

2. Three items are viewable from the menu.
   a. Church Mission Map. This map will provide a Google map with all map marks from all missions in the church. This allows us to view areas which have not been part of any mission easily. The map is NOT interactive other than the normal Google interactions.

   b. Mission Statistics. The Missions statistics page shows us Mission Stats with resident counts, Visitation numbers greeted/doorhangar and Visitations by Members.

   c. Church Goals. The church goal area provides details and graphical charts for goals that have been created.

3. Creating Goals.
   a. Only members of the church administrator role may create and edit goals. Allowing users to create and edit their own goals will be available in the near future.
   b. Goals are made up of missions. The number of residents in each mission assigned to the goal is applied to the goal automatically. The timeline to accomplish the goal is set by the user.

   c. Select Church Goals from the Church Status menu to open the list of goals.

Church Goals

Create New

Return to Church Menu

Name	StartDate	GoalDate	NumberOfDoorsGoal	NumberOfConnections	NumberOfDoorsGoal	NumberOfGreetsGoal	
Sample Church Goal 1	10/22/2023 4:00:00 PM	1/14/2024 4:00:00 PM	29	0	29	0	Details Edit Delete
Sample Goal 2	10/22/2023 10:13:00 PM	7/28/2024 10:13:00 PM	26	0	26	0	Details Edit Delete

d. Select the Create New or Edit link to assign missions to the goal.

e. Select a mission to add to the goal then select the "Add" button.

f. Note you may add as many missions to the goal as desired. However, each mission may only be assigned to one goal. If a mission is already assigned to another goal an error message will be displayed. If a mission is assigned to the incorrect goal, it my be removed by opening the goal, selecting the mission and then selecting the "Remove" button.

g. The details view of each mission may be displayed by selecting the details link in the list of goals. The details view gives us a visual of the current progress we have made in our goal.

Sample Church Goal 1

StartDate	10/22/2023 4:00:00 PM
GoalDate	1/14/2024 4:00:00 PM
NumberOfDoorsGoal	29
NumberOfGreetsGoal	0