

Outreach Ministries



Westside Family Worship Center

Purpose

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 missions. Church members may customize missions to reach their own neighbors or any neighborhood they desire. There is no limit on the number of missions which may be created. Secondly, it allows the church to easily follow up on the connections made from connections made during the mission.

Going back to 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.

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 user has registered in the website, the church administrator may approve their registration which will give them access to their churches missions.

The outreach ministry web application is integrated with google maps to allow members to create a list of addresses to reach. 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 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. Two of the items generated when printing a mission are shown below:

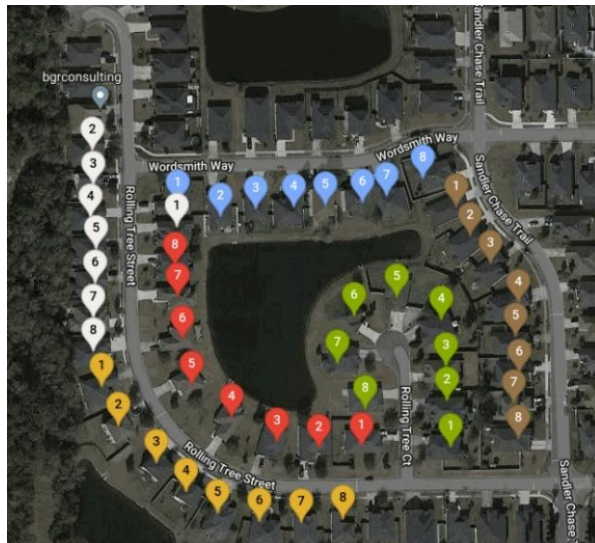


Figure 1

 Westside Warrior Missions				
Sample Mission 2				
Data Last Completed: 1/1/0001				
Outreach: _____ Date: _____				
Number	Name	Address	Door Hanger	Ang
1		6444 Rolling Tree Street, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
2		9478 Wordsmith Way, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
3		9468 Wordsmith Way, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
4		9462 Wordsmith Way, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
5		9450 Wordsmith Way, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
6		9450 Wordsmith Way, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
7		9448 Wordsmith Way, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
8		9418 Wordsmith Way, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
9		6240 Sandbar Chase Trail, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
10		6240 Sandbar Chase Trail, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
11		6252 Sandbar Chase Trail, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
12		6258 Sandbar Chase Trail, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
13		6264 Sandbar Chase Trail, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
14		6270 Sandbar Chase Trail, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
15		6276 Sandbar Chase Trail, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
16		6282 Sandbar Chase Trail, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
17		6285 Rolling Tree Ct, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
18		6279 Rolling Tree Ct, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
19		6273 Rolling Tree Ct, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
20		6269 Rolling Tree Ct, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
21		6261 Rolling Tree Ct, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
22		6254 Rolling Tree Ct, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
23		6257 Rolling Tree Ct, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
24		6278 Rolling Tree Ct, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
25		6284 Rolling Tree Ct, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
26		6284 Rolling Tree Street, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
27		6402 Rolling Tree Street, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
28		6414 Rolling Tree Street, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
29		6426 Rolling Tree Street, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
30		6438 Rolling Tree Street, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
31		6446 Rolling Tree Street, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
32		6452 Rolling Tree Street, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
33		6458 Rolling Tree Street, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
34		6470 Rolling Tree Street, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
35		6482 Rolling Tree Street, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
36		6490 Rolling Tree Street, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
37		6455 Rolling Tree Street, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
38		6449 Rolling Tree Street, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
39		6443 Rolling Tree Street, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>
40		6457 Rolling Tree Street, Jacksonville, FL 32222, USA	<input type="checkbox"/>	<input type="checkbox"/>

Figure 2

Church Registration

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.

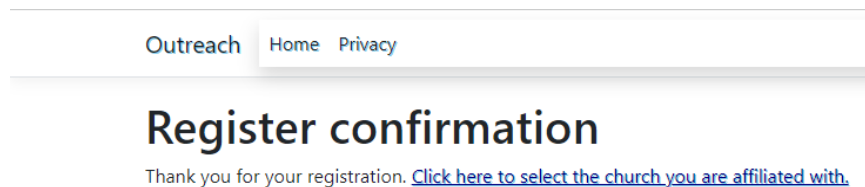


Figure 3

2. Select the link (above) to affiliate your account to a church (creating the church is next).

3. This page has two options, 1) Select a church that is listed or 2) Create a new church by selecting the “Create” link at the bottom of the page.

Outreach

Home Churches Privacy

Hello Ginger3! Logout

Please select the church(s) you are affiliated with. The Church administrator will need to approve the request prior to access.
If your church is not listed, please contact the [site administrator](#) for a church administrator account.

Name	ChurchFullName	ChurchAddress	
Sample Church	Sample Church for Outreach	999 Main St, Church City, USA	<input type="radio"/>

Submit

[Request to Create a new Church as the Church Administrator](#)

Figure 4

4. Fill in the Name, Church Full name, address, phone Number and the head Pastor's name.

Create Church

Name

Ocenaway

ChurchFullName

Ocenway Assembly of God

ChurchAddress

North Side

ChurchPhone

904) xxx-xxxx

PastorsName

Oceanway Pastor

Create

Figure 5

The Site administrator will receive an email requesting approval of your church. This may take anywhere from 1 to 3 business days. Thank you for your patience.

My Churches

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

Figure 6

Missions

Creating Missions.

1. Select the Missions link from the church list.
2. Select the “Create New” link.

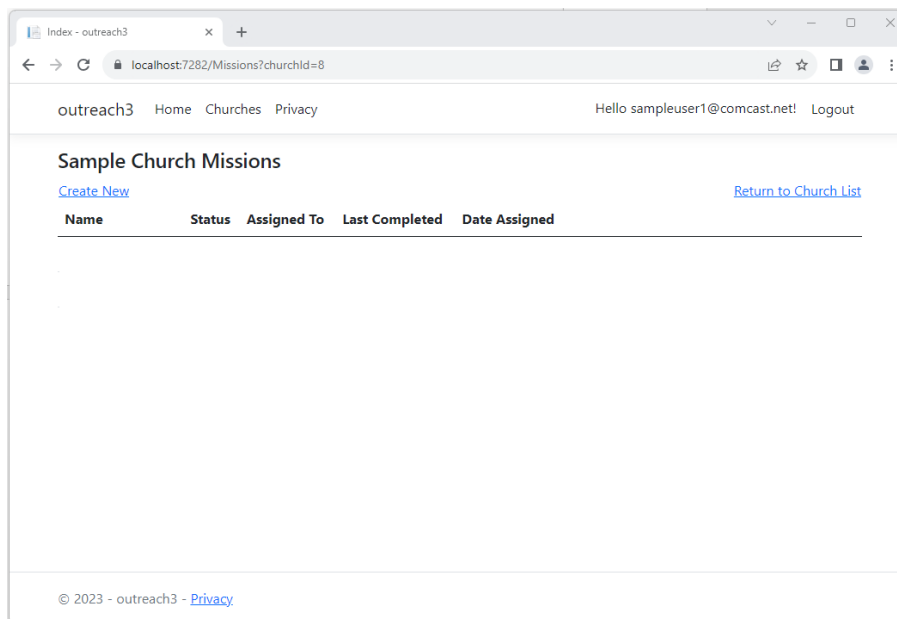
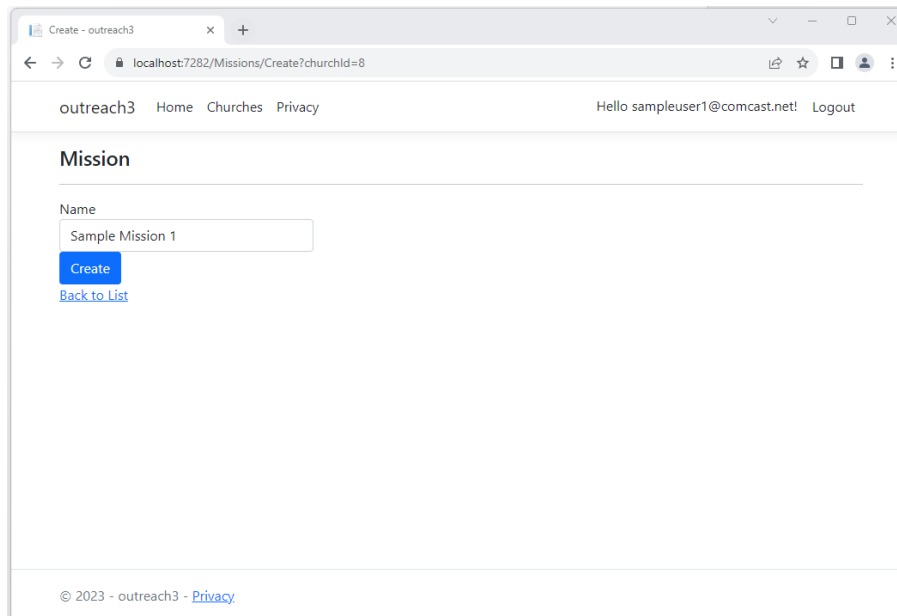


Figure 7

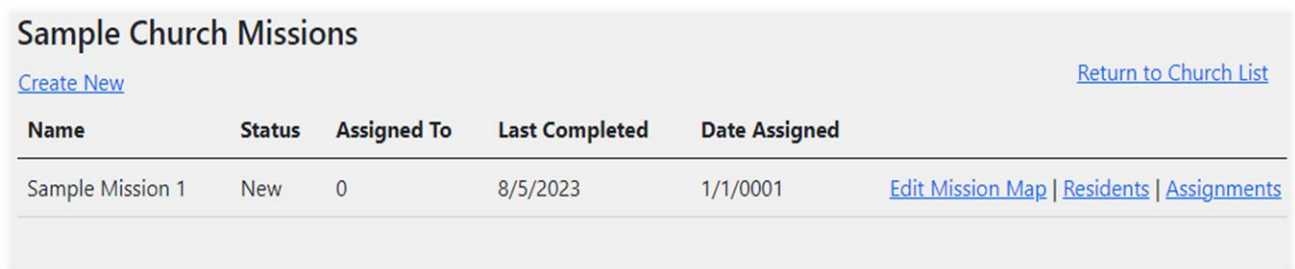
3. Give the Mission a unique name and select the Create button.



The screenshot shows a web browser window with the title 'Create - outreach3'. The address bar shows 'localhost:7282/Missions/Create?churchId=8'. The page has a navigation bar with 'outreach3', 'Home', 'Churches', and 'Privacy'. The user is logged in as 'sampleuser1@comcast.net!'. The main section is titled 'Mission'. It contains a text input field labeled 'Name' with the value 'Sample Mission 1'. Below the input field is a blue 'Create' button and a blue link 'Back to List'. At the bottom of the page, there is a footer with '© 2023 - outreach3 - Privacy'.

Figure 8

4. The Mission will be listed with three links defined below:



The screenshot shows a table titled 'Sample Church Missions'. There is a 'Create New' link on the left and a 'Return to Church List' link on the right. The table has five columns: 'Name', 'Status', 'Assigned To', 'Last Completed', and 'Date Assigned'. There is one row with the data: 'Sample Mission 1', 'New', '0', '8/5/2023', and '1/1/0001'. Below the table, there are three links: 'Edit Mission Map', 'Residents', and 'Assignments'.

Name	Status	Assigned To	Last Completed	Date Assigned
Sample Mission 1	New	0	8/5/2023	1/1/0001

Figure 8

5. Edit Mission Map

Editing of the map and resident addresses are accomplished using the Google Maps embedded map. Except for the address (which is acquired from google maps), information about each resident and visitations are created and edited from the “Residents” link. To Edit the Map and addresses (see figure 9):

- a. Zoom out or in and Pan to the neighborhood to outreach.

- b. Single Click on the house tops to create a marker on the map and the resident will be added to the list of residents for the mission.
- c. If a marker is created by accident, you may drag and drop the marker to any housetop to use it as one of the residents or you may right click on the marker to delete it.
- d. After all markers have been created and the zoom level is set to the desired view, select the “Save” button to save the map and the residents.

*Note Saving the Google Map may take anywhere between 3 and 20 seconds, dependent upon the traffic of the Google Maps API. Please wait for the screen to blink and the green highlight around the Save button to disappear indicating that it has been saved.

*Note. If a map is created and no visitations have been made to any of the residents on the map. The church administrator may delete the map and the mission.

Example Map:



Figure 9

6. Editing Residents

- a. Select the “Residents” link from the Mission item (see figure 8).
- b. The Marker Number and Color on the map correlates to the marker number and color in the residents list.

Index - outreach3

localhost:7282/Residents?churchId=8&missionId=65

outreach3

Home Churches Privacy

Hello sampleuser2@comcast.net! Logout

Sample Mission 1 Residents

[Return to Missions List](#)

Number	Address	Apt#	FirstName	LastName	HomePhone
1	5355 Walkers Ridge Dr, Jacksonville, FL 32210, USA				Edit Resident
2	5349 Walkers Ridge Dr, Jacksonville, FL 32210, USA				Edit Resident
3	5343 Walkers Ridge Dr, Jacksonville, FL 32210, USA				Edit Resident
4	5337 Walkers Ridge Dr, Jacksonville, FL 32210, USA				Edit Resident
5	5325 Walkers Ridge Dr, Jacksonville, FL 32210, USA				Edit Resident
6	5236 Walkers Ridge Dr, Jacksonville, FL 32210, USA				Edit Resident
7	5266 Walkers Ridge Dr, Jacksonville, FL 32210, USA				Edit Resident
8	5284 Walkers Ridge Dr, Jacksonville, FL 32210, USA				Edit Resident
1	5296 Walkers Ridge Dr, Jacksonville, FL 32210, USA				Edit Resident
2	5316 Walkers Ridge Dr, Jacksonville, FL 32210, USA				Edit Resident
3	5332 Walkers Ridge Dr, Jacksonville, FL 32210, USA				Edit Resident
4	5338 Walkers Ridge Dr, Jacksonville, FL 32210, USA				Edit Resident
5	5344 Walkers Ridge Dr, Jacksonville, FL 32210, USA				Edit Resident
6	5356 Walkers Ridge Dr, Jacksonville, FL 32210, USA				Edit Resident

- c. Select the “Edit Resident” link to add/edit information about the resident.
- d. The Apartment Number (or trailer number), first name, last name and home phone are not required but may be filled in here.

Edit - outreach3

localhost:7282/Residents/Edit?churchId=8&missionId=658&residentId=1306

outreach3 Home Churches Privacy Hello sampleuser2@comcast.net! Logout

[Return to Residents List](#)

Resident Information	Visitations
<p>Address</p> <p>5355 Walkers Ridge Dr, Jacksonville, FL 32210, USA</p> <p>Apt</p> <p>Sample Apt Number</p> <p>FirstName</p> <p>Sample First Name</p> <p>LastName</p> <p>Sample Last Name</p> <p>HomePhone</p> <p>Sample Phone Number</p> <p>Save</p>	<p>Create New Visitation</p>

© 2023 - outreach3 - [Privacy](#)

Figure 10

- e. The Resident Edit page also contains a link for information pertaining to visitation. Please use discretion when documenting information about any resident. Document information that is useful for a follow up visit. Select “Create New Visitation” link to document the visitation information.
- f. Select the Calendar control to insert the day of the visitation (the link inside the calendar control selects today's date).

7. Mission Assignment

- a. Any member can create a mission and assign it to their self, supporting the concept of reaching out to your own neighborhood or community. For personnel that do not use computers, the church administrator may create the missions for them and provide the printed PDF document. The printed PDF document provides forms to enter all the same information as the web application.
- b. To assign a mission to a member:
 - i. Set the status to “Active”.
 - ii. Select a member from the “Assigned To” list.
 - iii. Change the Date assigned (if not the current date).
 - iv. Select the Save button.
- c. When a mission is complete, set the status to “complete”. This will disable the mission until a follow up mission is to be completed.
- d. Select the “Reset” button to reenable the mission after it has been completed.
- e. The “Print the Mission to PDF” link will generate the PDF document for the member.

Sample PDF Document.

Page 1. Mission Residents List

Assignments - outreach3 x SampleMission1 (68).pdf x

File | C:/Users/cgbre/Dropbox/PC/Downloads/SampleMission1%20(68).pdf

SampleMission1 (68).pdf 1 / 4 85%

Sample Church, Sample Mission 1

Date Last Completed: 1/1/0001

Outreach:

Number	Name	Address	Door Hanger
1	.	5355 Walkers Ridge Dr. Jacksonville, FL 32210, USA	<input type="checkbox"/>
2	.	5349 Walkers Ridge Dr. Jacksonville, FL 32210, USA	<input type="checkbox"/>
3	.	5343 Walkers Ridge Dr. Jacksonville, FL 32210, USA	<input type="checkbox"/>
4	.	5337 Walkers Ridge Dr. Jacksonville, FL 32210, USA	<input type="checkbox"/>
5	.	5321 Walkers Ridge Dr. Jacksonville, FL 32210, USA	<input type="checkbox"/>
6	.	5256 Walkers Ridge Dr. Jacksonville, FL 32210, USA	<input type="checkbox"/>
7	.	5266 Walkers Ridge Dr. Jacksonville, FL 32210, USA	<input type="checkbox"/>
8	.	5284 Walkers Ridge Dr. Jacksonville, FL 32210, USA	<input type="checkbox"/>
9	.	5286 Walkers Ridge Dr. Jacksonville, FL 32210, USA	<input type="checkbox"/>
10	.	5316 Walkers Ridge Dr. Jacksonville, FL 32210, USA	<input type="checkbox"/>
11	.	5332 Walkers Ridge Dr. Jacksonville, FL 32210, USA	<input type="checkbox"/>
12	.	5338 Walkers Ridge Dr. Jacksonville, FL 32210, USA	<input type="checkbox"/>
13	.	5344 Walkers Ridge Dr. Jacksonville, FL 32210, USA	<input type="checkbox"/>
14	.	5356 Walkers Ridge Dr. Jacksonville, FL 32210, USA	<input type="checkbox"/>

Page 2. Mission Visitation Information (from previous visits)

SampleMission1 (68).pdf 2 / 4 85%

Sample Mission 1

Last Date Mission Completed: 1/1/0001

Date: 8/8/2023

Residents Name:

Address: 5355 Walkers Ridge Dr. Jacksonville, FL 32210, USA

Map Number: 1

Outreachers:

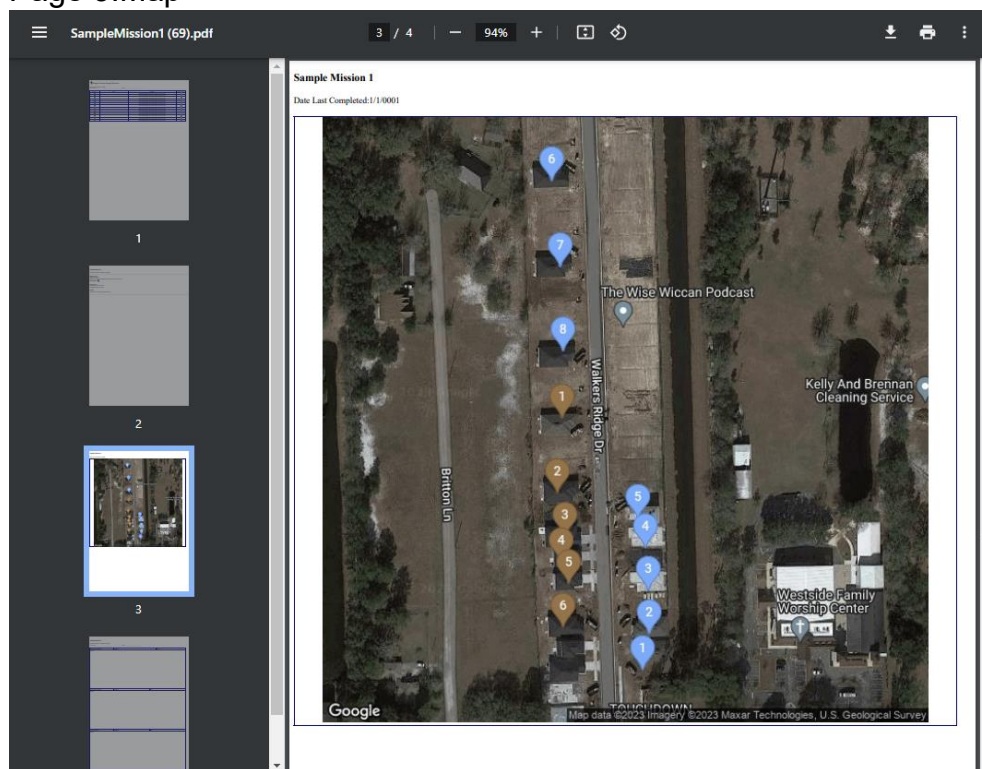
sampleuser1@icommcast.net

sampleuser2@icommcast.net

Details:

Sample Item is looking for a good church.

Page 3.Map



Page 4. Visitation Forms

SampleMission1 (69).pdf

4 / 4 | - 94% + | [Zoom In] [Zoom Out]

1

2

3

Sample Mission 1

Last Date Mission Completed: 1/1/0001
 Outreacher _____ Date _____

Map Color & Number:	Address:	Name:
Details:		

Map Color & Number:	Address:	Name:
Details:		

Process

The following process steps provide direction for setting up a church and getting the outreach ministry members ready to begin reaching their neighborhoods.

Proceeding the Church Registration:

1. The first Church Administrator registers an account and creates the church.
 - a. Select Register
 - b. Provide the User Name, Email, Password and Confirm Password then select the register button.

- c. Select the link shown:

Register confirmation

Thank you for your registration. [Click here to select the church you are affiliated with.](#)

- d. Select the “Create” link at the bottom of the page.

Name	ChurchFullName	ChurchAddress	
Sample Church	Sample Church for Outreach	999 Main St, Church City, USA	<input type="radio"/>
Ocenaway	Ocenway Assembly of God	North Side	<input type="radio"/>

[Request to Create a new Church as the Church Administrator](#)

- e. Provide the Name, Church Full Name, Church Address, Church Phone, and the senior Pastors Name.
 - f. Select the “Create” button.
2. The Site Administrator gives access to the Church Administrator.
 - a. Using the Admin/Assign User Roles menu:
 - i. Select the Church
 - ii. Select the Member
 - iii. Select the “Add” link beside the ChurchAdmin role.
 - b. Using the Admin/Approve Church Members menu:
 - i. Select the checkbox by the member’s name.
3. Each member of the outreach team will need to register and account and request to join the church.
4. The Church Administrator will need to Approve each member account using the Admin/Approve Church Members menu.