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 Benjamine 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:
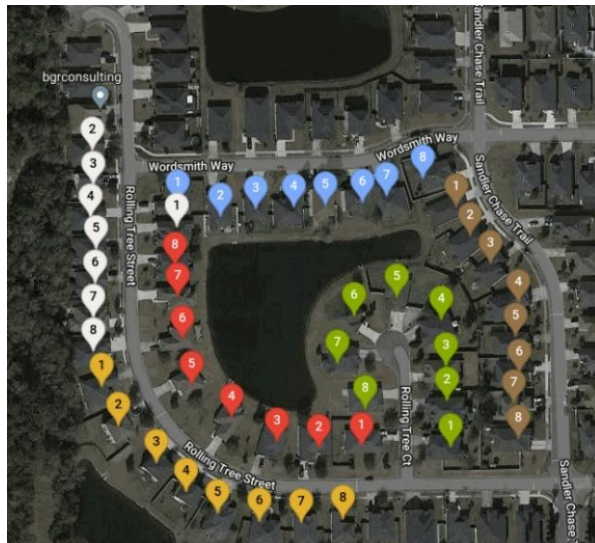
Figure 1

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.

Outreach   Home   Privacy

Register confirmation

Thank you for your registration. Click here to select the church you are affiliated with.
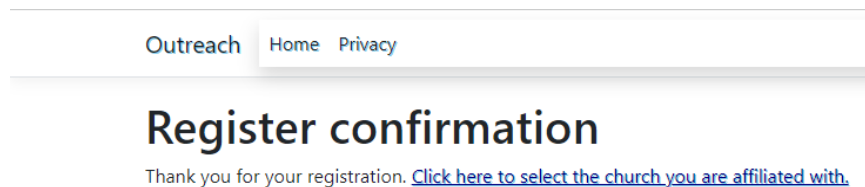
Figure 3

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	○

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. That 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.
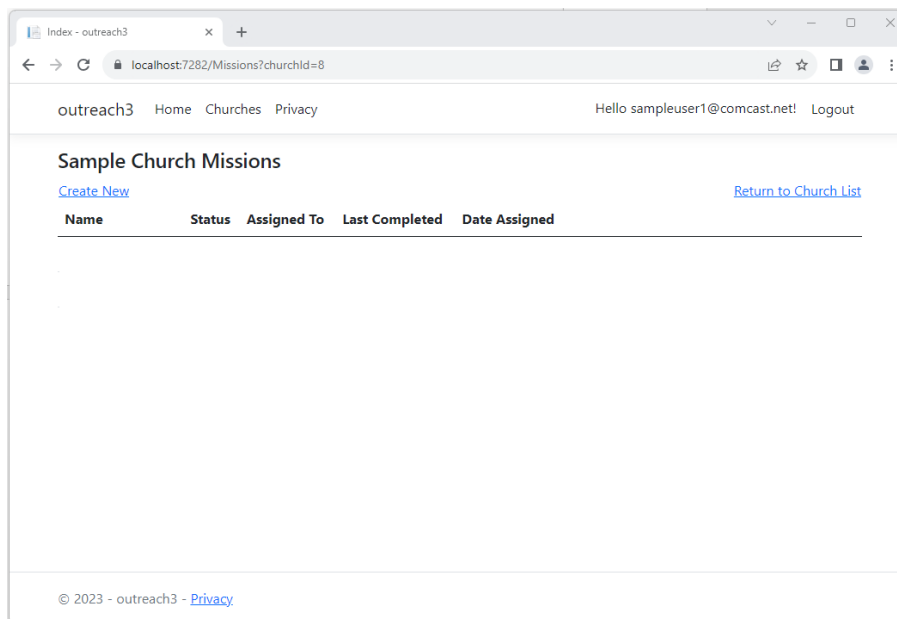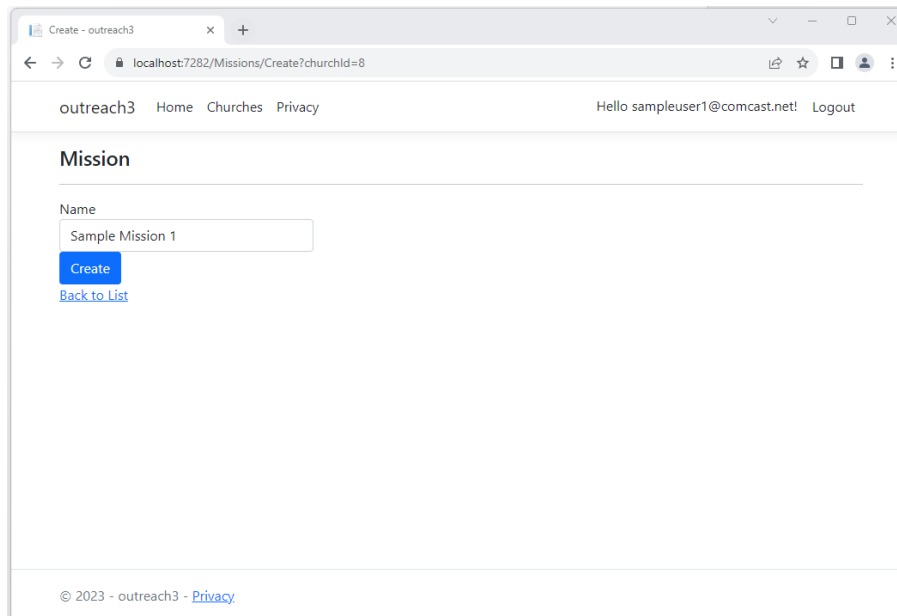2. Select the "Create New" link.

Figure 7
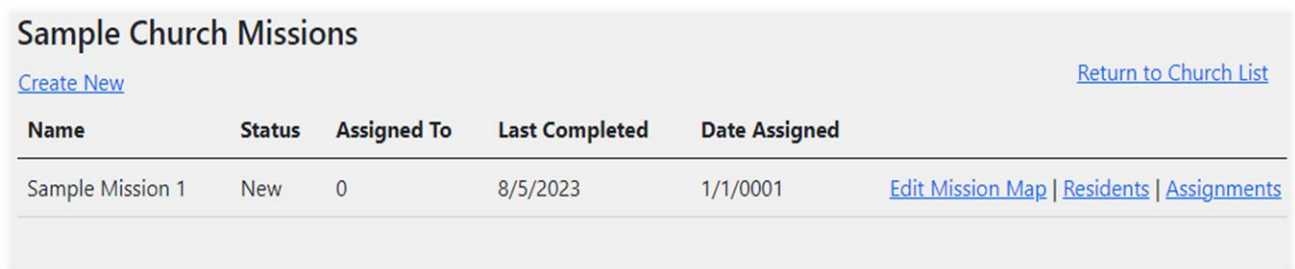
3. Give the Mission a unique name and select the Create button.

Figure 8

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

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.

    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.

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 todays date).

Figure 11

g. Add the Church Member(s) that made the visit by selecting their name from the "Select a Church Member List and then select the "Add" button.

h. If a member is inadvertently added, they may be removed by selecting the "Remove" link next to their name in the Visitees list.

i. In the event that no one was home and a door hangar was left, select the "Left a Door Hanger" link.

    *Note. You must select either "Greeted" or "Left Door Hangar" in order to save the visitation. Leaving "None" selected will delete the visitation.

j. Select Save.

    Note. The information saved will be formatted into a readable PDF document to assist in follow up visits (see the next section on "Assignments".

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

Page 2. Mission Visitation Information (from previous visits)

Page 3.Map
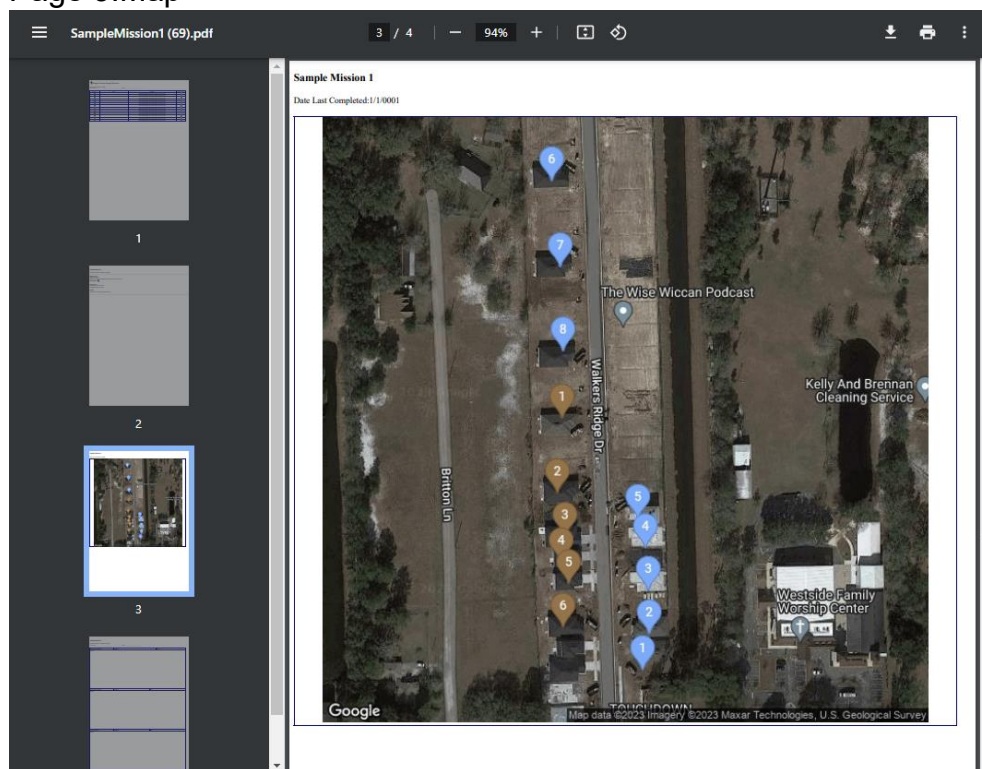
Page 4. Visitation Forms

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	○
Ocenaway	Ocenway Assembly of God	North Side	○

   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.