Final Project – Phase 1 – Scope and Requirements

1. Non-Profit Organization

The Non-Profit Organization for the focus of the Database System will be the local church which I attend. The church is called Nasung Church and is located in La Habra, California. Although it is predominantly made up of Korean adults (native Korean speakers), there is a growing English ministry known as Inverse Ministries with about 100-200 college students and young adults. The Database System will focus solely on Inverse Ministries.

1. Scope of the Project

The Database System will primarily be used a record keeper for church members, ministries, and finances to generate reports for ministries as needed. The system will keep a master record of all the members of the church and which specific, internal ministry groups and/or teams each member is a part of. A church overseer or dedicated administrator will be in charge of maintaining the database system. Designated leaders from specific ministries will have access to the database for any purpose their ministry requires, whether it involves attendance, reimbursements, tithing reports, etc. The details of these functions will be expanded upon in section 3.b.

Sample Output and Usage:

* Attendance: The system will keep track of which weekly Discipleship Group a member has committed to and keep track of member attendance.
* Group Formation: The system will also be used to create pre-made groups of members by age, city of residence, college attended, etc. when they attend events such as retreats or outings.
* Tithing: The database system should keep a record of tithing (when checks or electronic payment is used) by members for tax exemption reporting purposes. In this case, the system would be used to generate a tithing report for each member so he/she can use for reference for tax reporting.
* Reimbursements: The database system should store the amount of funds allocated for each separate ministry in the church and process reimbursements when church members purchase supplies for the particular ministry.

1. Requirements of Database System
   1. Data
      1. Church attendee – Any individual who has attended the church and left contact information. Attendees include members, newcomers have not yet completed a membership course, and those who have regularly attended in the past but do not currently do so.
      2. Tithe – A written check or electronic submission of a tithe amount which includes the name of the member who submitted the tithe. Cash tithes are also included but will not track member information.
      3. Discipleship Group – One of the multiple groups that meet on a weekly basis. The data will also include the date of the particular date (month/day or week #) of meeting
      4. Expense – Any spending for a purchase by ministry leaders
      5. Ministry – Any sub-ministry group within the English Ministry. Contains a record of each team member involved in that ministry. Examples include youth ministry, children’s ministry, food prep, praise team, etc.
      6. Equipment – Any resource belonging to the church used for worship, such as instruments, speakers, monitors, microphones, soundboard, etc. Any resource used for events, such as church vans, cooking equipment, etc.
      7. Event – Details (date, location, time, etc.) on any ministry-related event, such as a Sunday service, a worship team practice, other social gathering, etc.
   2. Functions
      1. Event Planning
         1. Member Event Planning – Set up groups of members for discussion or social purposes at member events, including retreats and conferences. Include ministry groups that are involved with the planning and execution of the event.
         2. Newcomer Event Planning – Plan events involving people who are checking out the church but have not committed to becoming a member. Such events include outings or seasonal Membership courses.
      2. Attendance Reporting – Generate a monthly report on member attendance of Sunday service, weekly Discipleship Groups, praise practice, etc. This will allow overseers and/or team leaders to follow up with members who may be going through issues in life that is making it difficult for regular attendance.
      3. Reimbursement – Perform a reimbursement using a receipt for an expense, as long as there is adequate funding for that particular ministry.
      4. Tithing Report – Perform periodic reports on how much money the church is receiving from tithing.
      5. Expense Reporting – Report on how much the church is spending through its ministries.
      6. Finance and Accounting – Pay salaries to pastors, rent for building, electricity costs, other maintenance/upkeep costs, etc.
   3. Function-to-Data Entity Matrix

