

Acolyte and Coffee Bar Future Schedule with Log In Dates

Lutheran Church of the Atonement

Name	Notes	Last Scheduled Plan	Last Updated	Last Log In	Future Schedule	Email	Phone
first_name, last_name	Grad date: 2019	04/29/18	07/09/18	04/18/18		parent_name@domain.com	Home: 847-nnn-nnnn
first_name, last_name	Grad date: 2017				September 9, 2018 Traditional - Acolyte Late Service	parent_name@comcast.net	Home: 847-nnn-nnnn
first_name, last_name	Grad date: 2020					parent_name@yahoo.com	
first_name, last_name	Grad date: 2018	11/06/16	07/09/18	09/14/16		parent_name@gmail.com	Mobile: 847-nnn-nnnn
first_name, last_name	Grad date: 2019		08/12/18	08/26/18		parent_name@att.net	
first_name, last_name	Grad date: 2018	09/23/18	09/02/18	09/02/18	September 9, 2018 Traditional - Acolyte Late Service September 23, 2018 Traditional – Coffee Bar Late Service	parent_name@gmail.com	Mobile: 224-nnn-nnnn
first_name, last_name	Grad date: 2017	07/15/18	06/01/18			parent_name@gmail.com	

Report Purpose:

This report lists all the confirmands in the program with the following details:

1. The name of the confirmand (*Name* column)
2. The grade/class of the confirmand (*Notes* column)
3. The date the confirmand last served as an acolyte or coffee bar attendant (*Last Scheduled Plan* column)
4. When the confirmand's account information was last changed (*Last Updated* column)
5. When the user associated with the confirmand's account last logged into the Planning Center Online software (PCO) (*Last Log In* column)
6. The dates the confirmand is scheduled to serve as an acolyte or coffee bar attendant (*Future Schedule* column)
7. Other columns that are intuitive are the *Email* and *Phone* columns

The *Last Log In* column are helpful for the administrators of the program to identify the confirmands who were not using the PCO system and would need prompting, or assistance, to become active in their service.

The *Last Scheduled Plan* column indicates the possibility of never have served or a large span of time having elapsed since the confirmand had last served as an acolyte or coffee bar attendant and would need encouragement/prompting to get on the schedule.

Some parents were not comfortable using the Planning Center Online (PCO) system and their confirmands were added to the serving schedule by the Acolyte Coordinator based on email conversations between the parents and the Acolyte Coordinator. This is evident by the no *Last Log In* date and dates in the *Last Scheduled Plan* and the *Last Updated* columns.