# CHAPTER 2

LITERATURE REVIEW

**INTRODUCTION**

This chapter focuses on the literature review of the project, emphasizing thetechniques and tools used for the project

**Records Management**

Usually about the only time records management is discussed in a church staff meeting is when some crisis has occurred. Either files cannot be found, records are lost or have been destroyed, or all of the filing cabinets are full and no more storage space is available. Unfortunately, churches seldom initiate actions to manage their records in a more effective and efficient manner **(Bill Sumners).**

Records management is defined **(by Bill Sumners in Southern Baptist Historical Library and Archive)** as "the application of management techniques to the creation, utilization, maintenance, retention, preservation, and disposal of records undertaken to reduce costs and improve efficiency of recordkeeping." The entire program of the church can benefit by improving its control of the records it maintains and creates.

Records management (RM) is defined as the practice of identifying, classifying, archiving, and methodical destruction of records. Simply, records management includes all the processes involved in making records findable, usable, and savable or destroyable **(Missouri Baptist Historical Commission).**

Also records management is defined in the **United Methodist Church GCAH** as “the attempt to systematically control the growth and disposition, or destruction, of office, committee and other official records.” Its basic purpose is to help answer that nagging question of what do I keep, for how long do I keep it and when can I remove it from my office.

The world we live in revolves around information recorded on paper, film, tape, and disk—this includes the life of the local church. Correspondence, invoices, contracts, minutes, reports, financial records, and hundreds of other records provide the information that moves the wheels of our institutions.

Today the volume of paper records—a fair share of it generated by computers, fast printers, copying machines, and other advanced methods of duplication—shows no sign of decreasing. Just to keep pace with the information explosion, an average company or institution today may double its entire volume of records every 10 years. This same statement applies to churches. With growth such as this, it is essential that church records be handled efficiently (Bill Sumners in Southern Baptist Historical Library and Archive).

**Church management software**

**Church management software** is a specialized [software](http://en.wikipedia.org/wiki/Software) that assists churches and other religious organizations in organization and automation of daily operations. [[1]](file:///C:\Users\vicentia%20-Esi\Desktop\current%20project\literature\Church_management_software.htm#cite_note-0)These packages typically assist in the management of membership and mailings, fundraising, events, and report generation. Churches use the packages to reduce the cost of operations and track the growth in their congregations. The growth in the church management software business coincides with the growing trend of using [computers](http://en.wikipedia.org/wiki/Computer) for religious activity (Wikipedia).

**Existing Systems**

The existing system found on the internet through search engines such as yahoo and google that exhibited similar functionality to the propose system are studied. There are

* CCIS Church Management Software
* Planning Center
* FlockBase

**CCIS Church Management Software [1]**

Since 1982, CCIS Church Management Software has served 1'000s of churches nationwide. In addition to providing Church Management Software, Accounting, and Payroll, their premier line of church software solutions is supported by their highly experienced customer service representatives. They offer unlimited support and live one-on-one training to fully equip Church Administrators or volunteers.

FEATURES

* Attendance Tracking
* Built-In Accounting
* Event Management
* Group Management
* Member Directory
* Member Profiles
* Membership Management
* Multi-Site Management
* Newsletter Management
* Online Payments / Giving
* Pledge Management

**Pros:**

Ease of use.

Accounting and payroll module easy to follow for double entry accounting.

**Cons:**

None that we can think of.

**Planning Center[2]**

At Planning Center, we are passionate about helping churches by making great applications that are affordable, powerful, and easy to use on any device. We do that through several different products: Check-Ins, Giving, Groups, People, Registrations, Resources and Services. Each product is continually updated to make it the best in its market!

## Features Checklist

* Attendance Tracking
* Calendar Management
* Child Check-In
* Donation Management
* Event Management
* Group Management
* Member Directory
* Member Profiles
* Membership Management
* Multi-Site Management
* Newsletter Management
* Online Payments /Giving
* Volunteer Management
* Worship Planning

**Pros:**It keeps all the info together in one place and is easy to access!\*

**FlockBase[3]**

FlockBase developed by Owen & Walker Software Solutions provides small/medium sized churches with user friendly, easy to use church management software at affordable one time costs. Two great programs that can be used together or independently! FlockBase Membership & Contributions to track and report on members, donations, pledges, attendance. FlockBase Accounting provides true fund accounting of churches income and expenses. Bank reconciliations, accounting reports, payroll processing, and check writing.

Feature Checklist

* Attendance Tracking
* Built-In Accounting
* Donation Management
* Group Management
* Member Directory
* Member Profiles
* Membership Management
* Pledge Management

**Pros:**

Easy to use, good record keeping system.

CONCLUSION

Comparing the above reviewed systems, we found out that they all don’t have a bio metric device for checking and marking of member’s attendance because it is an online application. Our current system also has all these features too.

[1] <http://www.capterra.com/church-management-software/spotlight/13491/CCIS%20Church%20Management%20Software/CCIS%20Church%20Management%20Software>

[2] <http://www.capterra.com/church-management-software/spotlight/76708/Planning%20Center/Planning%20Center>

[3] <http://www.capterra.com/church-management-software/spotlight/98528/FlockBase/Owen%20&%20Walker%20Software%20Solutions>