**Church Management System Software**

**1. Membership management**

Capture and track all membership data. Here's the type of membership data you should be able to track:

* Basic contact details, such as names, addresses, numbers, email and social-media IDs.
* Demographics, such as date of birth, marriages, confirmations, baptisms, areas in which they volunteer or participate, and groups they belong to.
* Family structures, such as spouse and children, or even more advanced functions such as divorced or separated parents.
* Youth and young adults’ information within their family records in order to keep in contact with them personally.
* The ability to add more than one contact or email address.
* Managing volunteer and staff schedules and communication.
* Manage first-time guests or new members.
* Mass message your church members.
* Enable members to gain access to specific areas in your system or restrict permissions.

**2. Attendance tracking**

Can you track and record what events members attend, and when and where?

Look for these features:

* Identify church member trends by monitoring attendance reports.
* Keep record of all attendance through all reports.
* Record demographics and numbers to help you get a detailed view of the steady rate your church is growing at.

**3. Donation management**

Can you collect and securely manage donations and pledges?

Consider the following features:

* Easily keep track of tithe, offerings and donations by check and cash and monitor all transactions.
* Receive accurate reports and statements on all contributions made.
* Track progress of pledge drives and communicate with donors.

**4. Calendar management**

Functionality to set up event reminders, keep track of birthdays, and keep everyone in the loop. Manage your events, volunteers, and resources in one place.

* Store notes and communicate with your staff and volunteers from calendars.
* Filter categories to show only certain types of events.
* Track annual leave or log sick leave.

**5. Communications and outreach**

Does it provide tools to enable you to better reach and meet the needs your church members and community?

These features are mighty helpful for connecting with people:

* Mark people as active or inactive to maintain information for record keeping.
* Create people profiles, which are linked to family members’ information.
* Add areas of interest, gifts, previous ministries members have served in.
* Create custom fields to track additional information you require.
* Group individual people together—e.g. worship teams.
* Add personal notes to keep track of members’ progress and needs