

POWER CHURCH DATA ENTRY

ST. NICHOLAS CHURCH

Dear Parishioners

After a great deal of effort in trying to find an appropriate software for the church, your Parish council has decided to upgrade the church's software in the office to one called Power Church plus version 11. The software, when completely installed, will improve the office efficiency. The amount of the improvement will depend on the accuracy of the data entered in to the system. That is the reason we will be requesting you to update the information on the family and the individuals in your family. The information on the family is called the family profile, and the information on the individuals in the family are called personal profiles.

We have prepared forms to be filled out to make it easier to collect and input the data. You will need one family form and as many personal profile forms as there are members.

Example: Dad, Mom, Son and Daughter require one family document filled out, and four personal profiles, one for the father, mother, and one for each child.

If you want to request the forms by email you can do so by calling the church office. If you have difficulty in filling them out you can contact the church office for help. All personal information is confidential

It is essential to get the proper information to update our files in order to better serve you and make our office more efficient.

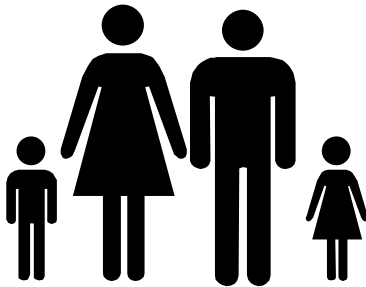
Thank you

Lorne Zakaib

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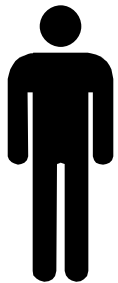
ST. NICHOLAS CHURCH

MEMBERSHIP: ALL OUR PEOPLE, INFORMATION COMMON TO EVERYONE, TO INDIVIDUALS PERSONAL PROFILES, GROUPS ACTIVITIES AND SKILLS



FAMILY

MAILING ADDRESS
HOME PHONE NUMBERS
FAMILY CATAEGORY
FAMILY KEY PERSON



FATHER

PERSONAL:
MEMBERSHIP STATUS.BIRTH DATE, ANIVERSARY DATE,CELL PHONE, WORK PHONE



SON

PERSONAL
MEMBERSHIP STATUS
BIRTH DATE (SCHOOL AGE) SCHOOL GRADE
ALLERGIES



MOTHER

PERSONAL:
MEMBERSHIP STATUS.BIRTH DATE, ANIVERSARY DATE,CELL PHONE, WORK PHONE



DAUGHTER

PERSONAL
MEMBERSHIP STATUS
BIRTH DATE (NOT SCHOOL AGE)
ALLERGIES

POWER CHURCH DATA ENTRY

ST.NICHOLAS CHURCH

1. HOUSEHOLD KEY PERSON

LAST NAME

FIRST NAME

2 .FAMILY CONTACT INFORMATION

LAST NAME

FIRST NAME

MAILING NAME

ADDRESS

CITY

SALUTATION
GREETING

PROVINCE POSTAL CODE

COUNTRY

FAMILY E-MAIL

FAMILY WEB SITE

HOME PHONE

HOME FAX

EM. PHONE

POWER CHURCH DATA ENTRY

ST. NICHOLAS CHURCH

INFORMATION ABOUT EACH PERSON IN THE FAMILY
ONE PAGE PER PERSON

	Title	First	Middle	Last
Mr.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mrs.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PREFERRED NAME

SALUTATION/GREETING

WORK PHONE

WORKFAX

MOBILE

PAGER

E-MAIL

WEBSITE

MARITAL STATUS

ADULT

Y/N

MALE/ FEMALE

M/F

BIRTH DATE

BAPTISM DATE

MARRIED DATE

OCCUPATION

PARENTS

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PREFERRED NAME

SALUTATION/GREETING

WORK PHONE

WORKFAX

MOBILE

PAGER

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