

INSIDE THIS ISSUE:

**MEMBERSHIP—  
CORRECTLY  
CODING  
CLASSES CONT.** 2

**CONTRIBUTION—  
TRACKING TUI-  
TION AND FEES** 2

**ATTENDANCE—  
TRACKING THE  
STUDENTS** 3

**PULLING IT ALL  
TOGETHER** 4

USE CMS TO  
TRACK SCHOOL

- Start in Membership, code the students in the appropriate classes.
- Track the Tuition and Payments using the Contribution System, print statements for those participating in RE.
- Use Attendance to track whether the kids show up for class!

TRACKING SCHOOLS AND RELIGIOUS EDUCATION PROGRAMS

You know it's out there, looming, hanging over your head. You try to put it off. You convince yourself you have a couple more weeks, months even, before you have to start thinking about it.... Organizing and tracking your religious education program.

This year, with just a bit of planning, you can use your CMS System to track all aspects of your RE program and save yourself a lot of time and trouble.

**Membership** - Start here by entering the kids in the appropriate classes. Whether your RE program has 50, 500, or 5000 students, your CMS system can help you organize each class in a way that will work best for your church!

**Contribution** - The churches that charge a fee for each student or family for Religious Education can use the CMS Contribution System to track how much should have been paid, and how much actually came into the church for the RE program for each student or family. Print Reports and a Tuition/Fee Statements for each family participating in the RE program. Remember, this information will be separate from their normal, deductible contributions, so you don't have to worry about printing non-deductible information on their year end statements.

**Attendance** - Track whether or not the kids actually show up to class! You can use your CMS Attendance System to track

each day of class and if the absence was excused or not-excused. You can also contact the parents of the kids who consecutively miss a certain number of classes.



Use all of CMS to track your Religious Education Programs

MEMBERSHIP - CORRECTLY CODING CLASSES

There are actually two different places in CMS where you can enter a code for your Religious Education Program—Sunday School Status or Classes.

So, what's the difference?

The Sunday School Status is a single-character code used by churches with a smaller religious education program. If

your RE program combines 2nd and 3rd graders together in one single RE class, you'll probably use the Sunday School Status.

Classes have a bit more bite! The Class Code is a six-character (alpha-numeric) code that can be used with a Section (another six character code) to track room numbers and/or

days and times, and also has a Status that can track Pre-Registered, Registered, Completed, Future and Teachers.

So if your RE program is so large that you need two separate days or rooms to track the RE program of the 3rd graders, you'll probably use the Classes.

## CODING CLASSES CORRECTLY—CONTINUED

You'll need to start thinking about how to code your classes in a way that will make the most sense to you and your RE program. Jot down on a piece of paper all of the different classes your RE program will have this year. Look for the commonalities when you're coding. Do the students meet at particular days and times? For example, you may want to structure your **Class Codes** as follows:

Y01T500 - Youth First Grade, Tuesdays at 5:00 pm

Y02W730 - Youth 2nd Grade, Wednesdays, at 7:30pm

AMS600—Adult Men Sundays at 6:00

Don't forget your Sections! **Class Sections** can be used along with the Class Codes to track room numbers, teachers, etc. For example, let's say we had two classes of First Graders that meet on

Tuesdays at 5. You can have two sections, RM101 and RM102. You can also indicate the appropriate teacher for the different rooms.

Then there's the **Class Status**. Class Status will help you keep track of the kids who have signed up for, but have not yet paid their fees (Pre-Registered), the kids who have signed up, paid and are now in the class (Registered), those kids who have successfully completed the class (Completed), those kids who need to take this class in the near future (Future), and those who are actually heading up the class (Teacher).

Once you have the students coded with the appropriate Class Code, Section, and Status, you'll be able to print lists, checklists, labels, name tags, and send letters and e-mails to the students and/or families!

Once the class is completed in the spring, you'll also be able to quickly change all of the students from "Registered" to "Completed" with just a couple clicks of the mouse using the **Class Completion** process.

Then, again in the fall, you can quickly advance your students from one class to another using the **Advance to Next Class** process in Membership. This will save you time and effort each year!



Save time and effort each year

Are you thinking to yourself "I had no idea CMS could do all of this!"

Then you may want to check out the CMS TeleTraining options at [www.ChurchManagementSolutions.com/Training](http://www.ChurchManagementSolutions.com/Training). You can view the training schedule and sign up online!

Whether your new to CMS or a long time user, you can pick up new ideas, and time saving tips and tricks.

## CONTRIBUTION - TRACKING TUITION AND FEES

Tracking the tuition and fees for your school or religious education program is a breeze using your CMS Contribution System.

Start by creating a Pledgable Fund for your RE program (Options | Fund Setup).

When setting up the fund, the system will ask if you want to include this fund when print-

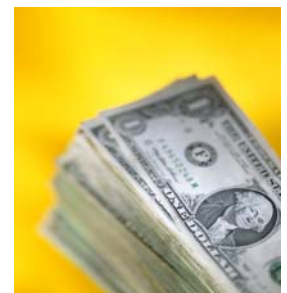
ing your standard Quarterly or Yearly Statements... answer this "No". You will not want to include this Non-Deductible Fund on your end of the year Contributor Statements. This fund will be on its own.

Once the Pledgeable fund has been established, click Process | Quick Pledge Entry,

select this new RE Program fund and pop in the dates for your program, i.e. 06/01/05 thru 05/31/06 | click OK.

Assign a pledge type of Fixed with the appropriate amount per family to the Head or Contributor for each family. Click OK to save the Pledges.

Contribution—Cont. page 3



Tracking Tuition and Fees is a breeze in the CMS Contribution System.

## CONTRIBUTION - TRACKING TUITION AND FEES

Once the pledges have been entered, print a Pledge Summary Single Fund report to view entered pledges and make any necessary corrections.

When the payments for RE start coming in, just enter them as normal in the Contribution Entry screen under your new RE Program fund. Print your Edit List and Post as a regular batch of contributions.

You can view those people who have not completed their payments by printing the Pledge Summary Single Fund report and click the checkbox at Balance Due (located half way down the right side of the report selection screen).

This will give you a listing of those who have yet to complete their payments.

You can also print a Fees and Tuition Statement, printing only the RE Program information. Click Reports | Statements | New Report | and call it RE Program Statement | OK.

Click the Change Statement Format in the upper right and choose the Fees and Payments Statement, click OK.

Click the Funds Selection button on the left and click Remove All and add back over the RE Program Fund. Click OK.

Click the Print Funds button on the right and click Remove

All and Add back over the RE Program Fund. Click OK.

Click into Statement Message and remove the "Only Intangible Religious Benefits were Provided" message and enter an appropriate message. Click OK.

Click Print.

You will receive one statement for the RE Program participating families indicating their Tuition and Payments towards that fee.

Just remember, you do not want to print this fund on your End of Year Contributor Statements, as this is not a deductible fund.



Track your Religious Education Tuition and Fees using the CMS Contribution System.

## ATTENDANCE - TRACKING THE STUDENTS

You've gone through all this work entering the students in the classes, and billing the parents for the tuition... wouldn't it be nice to track if the kids are actually showing up for class?

You can with the CMS Attendance System!

CMS Attendance will go into the Membership System and find all of the people with that class code and pop them into the appropriate Attendance Group.

Click Process | Groups | New Group to create a new Attendance Group for each of the Class Codes entered in

the Membership System.

You can choose to have a very simple Absent/Present Attendance Code, or you can add an Excused Absent code.

You can print a weekly attendance checklist for your class teachers, who will fill it out and give back to you after class. You can enter Attendance for each Class, just as you enter Attendance for your Worship Group!

Once Attendance is posted for the classes, you can print an Attendance Pattern Report and/or Consecutive Absence report, which will display the kids that make it

to class and those who do not.

You can even print lists and labels and send letters to those who have missed a certain number of consecutive Classes!

**"You will receive one statement for the RE Program participating families indicating their Tuition and Payments towards that fee."**



Wouldn't it be nice to track if the kids are actually showing for class?

We're on the web!

[www.ChurchManagementSolutions.Com](http://www.ChurchManagementSolutions.Com)

## CHURCH MANAGEMENT SOLUTIONS

3300 Bass Lake Road

Suite 304

Brooklyn Center, MN 55429

Phone: 800-247-8044

Fax: 763-566-2250

E-mail:

[support@ChurchManagementSolutions.com](mailto:support@ChurchManagementSolutions.com)

Mailing Address Line 1

Mailing Address Line 2

Mailing Address Line 3

Mailing Address Line 4

Mailing Address Line 5



**S O F T W A R E   A N D   W E B   S O L U T I O N S**

## RELIGIOUS EDUCATION—PULLING IT ALL TOGETHER

CMS People Products can be your “one-stop-shop” for tracking your Religious Education or School Program.

Use the Membership System to track which students are in which classes. Print lists, checklists, labels, send letters and e-mail to the students and parents.

Print a listing of the teachers or send them e-mails updating them to your dates and times.

Print name tags of the students on the first day (your teachers will thank you!!).

Use the Contribution System to track the School Tuition and Payments. Print lists of those being billed, and print statements for everyone participating in RE, or to remind those who are behind on their payments.

Don't forget the Attendance System, which you can use to track the attendance of the students each week. Notify teachers and/or parents of those students who have missed the last few consecutive weeks!

Remember, your CMS System will function over a network,

to allow those who only work in the RE Program to enter or pull reports from your CMS. You will be able to Password Protect your CMS. You can fine tune your Passwords to block others from the Contribution System, or from deleting households or persons from Membership, or only give them access to printing reports and not allow any changes to be made.

Not sure if you're licensed as a Multi User? From CMS, click Help | About, and look next to your System Version. It will either read SINGLE or MULTI.



CMS is the One-Stop-Shop for tracking your RE program.

If you'd like to upgrade to the Multi User Version, or any products listed in this newsletter, please contact the CMS Sales Department at (800) 247-8044.