

Minister

Phase 2 implementation.

This can either be done immediately after phase 1, or at a later date. However we would advise that the Church has all of their people data in the system before this.

FINDER

- Set up a 'Personal Search' to find everyone who is a Church Member, but not serving on a team.
- Set up a second 'Personal Search' to find everyone is a Church Member but not in a small group
- Send an email to the results of the first search to encourage them to sign up to a team.

METRICS

<https://support.iknowchurch.co.uk/modules/metrics/>

- Add another collection series for guests
- Produce and download a report tracking the attendance from the last week at your primary location. Compare this with the report from a previous week. Have there been any changes?
- Produce a 'Home Groups: Overview' report. Send this to your Church Administrator or Small Group Network Overseers using iKnow.

MAP

- Look at the Map App, are you happy that your Church members are displayed properly? Can you see where your Church location and small groups are located?*
- Looking at the spread of Church members to groups and locations, do you need to consider the locations of your house groups?

** If the map is displaying you anywhere other than where you should be, check the location address in settings. You may need to add more detail to establish your location.*

GDPR

<https://support.iknowchurch.co.uk/modules/settings/gdpr-tools/>

- Head into the GDPR tool.*
- Add access as a Data Subject Lead to anyone else in your team who needs it. (This can be done by contacting iKnow Support Team directly).
- View the list of people who haven't given a response for GDPR.
- Manually record permission for anyone who has already given written permission for you to store and process their data.
- Edit the permission emails and text messages to suit your Church communications
- Set up your family relationships accordingly. This can be by general rule here, or manually on individual level within the person's profile.
- Send out a mass email to everyone who needs to give permission.
- For any areas of GDPR that you're not familiar with, open the support page and read up on www.gdprforchurches.org.uk.

** If you don't have access to the GDPR tool, then contact us directly and we can provide this for you.*

SERVICE PLANNER

<https://support.iknowchurch.co.uk/modules/service-planner/the-service-planner/>

- Create a run sheet for your Sunday gathering.
- Save this as a PDF and send it out to all the relevant teams.

