



Session 1 • 9:00am - 9:45am CT

Course Title	Focus	Course Description
ChMS Groups: Creating and Managing (Part 1)	Church Management Software	Learn best practices for creating and managing Groups based on the specific needs of your church.
ChMS Permissions & Settings	Church Management Software	Settings and Permissions may not be glamorous, but they are important. Configure your Settings to customize your database and create Permission Roles to control access to your data.
Ministry Brands Solutions: Giving 1 on 1	Digital Giving	Ministry Brands' Giving (online) combines all the tools you need to engage your congregation as well as features to manage and organize your giving. This session provides the backdrop for how to receive online contributions through web, text, mobile, or kiosk as well as a look at Forms.
Shelby Financials: What's New & What's Coming	Shelby Financials	Come learn about recent updates in Shelby Financials. During the session you take a look at the following: <ul style="list-style-type: none"> • New features added in the past 12 months • Updated information on how bugs are handled • Items that are currently being added to the program for the next release • The Product Roadmap for the next 12 months

Session 2 • 10:00am - 10:45am CT

Course Title	Focus	Course Description
ChMS Groups: Organizing and Reporting (Part 2)	Church Management Software	Get your Groups organized and working for you with Group Properties, Group Views, & Aggregates and learn how to use them as a powerful reporting tool.
ChMS Searching: Simple, Advanced and Query	Church Management Software	You have a lot of people and data in your ChMS. How do you drill down to find the exact people you are looking for? The answer is simple - Searching. Actually, it is Simple, Advance and Query Searching.
Shelby Financials: Accounts Payable Foundations	Shelby Financials	This session gives you a good solid look at the basics of the Accounts Payable module in Shelby Financials. See everything from setup to daily use to maximizing reports. In this class you cover: <ul style="list-style-type: none"> • How to enter and post transactions and recurring transactions • How to run searches and inquiries to find posted activity • How to run reports

Session 3 • 11:00am - Noon CT

Course Title	Focus	Course Description
General Opening Session	Opening Session	Join us for the MPower20 General Session to learn not only more about the event but to also learn more about the heart and mission of Ministry Brands.



Session 4 • 1:00pm - 1:45pm CT

Course Title	Focus	Course Description
ChMS Group Finder	Church Management Software	Configure, deploy and promote Group Finder so your members can easily find and join a Small Group, Ministry Team or even join a specific mailing list.
ChMS Interactions and Pastoral Care	Church Management Software	Utilize Interactions to manage follow-up processes, track personal interactions between staff and congregants, and even record unique items such as prayer requests and private notes.
Volunteer Scheduling & Service Planning	Worship-Planning	Learn about our new event planning and volunteer scheduling tool, WorshipPlanning! During this session you'll learn about the features and integrations with your ChMS.

Session 5 • 2:00pm - 2:45pm CT

Course Title	Focus	Course Description
ChMS Workflows	Church Management Software	Unleash the power of your ChMS to save time and tighten your data management by building Workflows to automate processes.
ChMS: Keep Your Database Current	Church Management Software	Data is good, but outdated data is bad. Good data maintenance includes identifying, archiving and deleting old records and Groups, de-duping, promoting User updating and more.
Engaging Children With the Gospel Through Visual Storytelling	Children's Pastor	For a teacher, nothing is worse than a classroom filled with bored and disinterested kids. Maybe it's not what you're teaching, but how you're teaching? In this class we'll look at how to incorporate engaging digital content into your Bible lessons.

Session 6 • 3:00pm - 3:45pm CT

Course Title	Focus	Course Description
ChMS: Analyze Data with Excel	Church Management Software	Get more from your data by exporting to CSV and using Excel for data comparison and analysis.
ChMS Dashboard Widgets	Church Management Software	Quickly view important stats in one place such as giving and attendance trends, number of baptisms or members added, or even upcoming birthdays. Dashboard will help you do this and more.
Successful Ways to Ensure You Get Enough Volunteers	Worship-Planning	Volunteers help ensure ministry happens. So what can you do to eliminate no shows, prevent burnout, and grow your list of capable volunteers? Join us to find out.



Session 6 cont. • 3:00pm - 3:45pm CT

Course Title	Focus	Course Description
Ministry Brands Solutions: Fire Up Your Giving	Digital Giving	Are you aware that a majority of people who give to nonprofits in North America have said they prefer to give online using a credit or debit card instead of using the mail, cash, or even a bank transfer? 52 percent! This session explores how to engage this large and growing segment of your population using Ministry Brands' online giving platform.
Shelby Financials: Bank Account Management Foundations	Shelby Financials	This class covers the basics of the Bank Account Management module in Shelby Financials. Get great tips to maximize this tool in tracking your bank statements and activity. The topics covered help you to: <ul style="list-style-type: none"> • Work with the dashboard • Change the Financial Settings • Set up a Bank Account • Post Deposits, Withdrawals, and Electronic Fund Transfers • Enter an Outstanding Item • Reconcile to the bank and to your books • Create Reports
Shelby Financials: Build a Monthly Statement of Cash Flow	Shelby Financials	In this session you will learn how to create a Cash Flow report and learn how to select the accounts needed for a basic Cash Flow report. This topic will cover: <ul style="list-style-type: none"> • Work with Special Reports • Creating a basic Cash Flow report • How to run the Cash Flow report

Session 7 • 4:00pm - 4:45pm CT

Course Title	Focus	Course Description
ChMS Schedules (Volunteer Management)	Church Management Software	Schedule, invite and remind teams of volunteers to support the various ministries of your church or organization.
ChMS: Use Mobile App Connection as Ministry Leader Tool	Church Management Software	Track attendance, send a mass email, log an Interaction and add someone to a Group - all this and more can be done from anywhere using the ChMS mobile app.
Empowering Families At Home to Disciple Their Children	Children's Pastor	Most Kid's Ministries struggle to connect with parents. Take home printouts get thrown in the trash and emails don't get opened. But with interactive family devotionals, parents will not only see the lesson you're teaching, but they'll be able to continue them at home with their children!
Shelby Financials: General Ledger Foundations	Shelby Financials	In this session the General Ledger module of Shelby Financials is introduced— from building and maintaining a COA, to entering budgets, to posting Journals and running reports. Join this group and look into the foundational area of Shelby Financials. Explore these topics: <ul style="list-style-type: none"> • Basic General Ledger setup • How to manage your Chart of Accounts • How to enter budgets • How to add, post, and edit journals • How to run basic financial reports



Session 1 • 9:00am - 9:45am CT

Course Title	Platform	Course Description
ChMS Check-In: Set-Up (Part 1)	Church Management Software	Properly configured Check-in Stations and Check-in Groups are the foundation for a smooth and efficient Check-in experience.
ChMS Forms: Creating Basic Forms (Part 1)	Church Management Software	Utilize the power of Forms for data collection, special donations, prayer requests and more. Analyze responses and import results into your ChMS.
Shelby Financials: General Ledger Monthly Reports	Shelby Financials	Explore the reports available in Shelby Financials and be informed on how to run: <ul style="list-style-type: none"> • Detail Ledger • Statement of Financial Position • Statement of Activity • Budgeted Financial Statement • Designated Fund Summary • Financial Spreadsheet
How to Build a Winning Worship Service	Worship-Planning	Building a winning worship service is more than just what song you are going to sing. It requires setting up the right flow and transitions. You also need to ensure you have the right people in the right place at the right time. Join this class to learn how Worship Planning can help you build a winning worship service.

Session 2 • 10:00am - 10:45am CT

Course Title	Platform	Course Description
ChMS Forms: Event Registration & Payment (part 2)	Church Management Software	Build complex, multi-person event registration forms for paid events utilizing fields sets, discount codes, early-bird pricing and partial payments. Analyze and manage responses using Workflows and Import.
ChMS: Giving Input & Reports (including Pledges)	Church Management Software	Enter Contributions and Pledges with the Giving Input screen or use Giving Import to pull in contributions from 3rd-party software. Use Giving Reports to see trends and progress toward your goals.
Increasing Generosity with Effective Launch and Engagement	Digital Giving	Learn strategies to encourage donors and members to confidently use online and digital media to increase charitable donations to support your church's mission and vision. The class will cover: <ul style="list-style-type: none"> • Online Giving Platforms: How do ours compare and what features are included. • Text Giving VS Short Codes • Customizable Mobile Apps: MinistryOne • Communication Resources: Email Templates, How to Guides, Websites, and Best Practices • Using social media to engage members and non-members alike • Engagement Programs: Youth Uplift, Giving Tuesday, Disaster Relief
Shelby Financials: General Ledger Statement of Functional Expenses	Shelby Financials	Some churches are now required to prepare a Statement of Functional Expense showing expenses by their functional classification and by their natural classification. This class helps you design and run this new report and covers the following topics: <ul style="list-style-type: none"> • What is ASU 2016-14 • What are Functional Classifications—Identify your programs and support activities • What are Natural classifications—Identify your expense activities • Where do you start • How to configure the report • How to run the report



Session 2 cont. • 10:00am - 10:45am CT

Course Title	Platform	Course Description
Shelby Financials: Track Payables from Purchasing Management to Payment	Shelby Financials	Learn how to take a Purchase Order or Check Request from entry to approval to applying the purchase order to an invoice in Accounts Payable.
5 Simple Ways to Organize and Plan Your Children's Ministry	Worship-Planning	Leading any ministry requires communication, volunteers, and planning. Learn 5 simple ways to organize and plan your children's ministry so that you can focus on what's important.
SNF: GAAP Reporting	Shelby HQ, Shelby Financials	This session covers how to set up and use three GAAP reports including Functional Expense, Liquidity, and Cash Flow.

Session 3 • 11:00am - Noon CT

Course Title	Platform	Course Description
ChMS Check-In: Running and Reporting (Part 2)	Church Management Software	You have options for running Check-in: Desktop app, iOS app, Browser-based Check-in and Self Check-in. See these in action and learn how to run real-time reports on who is checked in.
ChMS Mobile App vs MinistryOne App	Church Management Software	Question: Which app should I use, the ChMS app or the MinistryOne app? Answer: Both! In this session we will discuss the purpose of each app and how to promote and use each.
Shelby Financials: Payroll Foundations	Shelby Financials	This lecture-style class provides the basics of Shelby Financials Payroll from setup to payup. Get helpful tips on setting up and running payroll for your organization. In this session you cover these topics: <ul style="list-style-type: none"> • Best practices for good payroll setup • How to set compensations and deductions correctly • How to set up employee information • How to effectively and efficiently run payroll • How to run the reports and get the information you need
How to Set and Achieve Strategic Website Goals	Marketers/Communicators	Does your website align strongly with your ministry's goals and actually help you accomplish them? Learn how to set specific, measurable goals and strategize a website that transforms your site from a static information silo to a digital ministry tool. Bonus: this course comes with a downloadable workbook!
Ad Hoc Reports	Shelby Financials	Ad Hoc reports allow you to do just a bit of data mining. In this early advent of this powerful tool, you can combine multiple data tables to pull raw data from the database. While this is not for the timid, if you are not opposed to a little learning curve this is not as challenging as you might think. Join us for: <ul style="list-style-type: none"> • A quick look at this tool • Some helpful hints of how best to use this tool • A quick walk through of some simple example reports



Session 4 • 1:00pm - 1:45pm CT

Course Title	Platform	Course Description
ChMS Power Tips	Church Management Software	Become a Power User with these tips on searching, promoting age groups, speeding up Attendance entry, utilizing the features of your browser and more.
ChMS: Visitor Tracking and Follow Up	Church Management Software	Use the features of your database (Groups, Workflows, Interactions and Mass Contact) to strategically engage your visitors and connect them to the mission of your church.
Shelby Financials: Credit Card Tracking	Shelby Financials	See the value of focusing on key best practices for handling credit cards securely in Shelby Financials. In this session you discover: <ul style="list-style-type: none"> • Benefits of using Credit Card Tracking • How to set up credit cards - you can track multiple cards • How to enter transactions daily, weekly or monthly • How to reverse posted transactions - why and when • How to reconcile credit card statements monthly • How to make a payment by check or EFT • How to balance to the General Ledger
Leveraging Your Website to Attract New Visitors	Marketers/Communicators	Wondering how to drive more traffic to your church website? We'll discuss SEO best practices—including some tips you may not know about, setting up a site map that attracts and engages visitors, and guide you through the ins and outs of Google Ad Grants for churches.

Session 5 • 2:00pm - 2:45pm CT

Course Title	Platform	Course Description
ChMS Attendance	Church Management Software	Track Individual and Head Count attendance in your database using the ChMS Mobile App, the Touch Attendance Taker or old-school Attendance Rosters. Report on attendance to see trends and to find people who are falling through the cracks.
ChMS Mass Contact: Communicating with your Congregation	Church Management Software	Communicating with your congregation through technology is more important than ever. Learn to send targeted communication via email, mass texting and voice messaging.
Shelby Financials: Handle Mistakes	Shelby Financials	Correct your financial mistakes in Shelby Financials. In this session you cover: <ul style="list-style-type: none"> • How to avoid common mistakes when posting transactions • Why dates and post-to-period are critical financial settings to watch • What to do if you use the wrong bank account • What to do if you use the wrong year • Posting Journal entries to the General Ledger—Who approves them? • Do you post directly from applications or not? • How to track missing transactions—Watch the filters • Reverse/Copy a journal entry—When and why • Why your reports may be out of balance
Creating a Worship Experience For Kids	Children's Pastor	Identifying popular trends in communication and what the future of church communication looks like.



Session 5 cont. • 2:00pm - 2:45pm CT

Course Title	Platform	Course Description
Shelby Financials: General Ledger: Best Practices	Shelby Financials	Learn some best practices to maximize your use of the General Ledger like: <ul style="list-style-type: none"> • Navigate within the General Ledger Application • Setting up Company Information • How to manage your Chart of Accounts • Are the other Financial Applications “linked” correctly to your General ledger? • How to work with Journal entries: Add, Manage, and Finalize • Budgets • Account Rights Roles - limit users to specific Funds, Departments, or Accounts • Common Monthly financial reports
Church Communication Trends	Marketers/Communicators	Identifying popular trends in communication and what the future of church communication looks like.

Session 6 • 3:00pm - 3:45pm CT

Course Title	Platform	Course Description
ChMS: Use the MinistryOne app to Engage your Congregation	Church Management Software	MinistryOne is a powerful tool to connect with your congregation. Learn tips, tricks and best practices to utilize the MinistryOne app for maximum impact.
ChMS Product Update and Roadmap	Church Management Software	A glance back at feature strategy and highlights from the past year, a look forward to the roadmap ahead, and an opportunity to contribute your priorities to the conversation.
Shelby Financials: General Ledger Chart of Account Design (or Redesign)	Shelby Financials	Get insights from an experienced consultant on clear and wise Chart of Accounts design. This session is structured to show concepts and theory as well as the steps to put them into practice. In this session you cover: <ul style="list-style-type: none"> • Company Information • How to understand new Account Structure • How to add/edit funds, departments • How to add Groups (total lines) • How to add/edit account numbers • How to add Sub-Accounts • How to move accounts • How to print Budgeted Financial Statements with totals and Sub-Accounts
Applying Creativity in How You Communicate	Marketers/Communicators	Beyond just getting an announcement out, what kinds of creative needs does the church have and how do we implement creativity in our approach to communication to help our church stand apart from the rest.
Shelby Financials: Accounts Receivable Foundations	Shelby Financials	Get a solid look at the basics of Accounts Receivable in Shelby Financials. In this class you discover how to: <ul style="list-style-type: none"> • Set up Revenue Centers and Add Items • Add Customer and Bill To records • Create Invoices, Recurring Invoices, and Payments • Make Adjustments • Run Reports and Inquiries (including Statements)
What to Know: Finance	FellowshipOne Premier	Sometimes it’s hard to know what you don’t know. Let us show you what Finance leaders, staff and volunteers need to know about FellowshipOne.



Session 7 • 4:00pm - 4:45pm CT

Course Title	Platform	Course Description
ChMS Calendar	Church Management Software	Use one Calendar with multiple views to track everything that is happening at your church. Learn how to add events, reserve rooms and equipment, create unique calendar views and share your calendar on your website.
ChMS Reports	Church Management Software	Filter, Sort, Save, Share, Download, Print, Export and Edit. Learn how to utilize reporting to see the big picture and to drill down into the details.
Social Media Marketing	Marketers/Communicators	A class specifically built around social media, how each social media platform differs, and which ones your church should be using and how.
Shelby Financials: Special Reports Design	Shelby Financials	Special Reports provide the opportunity to extract, summarize, or rearrange General Ledger data to meet your ministry needs. In this session you: <ul style="list-style-type: none"> • Begin with the basics to build a special report • Build a summary Balance Sheet and Income Statement • Look at additional sample Special Reports
How to Deliver a Personalized Website Experience to Develop Your Community	Marketers/Communicators	People expect to be known and have their online experience tailored specifically to them. With an integrated ChMS and website that is a reality. Learn how you can connect your ChMS and website to personalize next steps for each individual.

CONFERENCE SCHEDULE

(Schedule subject to change)