Glossary of Terms

Terms will be defined in greater detail as your implementation process continues. Keep in mind that these terms are application specific, (directly related to the operation of Church Community builder). It is important to suspend your previous perceptions, and to allow the context of the term defined in the solution, to define the meaning of the term.

Church Process	a series of actions, steps taken, in church to achieve a particular outcome. • guest assimilation process ; a series of actions, steps taken, to lead a first time guest into becoming a member of the congregation
Group Management	
Groups	A number of people classed together for the purpose of; communication, event planning, resource sharing • ie; elders group, youth group, singles ministries, deaconess, deacons' group, musicians, or small groups. Any grouping of people that need to communicate together, for any reason in the church environment
Group Member	An individual in a group. Membership may or may not be known, communication between group members may or may not be possible. Group members have no special privileges pr permissions.
Assistant Leader	A leader within the group (meaning they are also a member). This role is optional; there may be zero Assistant Leaders in a group, or everyone but the Main Leader might be an Assistant Leader. They can manage the group by sending messages, creating events, building schedules, adding and removing members, etc. They can "run" the group.
Main Leader	A leader within the group (meaning they are also a member). This role is optional; there may be zero Assistant Leaders in a group, or everyone but the Main Leader might be an Assistant Leader. They can manage the group by sending messages, creating events, building schedules, adding and removing members, etc. They can "run" the group.
Coach	A leader within the group (meaning they are also a member). This role is optional; there may be zero Assistant Leaders in a group, or everyone but the Main Leader might be an Assistant Leader. They can manage the group by sending messages, creating events, building schedules, adding and removing members, etc. They can "run" the group.
Director	A leader over the group (meaning they aren't a member). Hierarchically "higher" than the Coach. This role is optional, and groups are limited to one each. They can manage the group by sending messages, creating events, building schedules, adding and removing members, etc. They can "run" the group. However, as they're not members, they will not receive group messages originated by members. As with the Coach role, the title is customizable.

Department Admin	This role is equivalent to assigning a user the Full Group administrative privilege, with the difference that it is only applicable to the groups within the specified department (as opposed to the entire church or campus). The role is optional, and there is no limit to the number each department can have.
Event Terms	
Event	Anything happening at the church for which you want to record attendance, run check-in, and/or send invitations, and which appears on some calendar in your CCB solution. Events "live" in groups. An event cannot exist outside of a group in CCB, and events cannot be shared between groups. They are attached to exactly one and only one group. Events are NOT connected to service times for volunteer scheduling. The scheduling tool exists separately from events.
Event Organizer	The person who is responsible for a given event. If the event is created by one of the group leaders, the creator will be the default event organizer. If the event is created by an event admin who's not one of the group leaders, the main leader will be the default organizer. This person's name will appear on event reports that display organizer information.
Attendance Grouping	The "big picture" or overall umbrella of your events that gathers them together on an attendance report. When you print attendance reports, the first criterion required will be to choose an attendance grouping, so if you use several groupings, you will have to print separate reports for each one. Common types of attendance groupings are days of the week, ministries, and departments (churches may track and report on AWANA attendance separately from Sunday school attendance).
Attendance	The number of people who showed up for an event and were recorded as such in CCB. This can include leaders or event organizers, but it doesn't have to. Attendance can be taken individually by name, or with a single number representing a head count. This is done from the detail page of an event in the main CCB solution.

Check-In	This module keeps track of attendance for several events in the same attendance grouping in real time. While attendance is tracked for an entire event on a single page in the main CCB solution, the check-in tool updates attendance individually as each person (usually children, but not always) checks into the event. This is the preferred method for quickly and accurately tracking attendance for multiple events from a single computer. It also includes the option of printing name tags with security codes for secure pick-up.
Event Type	This may be thought of as "registration type." There are two options: "Registration required" and "Open to all." "Registration required" means no one can automatically add him- or herself to the event without first being approved by a group leader. "Open to all" means anyone who has found the event on the calendar can join without waiting for approval.
Invitation	A specially-designed email sent from the CCB solution to each individual who has been invited to an event. This email includes a link directly to the event's RSVP page, where invitees can RSVP without being required to log into CCB.
Location	This is a series of text fields that allow an event creator or organizer to enter an address for the event. Typing an address into the location area on an event edit page will make the event overview page display a Google Maps link and icon. This link will take someone directly to a Google map highlighting the address (assuming it's valid). It is NOT connected to the facilities/equipment list in your CCB solution. Typing a room name will not reserve that room for the event.
Blue Pay	a merchant account solution, that enables a church to receive online contributions.
People Data	Information about a person necessary for the advancement of ministry in a church environment. This may include an address, a phone number, an email address. WeConnect is a church directory, online.

| API | (application programming interface) A tool that facilitates the presentation of data across multi-media solutions in a consistent presentation. i.e. Calendar information from Church Community Builder can be presented on a church web based calendar, in a dynamic manner that represents the church visual design language. |