



connect

Discovery Packet

Thank you for the opportunity to partner with you and your church on a journey toward greater effectiveness in reaching people for Jesus. The information in this packet is vital for us to be able to set up your church's online solution and for us to get to know any priorities you may have for implementation. You'll need to begin filling this packet out after we conclude our on-site meeting.

When you've finished filling this out, you may feel free to mail it to the conference office or fill out the online version by going to the following address:

https://pcsda.ccbchurch.com/form_response.php?id=26

Mailing address:

Potomac Conference of SDA
WeConnect
606 Greenville Ave.
Staunton, VA 24401

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General System Information

What is the full name of your church?

Primary Location of the Church

Physical Address

What Campuses (if any) are associated with your church?

Approximately how many people do you have in your church records?

Include an estimate of however many unique individuals you have in eAdventist, in your giving records, visitation files, outreach records, etc. combined.

What is the URL of the church website?

What software tools are you currently using?

For example: church management, accounting, interest list, children check-in, scheduling, calendaring, web-site hosting, web content managers, web design, campaign managers (ie. Constant Contact or Mail Chimp), etc.

Do any of your software solutions have a subscription end date?

Software Name	Subscription End Date

Implementation Priorities

Please rate the priority of the following Phase II features.

Feature	Don't Plan on Using	Sounds Intriguing	Maybe Later	Plan to Implement	Mission Critical
Attendance Tracking					
Online Giving					
Contribution Tracking					
Calendar Management					
Event Registration (Forms)					
Messaging (Group communication)					
Mail Merge emails / letters / labels					

Please rate the priority of the following Phase III features.

Feature	Don't Plan on Using	Sounds Intriguing	Maybe Later	Plan to Implement	Mission Critical
Guest and Member Assimilation (Process Tracking)					
Facility and Equipment Management					
Engaging members in joining groups					
Volunteer Management					
Weblink to public website					
Child Check-in					

Implementation Team

The church will need to form an implementation team that will be tasked with the job of becoming the local experts regarding WeConnect. This team should consist of three to eight people, headed by a Team Leader.

Who will be on your Implementation team?

Be sure your team is aware of the following:

- A full implementation of the software will take about six months
- The team will need to be available for weekly training phone calls with an implementation coach.
- There will be weekly tasks that will need to be completed outside of coaching calls.
- Because this team will have administrative-level access to the solution and the information in it, the team members will need to be voted by the church board.
- Because these individuals will necessarily have administrative access to all information, these names will need to be voted by the church board.

	Name	Email	Phone
Team Leader			
Team Members			

Sign-up request manager

Note: When an individual requests a new login and password using the 'Sign Up' link, a login notification email will be sent to this address. This can be either the Master Admin. or one of the Implementation Team members.

	Name	Email
Team Member		

What are some weekly times when your implementation team would be available?

	Weekday	Time
Preferred		
Others		

Note: Please attach the minutes of the board meeting where these names have been voted and approved before submitting this document.

