

# Mind Towards **MINISTRY**

webinar series

**Let's Talk Attendance!**

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## Attendance Overview

When we talk attendance we are really talking involvement. What does involvement look like at your church? A senior pastor might want to know how small group involvement looks over the last six months? A youth pastor might want to know how many new kids came to his outreach event. Your children's director might want to better understand a family's involvement prior to calling them to discuss volunteering. The panacea of involvement tracking that most churches want to get to is "Who was coming to the church but has started to disconnect?" FellowshipOne can't tell you who isn't there unless you can tell the system who is there.

It is important to monitor your church growth and the best way to track this information is through taking attendance. Now, we all know that the number of people who attended is not as important as the relationships that are built; however understanding patterns in attendance will allow you to grow a deeper connection with your congregants.

Within FellowshipOne there are three different methods of tracking attendance; Head Count, Activity Attendance and Group Attendance. These three methods fall into two categories: Head Counts and Who Counts. Head Counts can tell you a number (ex. 300 people attended an event). "Who Counts" can tell you a specific person attended (ex. Jan Smith was there).

## Head Count

It is often useful to record attendance based on the total number of people who came to an event. This is especially true if you are not taking attendance using Check-in or Post Attendance, such as for a large church-wide event. You can record attendance for each schedule and for each location (if you have multiple locations like overflow rooms, crying rooms, and so on).

Additionally, you have the ability to configure attributes for head count. Head Count Attributes provide a way to describe what happened on a particular day. For example, was the weather bad? Did you have a guest speaker? These kinds of details help to see patterns/trends in attendance and help you to explain sudden dips in attendance.

Head Counts are great for showing trends. But don't fall into the trap of thinking that a steady increase in Head Count means you are doing a great job in ministry. You might grow steadily by burning through a lot of people and only having a few sticks.

## Activity Attendance

Taking attendance for a specific event or activity allows you to see who attended and when. You are also able to see the trends affiliated with certain seasons or times a year.

There are three different ways to take activity attendance.

### Check-In

Churches with a smooth, organized and efficient children check-in give parents and guardians a feeling of confidence in knowing their children are safe in the care of competent and diligent people. FellowshipOne Check-in was designed specifically with child and church nursery security and safety in mind.

FellowshipOne Check-in eliminates the need to run up and down the halls, or even to other buildings, trying to verify a child's location, the number of volunteers in each room, and which rooms have reached maximum capacity. It also offers centralized management to open and close rooms, reassign volunteers across the entire church campus, or even multiple sites.

## Auto Assignment

Auto assignments allows Check-in to create assignments for you based on attendance. The options are:

- None—do not automatically create an assignment
- First Attendance—create an assignment based on the first time attendance. It tells FellowshipOne not to change this assignment even if the participant attends a different roster on future occasions.
- Most Recent Attendance—create an assignment based on the most recent time you record attendance. This selection updates assignments every time a participant attends the activity.

## Post Attendance

Posting attendance allows you to record attendance for an activity after the activity has occurred. This is a great option if you are not using check-in for that activity.

## Group Attendance

If your church has directed you to take attendance at your group meetings, an Attendance feature will display in InFellowship. You will see the Attendance tab after signing in and viewing your group.

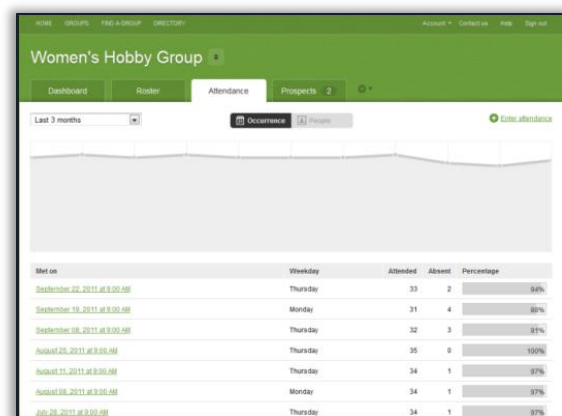
The chart in the example above gives you a glimpse of the attendance trends for the default time frame of the Last 3 months. You can use the drop-down list to select any of the other options.

Other choices available are:

- Last 6 months
- Last 9 months
- Last 12 months

The graph is interactive. You can hover over the peaks and valleys and see details regarding the group attendance. Historical attendance is shown four ways in InFellowship:

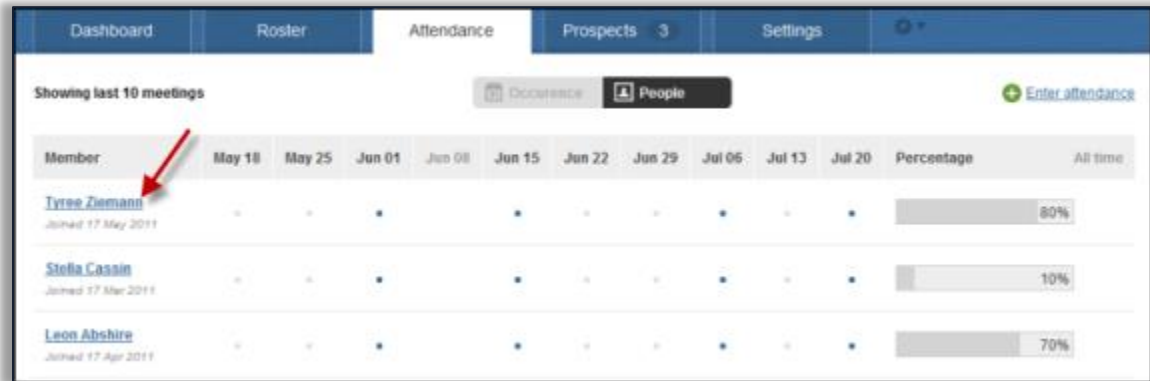
- Occurrences over a date range
- Percentage breakdown for all members
- Past attendance for an individual
- Past attendance on a specific date





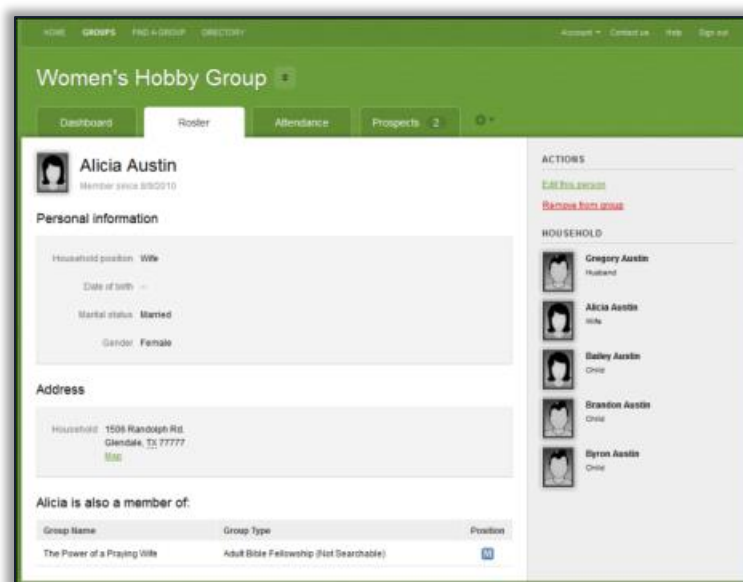
## Let's Talk Attendance!

You can see the attendance history regarding members of a specific group and if you notice that a group member has not been attending regularly, you can drill farther into the group information by clicking on the individual's name.



Member	May 18	May 25	Jun 01	Jun 08	Jun 15	Jun 22	Jun 29	Jul 06	Jul 13	Jul 20	Percentage	All time
<a href="#">Tyree Ziemann</a> <small>Joined 17 May 2011</small>			*		*			*		*	80%	
<a href="#">Stella Cassin</a> <small>Joined 17 Mar 2011</small>		*	*		*			*		*	10%	
<a href="#">Leon Abshire</a> <small>Joined 17 Apr 2011</small>		*	*		*			*		*	70%	

You can see personal information about the group member along with preferred contact information. You can use this information to contact the individual to follow-up to see if they have transferred to another group or need additional care.



Women's Hobby Group

Dashboard Roster Attendance Prospects 2

**Alicia Austin**  
Member since 08/02/10

**Personal information**

Household position: Wife  
Date of birth:   
Marital status: Married  
Gender: Female

**Address**

Household: 1508 Randolph Rd.  
Glendale, TX 77777

**Alicia is also a member of:**

Group Name	Group Type	Position
The Power of a Praying Wife	Adult Bible Fellowship (Not Searchable)	M

**ACTIONS**

- [Call this person](#)
- [Remove from group](#)

**HOUSEHOLD**

- Gregory Austin**  
Husband
- Alicia Austin**  
Wife
- Bailey Austin**  
Child
- Brandon Austin**  
Child
- Byron Austin**  
Child

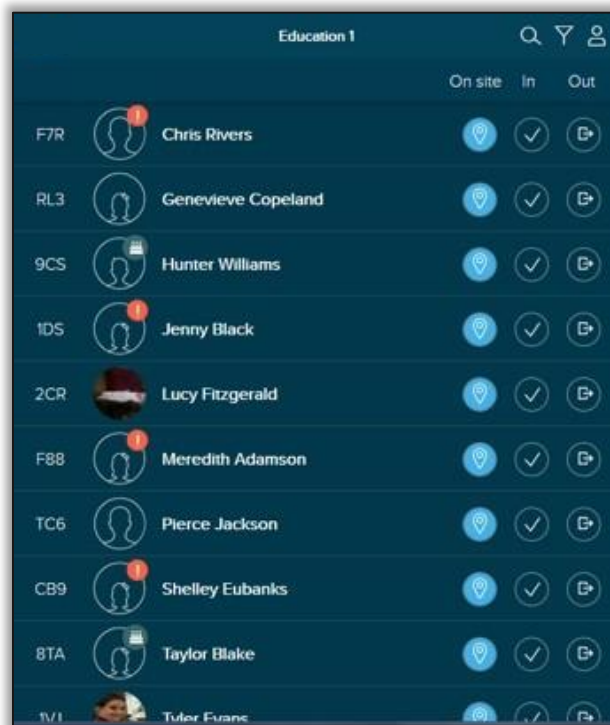
## Teacher/Coordinator

*Premier Only*

FellowshipOne Teacher/Coordinator is optimized for use on any mobile tablet device such as the Apple iPad or Microsoft Surface Pro. It may also be used with smart phones and desktop or laptop web browsers.

## Teacher

FellowshipOne Teacher is a web based application designed to make managing classrooms easy and safe. Teacher's login using their own mobile device and view real-time information on the participants checked into their classroom. FellowshipOne Teacher provides details about when the student checked into the roster, arrived at the class room and when they checked out. It displays their security code, photo, last attendance date and also alerts the teacher when the student has special instructions that they should be aware of, such as a food allergy or a medical condition. Finally, FellowshipOne Teacher informs the teacher if the student has recently or is about to celebrate a birthday.



Education 1		On site	In	Out
F7R	Chris Rivers			
RL3	Genevieve Copeland			
9CS	Hunter Williams			
1DS	Jenny Black			
2CR	Lucy Fitzgerald			
F88	Meredith Adamson			
TC6	Pierce Jackson			
CB9	Shelley Eubanks			
8TA	Taylor Blake			
1V1	Tuler Evans			

## Coordinator

FellowshipOne Coordinator is a web based application designed to make managing multiple classrooms intuitive and efficient. This unique tool allows service coordinators to see the roster capacity and the number of volunteers and students checked in to each class in real time. FellowshipOne Coordinator also helps to alert service coordinators when a roster is approaching capacity. Roster capacities can be increased or decreased and rooms can be opened or closed to check-in at the touch of a button. In addition, service coordinators can easily balance class sizes and teacher to student ratios with the ability to move volunteers and students from one class to another. Once checked in, volunteers assigned to volunteer rosters rather than specific classrooms can easily be moved to the room they plan to serve in. Finally, users can easily move between Coordinator and other FellowshipOne apps and websites by simply tapping the 9-dot navigation grid.



## Attendance Reporting

There are tons of reports that will allow you to pull attendance data; however these two reports are highly recommended for analyzing attendance records.

- **Core Attendance Records (M1211)** - the goal of this report is to return people that have (or have not) attended an activity. You can also filter on individuals that have been absent a certain number of times or have attended a certain number of times.
- **Core Attendance Totals Summary (M1300)** - returns a total number of attendance within a period. Perfect for reporting on headcount or total number of individual attendance.