## ASSIMILATION BY PEOPLE STATUS

INTRODUCTION

The objective of this plan can be stated in many ways. Help people get "connected". Help people develop relationships. Help people become assimilated into the body. No matter how you communicate it the point is that there are people who are "outsiders" and the desire is to help them become "insiders" (Ephesians 2). For most people the process of becoming insiders takes time. There can be several steps along the way and it is possible for people to "slip through cracks". Having a documented well thought out plan can help prevent that from happening. This plan will use Fellowship One People statues to track where people are in the process and clearly identify their next step. The basic plan is define statuses that identify people who are active participants in the various ministries and those who are not. Statuses that are grouped in the "Member" and "Attendee" status group will indicate active participation. Statuses that are grouped in the "Inactive" status group will indicate no active participation. By correctly managing an individual's status we can help guide them to their next step. Managing Statues also provides a metric by which we can measure our effectiveness.

OVERVIEW OF PEOPLE STATUSES

Fellowship One (F1) provides a classification mechanism called a People Status to group
individuals within the church into one of several categories. Each person can only belong
to a single people status. The one selected for a person should reflect the primary reason
why that person exists in the database. In this case we will use people status to classify and communicate an individual's relationship to the church such as "Member", "Attendee" or "Visitor". Fellowship One utilizes a three part structure to manage People
Status. The top level is called "STATUS GROUP" and currently it is a fixed group

consisting of MEMBER, ATTENDEE, INACTIVE, DECEASED & SYSTEM. The second level
is called "PEOPLE STATUS". Although there are some F1 Standard Statuses, churches can create new statues as needed. The third level is called "SUB-STATUS". The following
chart illustrates this 3 level structure.
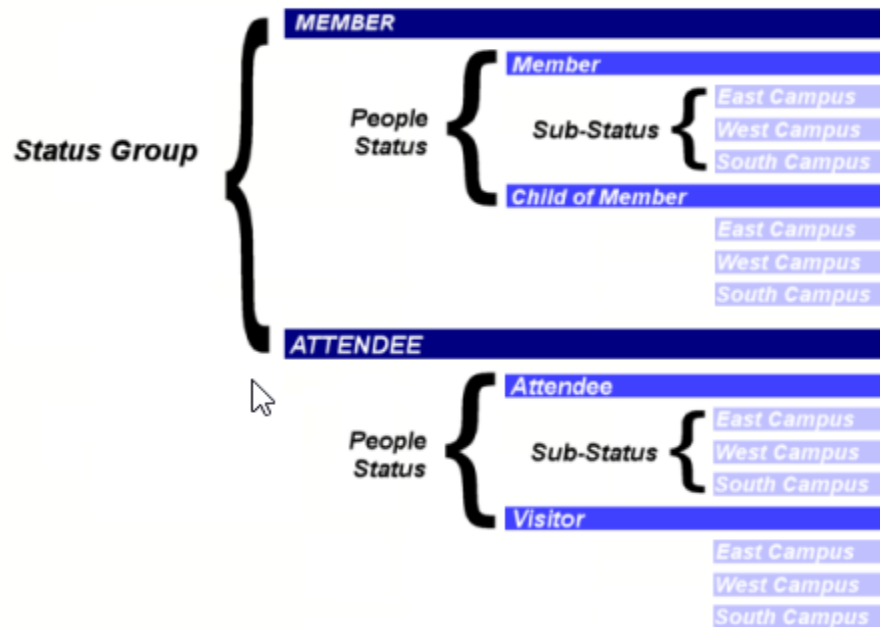
The example above shows the "Member" and the "Attendee" Status Groups. They are two of the five Standard F1 Status Groups. The Member Status Group consists of two Statuses, "Member" & "Child of Member". The Attendee Status Group also consists of two Statues named "Attendee" and "Visitor". Sub-Statuses are being used to designate
the campus that the individual generally attends. Since it is likely that each campus will have people who are Members, Attendees and Visitors, then a campus sub status is needed under each Status. For more details on using People Statues See the document
titled "People Status Plan".

STATUS DEFINITIONS

This plan will utilize the following Status structure:

STATUS GROUP	STATUS	DESCRIPTION
MEMBER		
	MEMBER	Local adult that has completed the requirements for membership.
	CHILD OF MEMBER	A child who is under age 18 and living in the household of a member
ATTENDEE		
	ATTENDEE	A local adult that regularly attends church activities

	GUEST	The default status for first time guests and visitors. This status will apply for a period of no longer than 90 days. After which that status will be changed to ATTENDEE or NEIGHBOR.
INACTIVE		
	NEIGHBOR	A local adult or child that does not actively participate in any church activities. This status will be used for people who could potentially become Attendees and/or Members.
	DROPPED	An individual that is no longer connected in any way to the church.
	COMMUNICATION ONLY	An individual who does not actively participate in church activities but has expressed a desire to continue to receive communication from the church
	CONTRIBUTOR ONLY	A financial contributor who does not actively participate in church activities.
	OUT OF TOWN GUEST	A non-local visitor
DECEASED		
	DECEASED	A deceased individual
SYSTEM		
	NEW FROM CHECK-IN	A temporary system assigned status that is applied by to individuals who are added through Fellowship One Check-In
	NEW FROM WEB	A temporary system assigned status that is applied by to individuals who are added through Fellowship One Weblink Modules
	NEW FROM SMALL GROUP	A temporary system assigned status that is applied by to individuals who are added through Fellowship One Small Group Manager

THE ASSIMILATION PROCESS PLAN

People will enter the process at the point where they fill out some kind of contact information form. It might be at the checkin kiosk when they complete a registration form. It might be at
a weekend worship service when they complete your guest card.
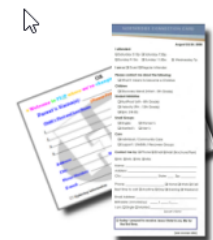
It might be online when they submit a contact request or event registration. The point is there is a moment when people give you their name, address and contact information and that is the moment they enter this assimilation process.

Fellowship One provides several ways to create household and individual records. Although adding households through the people tab in the portal is usually the most common, records are also created from the check-in application and Weblink. When records are created through the portal the data entry person can assign a status from a drop down menu. If a record is created through Check-in or Weblink the status is assigned by the system. Regardless of how the record was created the first step in the process is to assign or change the status to "Guest" and enter a status date. The Guest status is a temporary status that will be assigned to new people for a period of 60-90 days. Use report P1004 to track the number of people who have the Guest status and P1003 to list the names. It's important limit the number of days that an individual can have the Guest status. This will help ensure that these people are recognized and treated as new families.

During the 60-90 day period you will look in Fellowship One for evidence of "ongoing regular activity". For example, reoccurring contributions, multiple attendance records, participant assignments to a small group or staffing assignments which indicate volunteering could all be considered evidence of ongoing regular activity. For those individuals whose F1 record shows evidence of ongoing regular activity change their status to "Attendee". Run and review Report P1003 weekly. You're objective is not to clear the list but rather to make sure new people are being added to the list and others are being removed. This step can become an opportunity for your staff to pray for these people and intentionally coach them to their next step.
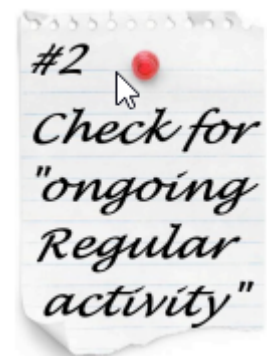
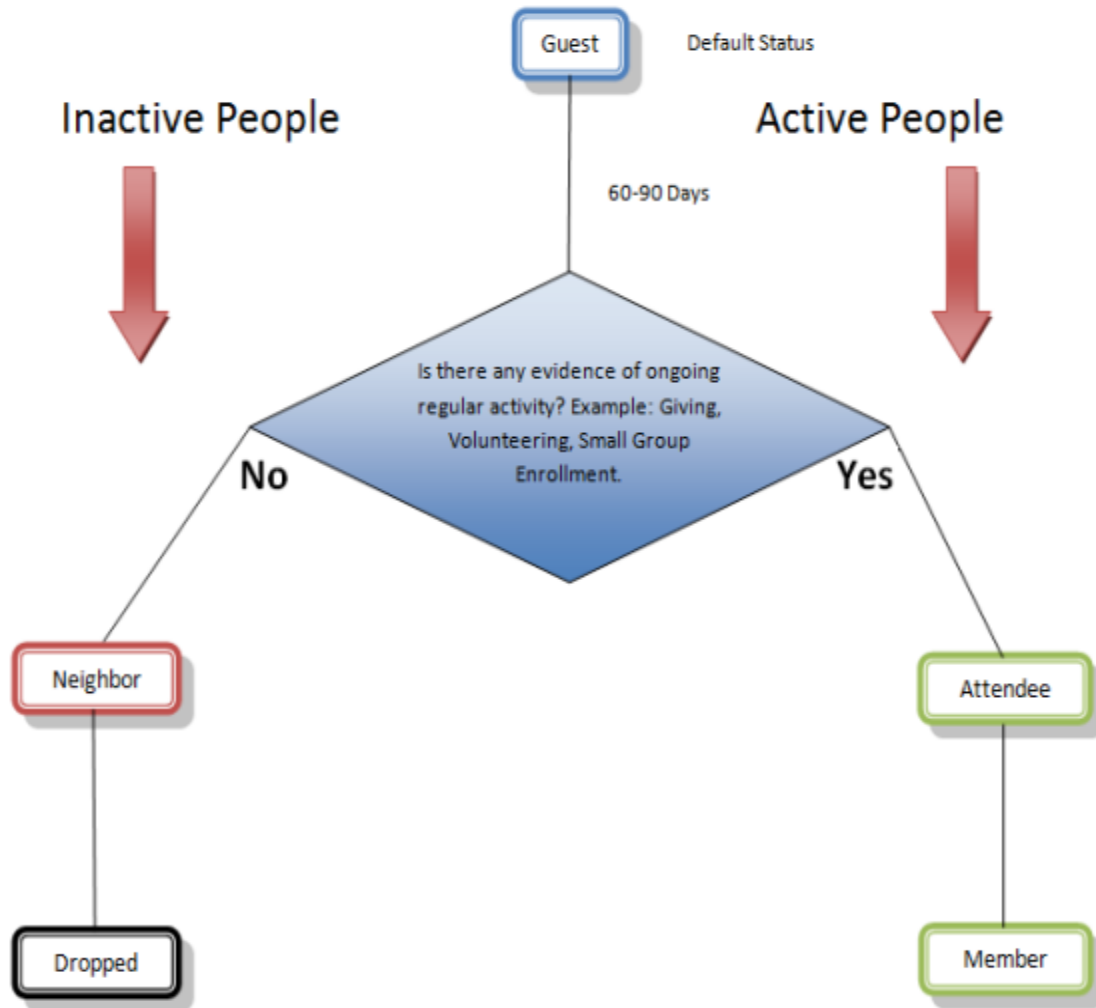For anyone who still has a status of Guest after 90 days then change their
status to "Neighbor". A "neighbor" is someone who lives in your neighborhood and is not a member of your "family". They are local people that you may want to invite to activities and special events. Potentially they could still become attendees at some point in the future
but since there is no evidence of that in the last 90 days so we will change
their status to "Neighbor". The diagram below illustrates the process.

#3

Change
Staus to
"Neighbor"

Status Strategy - Local

Guest — Default Status

Inactive People

Active People

60-90 Days

Is there any evidence of ongoing regular activity? Example: Giving, Volunteering, Small Group Enrollment.

No — Neighbor — Dropped

Yes — Attendee — Member

This strategy will allow you to create targeted communication. In other words the general message you send to Neighbors will often be different from the message you send to Attendees. The message to Neighbors will be invitations to weekend services and special events while the message to Attendees will be next steps on a spiritual journey such as volunteering, getting connected in a small group and/or becoming a member.

At this point the plan has two tracks, a track for those who are active in various church activities and a track for those who are inactive. The track for active people is from GUEST to ATTENDEE to MEMBER. Most churches have a process for becoming a member. It might be a onetime membership class or a series of classes. It may also

include other steps such as baptism. You can use Fellowship One to track attendance in the classes and use Attributes and/or Requirements to track experiences. As people complete the required steps for membership change their status to Member. NOTE: Fellowship One has a mass action feature that will allow you to change the status of several people all at one.

The track for inactive people is from GUEST to NEIGHBOR to DROPPED. From time to time a church will conduct a mailing campaign to inform their neighbors of special services and events. If by chance one or more of those mail pieces comes back as "No longer at this address" or "Undeliverable" then change the individuals status to Dropped. This will help prevent you from sending mail to this address again. The important thing to mention here is to not just forget about people who have a Neighbor or Dropped status. With a little effort and personal attention it might be possible to move them back to an Attendee and eventually a Member.

REPORTS

P1003 - Member Status
This report is intended to provide an export output of people in your database who meet status requirements and various other filters.

P1004 - Membership Count Based on Membership Status This report was designed to correlate to P1003E in that it will give counts instead of peoples names. It has the same input parameters, but since there can be duplicates on P1003E with respect to email addresses or phone numbers, this report will only count the number of unique individuals.

P1074E - Active Individuals by Status and Age This report shows individuals who have specified statuses within a specified age range who may have contributed, have contacts, or attended an activity within a specified date range. The contributions and contacts are on the individual level only. The contacts and activities are both tied to the Ministry filter, which has a "select none" option.