



Ministry Guide

Student Ministry

Introduction

Ministering to students requires someone who has an extensive wheelhouse of skills and abilities. One day you're exercising your degree in biblical studies to teach a 4 part series on the life of Daniel. The next day you're planning a camp game which requires the use of 20 cans of cheese wiz and 30 frisbees. Whatever it is you have going on...ChurchTrac is there to help you. (frisbees and cheese wiz not included).

Keeping in mind that every church has its own unique way of handling student related tasks, we've made ChurchTrac easy-to-use. The software is organized into 7 different sections or "Screens" which you can navigate. These screens include:

1. Home/Dashboard
2. People/Families
3. Events/Attendance
4. Worship/Scheduling **Plus Plan Only*
5. Giving/Pledges
6. Accounting/Budgets **Plus Plan Only*
7. Settings

In Student Ministry, you will mostly be using **People/Families** and **Events/Attendance**. In this brief overview, we are going to give you some real life examples of how you can use ChurchTrac specifically within your student ministry. Remember, ChurchTrac is an all-in-one church management software that is filled to the brim with features geared for many ministries. For our in-depth detail on the software's features, go to www.churchtrac.com/support for the Online User Guide.

People

Question #1: Do you keep an active record on each one of your students, parents, and volunteers?

We've designed ChurchTrac to be a fantastic database in which you can keep an active record of people within your ministry. One of our favorite features that helps you have great records is Notes. Notes allows you to record both family and individual specific information that is time stamped and can have set viewing privileges. Notes enable you to track the progression of an individual, record special milestones, have prayer requests, or even cover yourself in extreme situations. Notes can also have viewing privileges assigned to them.

Not only are Notes beneficial for you, but notes can help give other Pastors and designated volunteers insight into an individual or family.

Note Categories

Use this window to create or edit selection options for Note Category.

Note

Volunteers and Above

Counseling

Leadership and Pastors

For example, let's say you notice that one of your students (Lamar) is a great guitarist. You can assign a task to your reminders to have your Worship Leader reach out to Lamar to get him plugged into the worship team.

Question #2: How do you communicate with students, parents, & volunteers outside of church?

Communicating with your students, volunteers, and parents outside of the church can be a huge challenge. As far as students go, many of them have their own cell phone or internet device. How they use that device differs greatly.

Some students use email, while others never check their email. You'll have many students use sms or iMessage frequently...while others primarily use apps like Snapchat, TikTok, Instagram, WhatsApp, and WeChat.

Because of the overwhelmingly large number of communication methods available, we've deemed them as either **informal** or **formal**.

Good examples of **informal** communication include Snapchat, Kik, Instagram, WhatsApp, WeChat, and even Facebook Messenger (for the select group of students that actually like being on the same social network as their parents). Because informal communication in social media and apps varies so widely amongst churches, ChurchTrac does not have any integration with them. However...you can still use your Notes to record any communication you have with your people.

Use notes to keep a log of all communication you've had with your students, parents, and volunteers. This will help you remember important things about each person while also "covering your assets" with a detailed & timestamped record of communication.

Messaging

When it comes to **formal** communication, the top 3 are email, text, and voice calls. With **Messaging**, ChurchTrac gives you the ability to formally communicate with your people quickly and easily. Whether you're a part-time Student Pastor with 12 students, or a full-time Youth-Pastor with 200 students and 20 volunteers, Messaging will save you time and get your message out quickly. Messaging gives you the ability to send emails, pre-recorded voice messages, and even send text messages.

Notes for Lamar Dawson		
Date:	Category and Description:	This note applies to:
07/21/2019	Note Lamar is a very good guitarist. Assigning a task to the Worship Leader to reach out to Lamar to have him possibly serve on the worship team.	Lamar only
07/03/2019	Note During Camp Lamar gave his life to Christ and was baptized the following day. Starting the New Believer Class process with Lamar.	Lamar only
05/26/2019	Note Lamar wants to go to camp but his family cannot afford to send him. I'm getting with our elders to see if we can help cover the cost.	Lamar only

+ New Note Edit Note Delete Note Edit Note Categories

If you're an iPhone user, you've probably noticed that your phone limits you to 10 message recipients in a group message if you're texting both androids and iPhones. If you're an Android user, you're often limited to 20 recipients. If you have more than a dozen students and volunteers, this means you would have to create and manage multiple group chats. Sure Android has some special messaging apps that let you send texts to large lists of people...but that's just another app you have to keep track of. Talk about a pain!

By sending out SMS messages through ChurchTrac, you can avoid the hassle of creating multiple group chats which can be a job of their own just to manage. On top of this, you can avoid the dreaded group chat in which your phone vibrates non-stop until the battery dies.



Parents and volunteers can sometimes be more of a challenge because of their limited availability. Between working full time, college classes or being a single parent, their time is very valuable. It's not uncommon for someone who works a more hands on job to not check their email but once every couple days. You may find that certain people are more likely to see an email while others need to be texted.

Attendance

Depending on the size of your student ministry, you may have the students organized into smaller groups for Sunday School and Discipleship Groups. With **Tags**, you can add/edit people to keep track of their attendance. Using the Attendance Live Mode, you can take attendance in under a minute with just a tap on each name of who's present.

ChurchTrac is responsive, so that you can use it on virtually any internet device with any screen size. This means that you can easily log into ChurchTrac and take attendance through a smart phone or a tablet.

Want to go old school and print out role sheets for your volunteers to keep manual record of? ChurchTrac can do that too.

Events

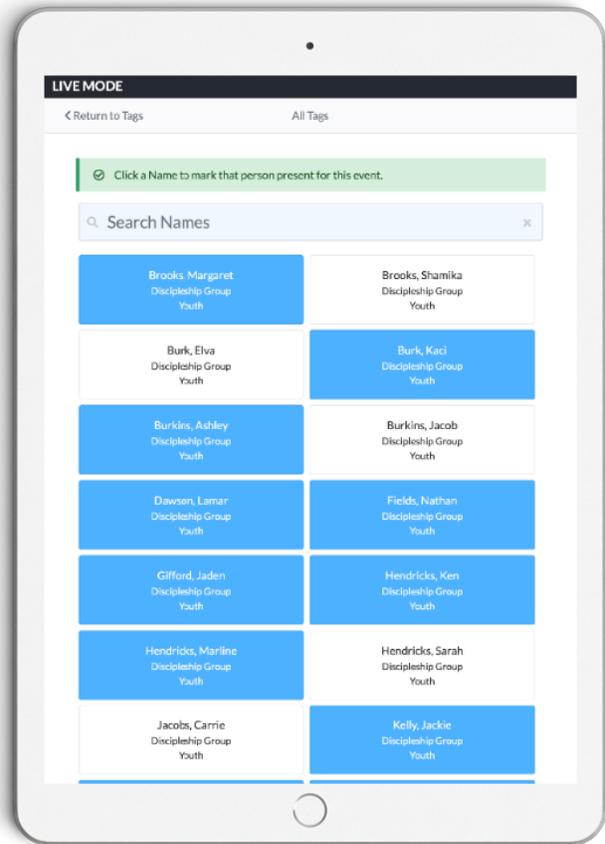
Question #3: Do you live off of your calendar?

If you've been in ministry for any length of time, then you know how important it is to live off of your calendar. If you're not yet, can we give you some sound advice? **DO IT!** Depending on your church, you could have multiple events happening all throughout the week on your campus. The **Calendar Tab** is where all the ministries at your church come together so you can see the big picture of what's happening at your church.

The **Events/Attendance** screen lets you manage your events, locations, and participants all in one place. With the exception of the People screen, the Calendar may be the piece of ChurchTrac that you use the most as a Student Pastor.

What makes ChurchTrac so powerful isn't that it has calendar events; it's what you can do with those events! Going beyond just a standard calendar entry, you can create events that are location specific and you can even invite people and assign roles. You can either select individuals to invite or pick from a group or smart list (the fastest and easiest way to do it). When you send out the invites, your students and volunteers can respond to whether they can make it or not.

Taking things to the next level, you can even add **Event Fields** to an event. With Event Fields, you can ask questions for your participants to answer. Let's say you want to order pizza for the students for next week's bible study and you need a head count and want to know what type of pizza everyone wants. Just add a couple event fields and send off the invites. As your students start to respond to your invites, you can quickly find out how many of them are coming and who actually wants a mushroom pizza (they don't btw).



Wednesday Night Youth
Wed, Oct 2nd, 7:00pm - 8:00pm

[← Return to Event Participants](#)

You can add one or more fields to this event. When someone registers for this event or responds to an invitation for this event, they will also be prompted to provide responses for the fields below.

Event Fields	Field Type	Response Required?
<input type="text" value="Are you bringing a friend?"/>	Yes/No Option	No <input type="button" value="v"/>
<input type="text" value="What's your favorite kind of pizza?"/>	Small Text Box	No <input type="button" value="v"/>

[Add a New Field for this Event](#)

Planning Camp (and other big events)

Let's say you're planning out a big event like Summer Camp. With Events, you can easily create a Summer Camp Event and send invites to all your students/parents at once to signup. Instead of asking your students their favorite pizza type like you did for the bible study, you can take things to the next level! Ask their shirt size, emergency contact number, allergies and more. This really makes your signup process faster and smoother!

With the Event Options, you can set a signup deadline, have a custom event logo, and even have another ChurchTrac user be alerted at each signup for the event. If you have Online Giving enabled, you can give participants the option to pay when they register too.

Using the Event URL, you can link to your church website to make sign-ups available to anyone who goes to your website. Place these public events on your church website and/or on your Church Connect Page. Since a unique QR code is generated for that event, you can put it almost anywhere for your registrants to snap a picture of it. Make sure to create an Event Card on your Church's Connect Page too.



A screenshot of the ChurchTrac web interface for creating an event. The event is titled 'Youth Camp' and is scheduled for 'Sun, Jun 20th - Sat, Jun 26th'. There are two tabs: 'Event Participants' (selected) and 'Event Options'. Under 'Event Type', a dropdown menu is set to 'Public (Allow Registration)'. A text box explains that public events allow anyone to register. Below that, the 'Event URL' is shown as 'https://potentialchurch.churchtrac.com/connect?ei=MGCAHKH'. A QR code is displayed with a 'Download QR Code' button. A tip box suggests using Church Connect settings. An 'Event Image' section shows a photo of a crowd and a dashed box for uploading a logo, with a note that the logo will be used on the reservation page.

Takeaway

Whether you need to take Notes, send out a Message, keep track of Attendance, or plan an Event...ChurchTrac can help your Student Ministry thrive.

As you use ChurchTrac to manage your Student Ministry, we encourage you to include other pastors and leaders. By doing this, you can foster better communication between other ministries and bring your entire church together to accomplish its mission. ChurchTrac is a powerful platform that helps leaders do effective ministry!

To learn more in depth about each of ChurchTrac's core features, go to our support page to see the ChurchTrac User Guide. You can access the support page by clicking the Help button or going to www.churchtrac.com/support.