

# Plymouth UCC Church

## Database (F1Go) Procedures Document

### Introduction

This document serves to provide guidelines and processes for the Plymouth Congregational Church (PCC) Fellowship One Go (F1Go) database.

This document is owned by the Communications Coordinator and the supervising minister.

### Definitions

- Member Record - Each member in the PCC database will have a member record. This account is where the member's information is stored. Data types and security information can be found in the PCC Database Privacy Policy
- Member Portal - If desired, each member may also have access to the PCC Directory via the PCC F1Go portal. There are two types of Profile information in the portal.
  - Using the Church Directory function of the database, each user has a member profile that is visible to other members and contains basic information: address and phone information, email addresses and a photo.
  - When viewing their own profile, members are able to edit personal, contact and address information. They are also able to view other details of their profile such as pledge and giving information, family members, and group membership. This information is not viewable by other members. Please refer to the PCC Database Privacy Policy for more details about data access authorization.
- Groups- Groups are primarily used used to help keep track of who is involved in what activities around the PCC community. They are largely administrative functions in the PCC database. There are two types of Groups- Public and Private.
  - Public Groups can be seen on the Group Finder page of the database. These are groups that members can Join or Leave on their own accord. These groups can be used to express interest to group leaders for things like education classes and Congregation Life groups like the Get-A-Grip group or the new Ukulele group.
  - Private Groups are managed by Database Administrators. Private groups record membership to things like boards and leadership groups.
- Group Leaders- Each Group- Private and Public- has one or more Group Leaders.
- Personal Data Items- Member and attendee information- data fields that are currently being collected for the database. (e.g. local address, email addresses, phone number) The current list of these items is located in the Member Resources section of the website.

### Roles & Responsibilities

- Roles

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- Ministerial Staff- This includes all Ministers, including Interim.
- Church Staff Members- All church staff members
- Administrators- IT/Communications Coordinator and Office Manager
- Lay Leadership- Leadership Council, Board Members, Ministry Team Leaders
  - These are generally leaders and/or members of Private Groups.
- All Congregation Members- Any person with a Member Account in PCC's F1Go Database- this is not limited to "church members" but can include regular church attendees and others engaged in PCC community activities.
  - All church members & regular attenders have a member record.
  - In order to view the directory, and pledge & give online (other than text or Quick Give), you must establish your member portal.

### Responsibility Matrix

R = Responsible; A = Accountable; C = Consult; I = Inform

Responsibility	Ministerial Staff	Church Staff Members	Administrators	Lay Leadership	All Congregation Members
New Member Account Creation		R (When attendee isn't in database.)	R		
Family Management			R		
Posting of Personal Data Items			R		
General User Information Updates			R		R (Each user updates their information.)
Group Membership	R	R	R	R	R (Public Groups only)
Reports	I	R- (In areas of access)	R	I (R- Group Leaders?)	
Financials	I				R, I (Their own information)

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### Procedures

- New Member Account Creation
  - All New Users must be set up by F1Go Administrators. New members will automatically be set up. If you have been attending but are not an official member, please email [office@plymouthucc.org](mailto:office@plymouthucc.org) to request a User Account.
- General User Information Updates
  - All Congregation Members will have online access to their personal profile data and are expected to make changes as needed to ensure the most recent personal, contact and address information is accessible to church leadership and other members.
  - Members can also request changes by emailing [office@plymouthucc.org](mailto:office@plymouthucc.org)
- Group Management
  - Public Groups- Members are able to join and leave public groups as desired. Database Administrators are also able to invite and dismiss group members as necessary.
  - Private Groups- Private groups are managed solely by the Communication Director.
- Reports
  - Ministerial Staff and Lay Leadership will work with the Communication Coordinator to ensure reports are created as necessary.
  - Reports are based on information in the database and can include a variety of different data points including giving data, attendance records, Group membership, profile information, etc. Please see the PCC Database Privacy Policy for more information regarding data access restrictions.
    - A list of personal data items is openly accessible to the PCC congregation on the Plymouth website: [www.PlymouthUCC.org](http://www.PlymouthUCC.org)
- Financials
  - Members may access their own pledge and giving history in the database, either via the mobile app or on a browser. (Information may not extend back previous to 2017, due to switching databases at that time.)

### Additional Resources

PCC Database Documents can be accessed by PCC members at [www.PlymouthUCC.com](http://www.PlymouthUCC.com)

These documents include:

PCC Database Privacy Policy (includes list of personal data items)

PCC F1Go Procedures (this document)