

CHURCH ADMINISTRATION DATABASE PLATFORM **(CAD-Platform[©])**

CAD Platform is a useful tool for monitoring, coordination and evaluation of personnel and programs of the Church. It is easy to use with familiar windows feel, yet robust and effective database.

These seven (7) basic modules cover the functions of a typical Church operations:

- 1. CAD-Visitors**
- 2. CAD-Members**
- 3. CAD-Service**
- 4. CAD-Chronicles**
- 5. CAD-Assets**
- 6. CAD-HRAdmin**
- 7. CAD-HRFinance**

The CAD-Platform is a Church-specific design that allows flexibility and customization to each request. Usually, you will find these basic modules as good turnkey point to e-managing your Church system. CAD-Platform is available in Single-Center and Multi-center versions.

Our engagement process starts from understudy services to 24/7 after-delivery support. The unique and easy-to-learn familiar icons and interfaces makes the usage a quick and powerful tool.

Various reports are available on each module to present a clear and illustrative data. Suggestive report formats are also available in assisting the decision makers on the next useful move on certain projects.

You will find the CAD-Platform useful and relevant in your day-to-day church administration.

Thank you,

CAD-Platform Team

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CAD-Visitors

Numerical growth of a Church is usually by daily additional attendances to the group. Records of these attendances are useful in evaluating progress of work/evangelism and sustainability of new members. **CAD-Visitors** provides an easy-to-use platform in monitoring and evaluating the Visitors' database. It is a very useful tool to Church Administrators.

Features

- ✓ Attendance Register
- ✓ Service Assessment/Rating
- ✓ Prayer Points
- ✓ Basic Visitors' Data
- ✓ Anniversaries

Relevant to

- Prayer Team
- Evangelical/Follow-Up Team
- House Fellowship Unit
- Pastoral Unit

Basic Details... **Admin Details...**

BASIC INFO	CONTACT
First Name	GSM Phone
Surname	E-mail
Gender	Career Status
<i>Aliases (if any)</i>	Occupation
Birthdate	Institution
Address	Discipline

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CAD-Members

Active members in any society often have commitments and show levels of loyalties to such movements. Getting accurate info about members is a useful task and the numerous applications of the collected data. **CAD-Members** easily allows relevant Administrators to manage info on group members and to analyze the data in easy-to-read reports. **CAD-Members** clearly reports/analyses all useful data about each member.

House-Fellowship Management is an optional module of the **CAD-Members**. It captures all essential activities during the House Fellowship meetings. All generated reports can be printed or sent via conventional e-mail system.

Features

- ✓ Membership Basic Data Register
- ✓ Anniversary Records
- ✓ Educational Details
- ✓ **House Fellowship Records**
- ✓ Assignments
- ✓ Vocational/Professional Status
- ✓ Membership Catalogue

Relevant to

- Welfare Team
- Evangelical Team
- House Fellowship Unit
- Pastoral Unit
- Mission Unit

The screenshot shows a web form titled "House Fellowship Details". It contains several dropdown menus for "Zone", "Name", "Address", "Leader", and "Asst. Leader". Below this is a "Special Feature" section with an "Event Type" dropdown. On the right side, there is a vertical sidebar with labels like "Fel", "Fell", "Me", "Me", "St", "No", "No", "No", "To", "To".

The screenshot shows a web form titled "Records of" with tabs for "Basic Data", "Basic Academic Data (Student ONLY)", "Family Data", and "Church Co". The "Basic Data" tab is active, showing fields for "Status" (with a dropdown and a "Student?" checkbox), "* First Name", "Surname", "* Gender" (with a dropdown), "Birth Day", "* Marital Status" (with a dropdown), and "State of Origin" (with a dropdown). Below these is a "Phones" section with a "Mobile Phone 1" field. On the right, there is a sidebar with labels like "Contact", "E-Mail", "* House", and "Applic".

CAD-Service

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CAD-Chronicles

A useful database that easily integrates all members' activities and central programs. It can be synchronized with standard e-mails and phones!

Appointments and meeting/program schedules are chronologically recorded and reported using the **CAD-Chronicles**. All Program Coordinators and Church Admin Officers will find it a relevant and handy database. Reports are generated in customizable order.

Features

- ✓ Events Register
- ✓ Calendar logs
- ✓ Reminders

Relevant to

- Ushering Team
- Surveillance Unit
- Program Coordinators
- Mission Unit
- Pastoral Unit

Event Date	<input type="text"/>		
General Church Event?	<input type="checkbox"/>	No	
Concerned Member	<input type="text"/>	<input type="text"/>	Type of Event
Other Names	<input type="text"/>		Event Status
Brief Notes	<input type="text"/>		

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CAD-Assets

Accountability is primarily effective through accurate records especially in Inventory management. **CAD-Assets** provides detail Forms that easily and powerfully capture the essential information about the Church assets. *Who has what? Since when?* Asset status and much more are some of the capabilities of the database.

Maintenance Module is optional. Here the Sexton or organizing/Logistics Unit of the Church can effectively monitor the maintenance history of all Church assets. Scheduled maintenance and repair/replacement become an easy-to-remember dates and task.

Features

- ✓ Asset Register
- ✓ Allocation records
- ✓ **Maintenance Records**
- ✓ Asset Numbering/Classification

Relevant to

- Organizing Unit
- Technical Team
- Personnel/Admin
- Finance/Accounts
- Pastoral Unit

Asset Tag_ID	HANL123KK	Description	La
Name	HP PRINTER	Serial Number	90
Location	General Office	Date of Purchase	
Asset Status	Actively in Use	Date of Installation	

FT_ID	Maintenance Records	Repair Records	Replace Records	Financial Records	
FT_ID	Fault_ID	Date	Noticed By	Fault Type	De
FT002	3442	29-Apr-13	Dele Fawajo	Intermittent	Failed Socket
* (New)					

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CAD-HRAdmin

Where Workforce goes beyond 2 members, detail personnel records become an essential database. CAD-HRAdmin makes easy tracking of personnel records – educational, family and other movement/progressions – transfers, promotions and performance records.

Personnel Administration records are done in most unbiased way and more objective style.

Features

- ✓ Staff Records – Full
- ✓ Training records
- ✓ Absences details
- ✓ Performances register

Relevant to

- Personnel/Admin
- Pastoral Unit

The screenshot displays the 'Human Resources Administration' software interface. At the top, the title 'Human Resources Administration' is centered. Below the title, there are several input fields for staff details:

- First Name: Paul
- Mid. Name: Simon
- Surname: Dickson
- Gender: Male
- Engagement Date: Wednesday, November 20, 2013
- Staff_ID: HANL/IT/010113
- Status: Probation
- Unit: Log
- Team: IT
- Position: Mar

A yellow banner with the text 'In Case of Emergency, Co' is visible below the engagement date field. Below the input fields, there is a navigation bar with tabs: 'Basic Data', 'Direct Family', 'Immediate Family', 'Extended Pals', 'Performance Records', 'Trip Records', and 'Traini'. The 'Basic Data' tab is currently selected, showing the following information:

- Date of Birth: Monday, March 20, 2000
- State of Origin: Cross Rivers
- Local Govt. Area: Ortukpo
- Hobbies: Swimming, Playing Tennis and Reading, Playing Keyboard, Baseballing
- Current Residence: Plot 24, Ayolola Close off St. Fiat Plaza, Akowonjo-Idimu, by Aromire - Lagos.
- Contact E-mail: E-mail Address 1: p.simon@hotmail.com; E-mail Address 2: [empty]
- Contact Phone: Phone (GSM 1): 0803-391-1239

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CAD-HRFinance

Payroll and other statutory registers are easily managed through this simple but robust **CAD-HRFinance**. All expected features of personnel payments – Pay-slips, Bonuses, Deductions, Wages, Salary etc. are available for easy administration.

Features

- ✓ Payroll Admin
- ✓ Asset management

Relevant to

- Finance/Accounts
- Pastoral Unit

The screenshot displays two main components of the CAD-Platform interface. On the left is a form for entering or editing staff records, and on the right is a panel for managing assigned assets.

Staff Record Form:

- Confirmation:** A green banner at the top reads "Confirm the accuracy of all Newly ENTERED records before entering NEW records".
- Personal Information:**
 - First Name: Paul
 - Mid. Name: Simon
 - Surname: Dickson
 - Gender: Male (dropdown menu)
- Employment Information:**
 - Engagement Date: Wednesday, November 20, 2013
 - Staff_ID: HANL/IT/010113
 - Status: Probation (dropdown menu)
 - Unit: Logistics (dropdown menu)

Assigned Assets Panel:

- Staff:** Paul Dickson
- Asset Name:** HP
- Assignment Date:** Sa
- Asset Tag_ID:** H/
- Serial No.:** 04
- Description:** Of tel
- Status on Assignment:** Ge