

VERSION 1.2
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PEOPLE STATUS PLAN

ONE LIFE CHURCH

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PEOPLE STATUS PLAN

SUMMARY

This document defines the types of people found in each status and substatus classification. It's critical that each person is evaluated according to the rules found here so that the correct status is applied. That is primary means for the entire staff to effectively segment the congregation as a whole into meaningful subgroups.

STATUS GROUPS

Every Status belongs to a single Status Group. These groups cannot be deleted or added to. Each was designed to house a collection of statuses reflecting a specific level of engagement within the church.

MEMBER

This group contains people that are highly engaged with the church. The folks have committed to be an integral part of the church either by decision or behavior.

ATTENDEE

This group contains people that are engaged with the church in some capacity. Despite the name of the group which implies the people in this group are attending, it more accurately means the people are "Still Engaged" with the church in some capacity but have not risen to the level of Member. They may be a prospect, visitor, contributor or online person.

Generally, if the person is not Deceased, Inactive, or a Member, then they should be placed in an appropriate status within this group

SYSTEM

This group contains people that have been created through online/automatic means. When someone is created this way, the system doesn't know what status to place them in, hence they receive a System status reflecting the mechanism used to create them.

System statuses are intended for temporary used only. People should regularly be reviewed and reclassified to a more permanent status.

INACTIVE

This group contains people that are no longer attending or involved with the church. This includes anybody that is no longer interacting with the church or desires communication from the church. This is the deciding factor for being placed in a status within this group.

DECEASED

This group contains people that known to have passed away. This group generally contains a single status also called Deceased. Almost always these people should be excluded from all reports and emails.

STATUSES

This section defines each status used at One Life Church and the conditions in which a person should be classified using that status. Each status is also listed in order of ranking. A person should assigned to the highest ranking status in list that are qualified to be in if they meet the qualifications for multiple statuses.

Status	Substatus	Definition
MEMBER Group		
Leader		A person that is <u>leading</u> a Growth Group or Volunteer team. All other family members should be Connected or Attendee . Demote to Connected or UnConnected when no longer true.
	OLE	Evansville East is their home campus
	OLH	Henderson is their home campus
	OLW	Evansville West is their home campus
Connected		A person that is a member of a Growth Group or Volunteer team. All other family members should be Leader , Connected or Attendee . Promote to Leader . Demote to UnConnected .
	OLE	Evansville East is their home campus
	OLH	Henderson is their home campus
	OLW	Evansville West is their home campus
Member		Not Used. Cannot be removed. Ignore.
Child of Member		Not used. Cannot be removed. Ignore.
ATTENDEE Group		
UnConnected		A person that was once Connected but is no longer OR they were Dropped but have attended or gave in the past 12 months OR they were a Visitor that did not Connect within 60 days. Promote to Connected . Demote to Attendee after 6 months.
	OLE	Evansville East is their home campus
	OLH	Henderson is their home campus
	OLW	Evansville West is their home campus
Attendee		A Household of people in which someone has attended a weekend service or gave in the past 12 months BUT have not yet connected themselves. Promote to Connected . Demote to Dropped .
	OLE	Evansville East is their home campus
	OLH	Henderson is their home campus
	OLW	Evansville West is their home campus
Visitor		A Household of people in which someone recently attended a weekend service or gave to the church for the first time. Promote to Connected or UnConnected after 60 days without connection.
	OLE	Evansville East is where they visited
	OLH	Henderson is where they visited
	OLW	Evansville West is where they visited
Contributor Only		A financial contributor who does not actively participate in church activities. This includes "outside" people (like relatives of our folks) who do not attend but contribute to missions, youth group activities, etc. Businesses who

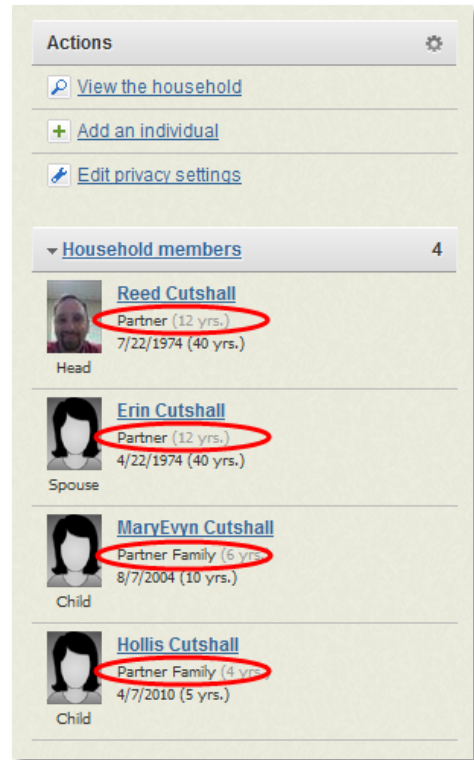
		contribute should be created as Organizations; not people.
Out of Towner		People who have attended the church but live too far away to do so consistently. Also includes families that have moved away but visit. Use the Contributor Only status when they only give.
Event Prospect		People that have only attended a Youth service or special event/class/workshop/outreach, etc. Have never attended a weekend service.
	OLE	Evansville East is where the event was hosted.
	OLH	Henderson is where the event was hosted.
	OLW	Evansville West is where the event was hosted.
Communication Only		These people desire informational emails, newsletters, and other mail pieces about what is going on in the church but do not attend or give.
Online Only		These people have gone to the church website and set up an account. If they have registered for something, move them to Event Prospect and indicate what they registered for. If they desire emails or newsletters, move them to the Communication Only status. Once they attend, move to Visitor .
INACTIVE Group		
Non-Attender		A non-attending parent of a youth. A non-attending spouse of a Leader, Connected, UnConnected or Attendee . A household position of "Other" that doesn't attend. These folks exist in F1 to complete the family "picture".
Dropped		A former Attendee Household in which no one has attended or given anything in the last 12 months. Promote to UnConnected when engagement rises above that level.
	OLE	Evansville East was their home campus
	OLH	Henderson was their home campus
	OLW	Evansville West was their home campus
Dummy		Internal use only. Use for "Dummy/Fake/Test" people records.
Inactive Member		Not Used. Cannot be removed. Ignore.
DECEASED Group		
Deceased		A deceased individual. Household position should be set to "Other".
	OLE	Evansville East was their home campus
	OLH	Henderson was their home campus
	OLW	Evansville West was their home campus
SYSTEM Group		
New Checkin		A temporary system assigned status that is applied by to individuals who are added through Fellowship One Check-In.
New From Online Giving		A temporary system assigned status that is applied by to individuals who are added through InFellowship Online Giving.
New From Small Group		A temporary system assigned status that is applied by to individuals who are added through Fellowship One Small Group Manager
New from Website		A temporary system assigned status that is applied by to individuals who are added through Fellowship One WebForms such as Registration.

WHERE IS THIS SHOWN FOR SOMEONE?

The status of a person is visible in several locations within Fellowship One. Let's review a few of them here.

INDIVIDUAL VIEW

The status is visible in the expanded **Household Members** section on the right side of the page when viewing an **individual's profile**. Each person in the household will have their status shown right below their name. This location also displays how long each person has been in that status in a gray color to the right. It is computed based on the value stored in **Status Date**.

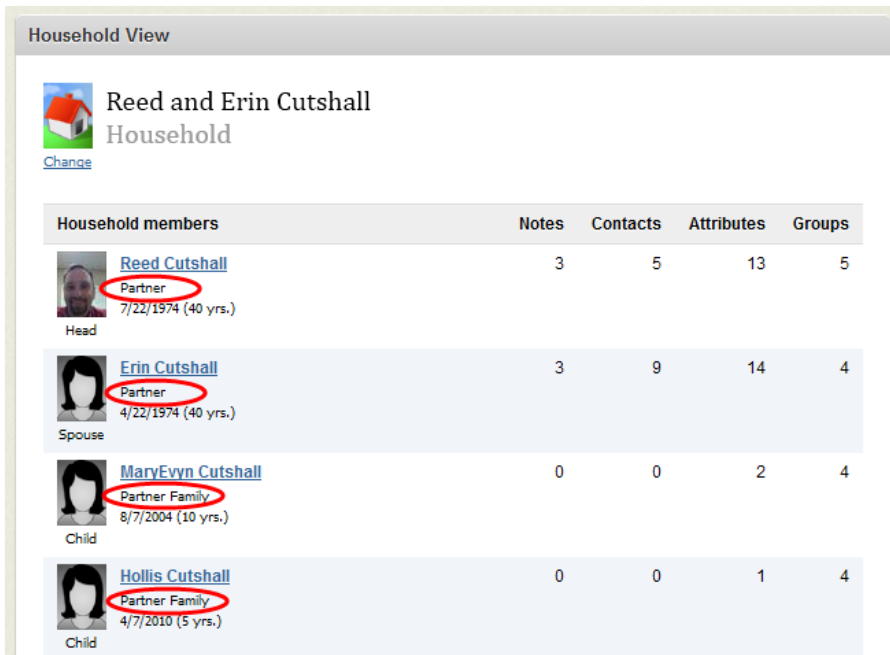


The screenshot shows the 'Household members' section of an individual profile. It lists four members with their status and duration in that status circled in red:

- Reed Cutshall**: Partner (12 yrs.), 7/22/1974 (40 yrs.), Head
- Erin Cutshall**: Partner (12 yrs.), 4/22/1974 (40 yrs.), Spouse
- MaryEvyn Cutshall**: Partner Family (6 yrs.), 8/7/2004 (10 yrs.), Child
- Hollis Cutshall**: Partner Family (4 yrs.), 4/7/2010 (5 yrs.), Child

HOUSEHOLD VIEW

When viewing the whole Household, the status for each person is displayed below each name.



The screenshot shows the 'Household View' page for 'Reed and Erin Cutshall'. It displays a table of household members with their status and duration circled in red:

Household members	Notes	Contacts	Attributes	Groups
Reed Cutshall Partner (12 yrs.) 7/22/1974 (40 yrs.) Head	3	5	13	5
Erin Cutshall Partner (12 yrs.) 4/22/1974 (40 yrs.) Spouse	3	9	14	4
MaryEvyn Cutshall Partner Family (6 yrs.) 8/7/2004 (10 yrs.) Child	0	0	2	4
Hollis Cutshall Partner Family (4 yrs.) 4/7/2010 (5 yrs.) Child	0	0	1	4

SEARCH RESULTS

The status is visible in the results listing of a name search when you enter a name in the upper right name search field #1 OR in the name search field of People > Find a Person #2. Each person matching the text you entered will have their status displayed below their name.

The screenshot shows the Crossbridge Church website's search interface. At the top, the search bar contains 'Reed Cutshall' (marked with a red circle #1). Below the search bar, the 'Find a Person' section has 'Individual' selected as the search criteria (marked with a red circle #2). The search results table shows one entry for Reed Cutshall with the status 'Partner' circled in red.

Name	D.O.B.	Address	Email	Phone
Reed Cutshall Partner	7/22/1974 (40 yrs.)	1802 Hanbury Ct Sugar Land, TX 77498-2228 map ✓ Verified	Reed@crossbridge.cc	713-253-2578