





We at Parish Data System are pleased to partner with the Greek Orthodox Archdiocese of America and its parishes to bring software solutions for your parish membership, stewardship and financial accounting needs.

Below is a list of frequently asked questions and answers related to this project.

How did we adapt Church Office for the Greek Orthodox Archdiocese?

We continue to develop the program in conjunction with the Greek Orthodox Archdiocese. Here's what we've incorporated so far.

Program Section	Description
Setup	Orthodox option during setup
Database	When setting up the program the first time many tables are pre-populated with data specifically for Orthodox churches
Import	Enhanced import processes enable you to import family, member, ministry, sacramental, and contribution information
Member Memorials	Track memorials with ease – send thank you letters to contributors and get a list of contributors for the family
License/Sacraments	Select Metropolis from a list of choices on License and Sacrament Place Names and Address screens
Reports	New Listing Reports that support voting procedures so your parish can comply with election rules, member in good standing letter, and others
Email	Use "Email is Unlisted" check box so you can omit the selected email address from any reports created for external use
Sacraments	Select a Saint Name from a pre-defined list of choices. Manage and maintain data for Chrismations, Memorials, Ecclesiastical Divorces, and others
Plus more	Additional features are currently in development

How does PDS support my Time, Talent, and Treasure Stewardship initiative?

We at Parish Data System believe it is part of our ministry to help you use technology to minister to your Parish. For this purpose we have developed a process for evangelizing your local community through Stewardship. We have included worksheets, reports, sample letters, labels, payment booklets, in short, the ideas to help you use the information you have in PDS Office Program to initiate a Ministry and Stewardship campaign to those enrolled at your church. PDS takes you from the beginning of your Stewardship campaign through goal reporting and progress reports.

How can I ensure the continued confidentiality of my data while working with PDS?

The Greek Orthodox Archdiocese and PDS have a joint Non-Disclosure Agreement (NDA) which covers all Greek Orthodox parishes in the United States. This includes:

- o Program and technical support
- o Assistance with reporting and selections
- Data conversion

How does my parish receive training?

Training is available via a variety of methods including:

- Online self-paced videos
- Webinar training, one to one, or group
- Training champions

Can I continue to use my QuickBooks program?

Yes, you can continue to use QuickBooks or you can use PDS Ledger. Quick posting process of payments and donations from Church Office will generate a file that can be imported into either QuickBooks or PDS Ledger.

Can data from my current program be converted to PDS Church Office?

Yes, your data will be converted and migrated from your current program to PDS Church Office.

What more can I look forward to?

PDS and the Greek Orthodox Archdiocese have teamed together for a multi-year partnership. The program continues to evolve. Some upcoming features include:

- Financial reports that give yearly percent change from prior year, for up to five years, by fund and by family
- Support for Godparent/Godchildren
- Add work addresses to Member screens for easier contact

How can I get a demo version of the Church Office and Ledger programs?

To download demo versions of the PDS Church Office and Ledger programs please go to www.parishdata.com.

❖ I would like to move forward, what is the next step?

We are working closely with Nick Sialmas, Chair of the Parish Management Software Initiative and the team, as we coordinate and schedule program rollout and implementation plans. Since the Greek Orthodox Archdiocese of America will be covering the costs for the first year for all the parishes, Nick has asked that parishes interested contact him directly for more information.

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