Church Office™

Efficiently manage family and parish information.

PDS Church Office empowers parishes to simplify the tasks associated with the daily management of family and parish information. Manage the myriad of details required to make your church run efficiently so you can effectively deal with the needs of your parish community.

Problem to Solve:	PDS Church Office Solution:
Parish administrators need to track and manage information about their parish families, individual members, and personnel.	PDS Church Offices allows you to track personal and contact information for families, individuals, and personnel. This includes addresses, phone numbers, sacramental details, ministries and talents, and more. Plus, easily compile data on your parishioners for submission to The Official Catholic Directory™.
Parishes need to communicate with families and members throughout the week.	You can send quick emails and texts to families, members, or personnel. PDS Church Office also gives you several family, member, and financial letters and statements, like anniversary, census, and welcome letters. You can print and mail or send via email. Also, track interactions with your members, including emails, letters, phone calls, and visits.
Parish staff want to manage contributions and pledges for parishioners.	PDS Church Office manages and maintains all of your contribution information. It keeps you and your members informed of their giving records and histories and can even track progress toward fulfilling pledge campaigns.
Parish staff need the ability to analyze their data and run reports quickly.	Dashboards are customizable, statistics-at-a-glance to give you a quick snapshot of your data. You can choose from predefined reports or build your custom reports to dig deeper. Plus, Easy Lists allow you to quickly view information about your members, such as, "Who has a birthday this month?"

Key Features:

- Provide your members the Parish Life parishioner portal
- View and print maps for house visits
- Import individual and family pictures
- Print your photo directory
- Birthday and anniversary reminders
- Print sacramental certificates and notification letters
- Create activity groups for your ministries, committees, music programs, and outreach programs
- Define Safe Environment templates
- Set up users and assign access and privileges
- Build and maintain email lists for Constant Contact®
- Add family relationships
- Add and manage members' ministries and talents
- Track attendance
- Manage background checks for personnel and members
- View Log of User Activity
- Mark non-parishioner, school, or daycare records
- Create a letter, label, or envelope from an Easy List
- Simplify bulk mailing using EZ-Mail
- Integrates with Parish Life™, PDS Formation Office™, PDS Sacramental Register™, PDS Ministry Scheduler™, PDS Facility Scheduler™, PDS Ledger™, PDS Ledger/Payroll™, PDS CASS It!™, and Abundant™

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parishdata.com/churchoffice