

KEEPING YOUR CHILDREN'S MINISTRY SECURE THROUGH CHECK-IN



PRODUCT GUIDE

A focused, in-depth look at maintaining a secure children's ministry and how our whole-church solution, Realm®, can help you achieve this much needed ministry goal.

Our Goal Is To Help You Have Real Ministry Impact



With nearly four decades of experience in providing services and software to churches of all sizes throughout the world, ACS Technologies has learned a lot. We've collected data, gained vital information, and received thousands of first hand testimonials on best practices and methods that effectively help ministries the most.

This knowledge is the basis for our free guides like the one you're reading right now. We also offer a whole lot of other services, making us the world's largest provider of ministry solutions to churches.

We know everyone needs a little help sometimes. That's why we are providing advice, examples, tips, and information to help you turn your ideas into real ministry impact — that's what we mean when we say "Ideas to Impact."

It is our aim to assist in strengthening how you're currently doing church in providing an alternative to your current efforts. Whichever the case may be, it's our goal to be a trusted resource for how you're serving God.

There are a bunch of ways we can help, and the visual aid on this page outlines ways we can connect with you and help strengthen your ministry.

Thank you for downloading this guide. It is our hope that the knowledge included can help empower you and grow your ministry the right way.

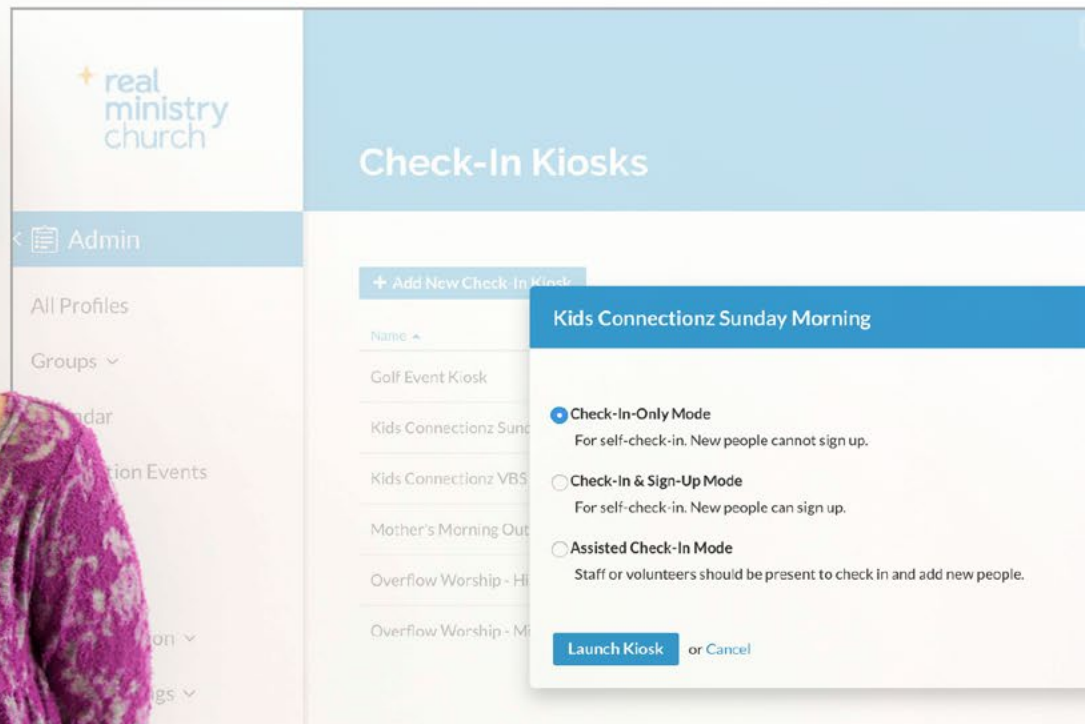
If you're interested in learning more or taking the next step for your ministry, you'll find our contact information at end of this guide.

Jesus made no secret about the fact that he loved children. In Luke 18:16, Jesus proclaimed

“Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these.”

Jesus loved children and constantly taught others to value them as well. For the church of today, our future lies in the children we are teaching to be leaders in the church of tomorrow. And we have a huge responsibility to provide a secure, safe environment for them to come and learn about growing in faith. Churches of all sizes should seriously consider a secure system for checking kids into service, groups, and events. The system should always provide a way for volunteers to ensure that when they release a child to an adult, it is a person proven to have the authority to receive the child. Realm provides that security for churches with small, medium and large scale children’s programming.

Realm check-in is customizable and simple. While primarily designed to optimize the check-in experience for parents and kids under the age of 13, Realm check-in can also be used for a variety of other check-in applications. Realm check-in can be launched in a self check-in mode, staff/volunteer assisted mode, or a hybrid of both. Let’s give you some examples of how each can benefit your ministry.



Realm self check-in mode provides a simple way for parents to check-in their kids to any event. Parents simply use a touch screen kiosk (or it can be accessed by keyboard as well), to look up their family name by last name, phone number or scanning a barcode. Once the family is located, simply touch the screen for the child (or children) to check in, choose the event and print labels. For children check-in, label options can include a parent badge and a kid badge, both with a unique custom code for the specific event. Simply place the child label on the child and bring him or her to the room that they will be in for the event. Upon retrieving the child, the parent presents their badge to the volunteer, who verifies the unique number on the parent badge to the child badge. The volunteer can then release the child with comfort, knowing that they are handing the child over to an authorized adult. The child badge also contains any allergy or medical information necessary to make the adult volunteers in the room aware of any risk to the child that can be avoided.



Realm check-in can be run in a staff/volunteer assisted mode as well. For churches with a large number of guests for any event, this is an option to consider. Kiosks would all be operated by trained staff and/or volunteers. Regular attenders would be checked in quickly and security/parent badges provided. For guests, they would be able to approach any kiosk and key contact information along with medical/allergy information would be collected.

The screenshot shows the 'Add a Guest' form in the Kids Connectionz app. The form is titled 'Add a Guest' and is set against a background of children's faces. The form fields are as follows:

- Name ***: Travis Davis (with a copy icon)
- Like this: Mr. James Aaron Jr. (Jim)
- Profile Type ***: Child (dropdown menu)
- Address**: 123 Park Street, Florence, SC 29501 (with a copy icon)
- Preferred Phone**: (843) 665-6867 (with a dropdown menu)
- Birthday**: 08/01/2010 (with a calendar icon)
- Allergies**: Peanut (with a dropdown menu)

At the bottom of the form, there are three buttons: 'Add Guest' (highlighted in blue), 'Add Family Member', and 'or Cancel'.

The screenshot shows the 'Who is checking in?' screen in the Kids Connectionz app. The screen has a blue header with the 'Kids Connectionz' logo and the text 'Who is checking in?'. There is an 'Exit' button with a back arrow. The main content area is divided into two columns:

- Left Column:**
 - Profile for **Travis Davis** with a 'More Info' icon.
 - 'Add to Event' button.
 - Event selection: **Kidz Club (8:00 AM)**, 2nd Grade, with a checkmark icon.
- Right Column:**
 - 'Add New Family Member' button.

At the bottom of the screen, there is a large button that says 'Check In 1 person'.

real ministry church

Groups > 2nd Grade Past Events

Mark Attendance

Tuesday, November 01, 2016 / Kidz Club

Admin

News

Events

Giving

Groups ▾

All Profiles

Groups ▾

- All Groups
- Ministry Areas
- Promotion
- Attendance

Calendar

+ Add Person Select All Clear All Q All markings saved

7 + 2 = 9
Marked Additional Total

<input type="checkbox"/>	Glenda Alexander Leader 40 years old	<input checked="" type="checkbox"/>	Brady Braddock 8 years old	<input checked="" type="checkbox"/>	Kristin Decker 8 years old
<input checked="" type="checkbox"/>	Mitchell Frankfurt 8 years old	<input checked="" type="checkbox"/>	Tonya Griffin 9 years old	<input checked="" type="checkbox"/>	Glen Kafer 8 years old
<input type="checkbox"/>	Donna Kennedy Leader 29 years old	<input checked="" type="checkbox"/>	Gretchen McCallum 8 years old	<input type="checkbox"/>	Kala McCallum 9 years old
<input checked="" type="checkbox"/>	Bard Richards 9 years old				

Done

The last option is to run check-in in a hybrid mode. Parents who attend on a regular basis can easily check in through self-check in kiosks. Guests would be directed to staff/volunteer stations where key contact and medical/allergy information can be collected prior to escorting the child to the room. A parent badge and child badge is printed and the same release policy described above would be followed to ensure that an authorized adult is picking up the child. In all of the examples above, Realm check-in automatically posts attendance for all of the children checking in. Attendance patterns, trends and analysis is provided automatically through Realm attendance dashboards. Actionable steps, such as reaching out to individual families with 3 absences in a row are easily accomplished through these dashboards.

Realm check-in functionality doesn't end with children's programming. Each kiosk can be customized for each event to provide a unique check-in experience for all ministries and age groups. For example, for students, you may want to use the kiosk option on a tablet. You can then pass the tablet around the students in attendance and ask them to check-in to the event. The student event can be set up to either not print a badge, or just print a name badge. And once checked in, student attendance is captured, allowing for the same trending and analysis on student participation.



For adults, Realm check-in can be especially useful for small groups, serving teams and committees. Have you ever had a desire to capture attendance on adults, but didn't quite know how to do that? Realm check-in makes it easy. Pass a tablet around a small group and let people check themselves in. Attendance is automatically updated in Realm. Another option is to use a mobile device for gathering attendance. Assigned adults can simply check a box by a group participant's name on a mobile device to record attendance. All attendance gathered through either Realm check-in or mobile device is updated in real-time. This provides the staff an opportunity to identify potential drop out patterns and intervene as soon as they are identified.

Realm attendance dashboards capture all of the attendance information from the activities above. You'll be able to analyze attendance patterns from Sunday, special events and other regular programming. You can customize part of the dashboard to look for specific attendance drop out patterns that apply to your ministry. Simply drill down on those graphs, view the list of people at risk, and easily reach out to them via email or phone. You can even easily add them to a Realm Pathway designed to reach out and make sure that they don't fall away from church.

Even if you are a smaller church and you feel like you know everyone in attendance, Realm check-in is an inexpensive, easy way to show visitors that you value their children and want to provide a safe and secure environment for them. Guests will appreciate the care you take in making sure their kids are protected. And the larger the church, the more critical the need to make sure that you give your volunteers the tools to make sure that when they release a child, they are doing so to an authorized adult.



Real ideas for real ministry impact.

This guide is brought to you courtesy of ACS Technologies. We're excited to share more information with you about our new ministry tool, Realm.

Realm offers something for everyone in your church. It is a totally new type of church ministry software that combines administration, accounting, and community into one system. It also connects your entire church and personalizes each person's involvement in your ministry.

People in your church and on staff will love Realm. They can access it online or from their phones whenever they want. It's quick, user-friendly, and simple to get started. Plus, we've got a dedicated team to make it a smooth transition and guide you the rest of the way.



Administration

- Track what impacts your ministry
- Modernize church giving
- Host organized events
- Know who's coming and going
- Generate insightful reports



Accounting

- Organize your finances
- Maintain vendor relationships
- Pay bills and write checks
- Reconcile your accounts
- Plan and monitor budgets



Community

- Put names to faces
- Connect people in smaller groups
- Facilitate communication
- Shepherd people through life
- Grow your outreach potential

Three easy ways to learn how Realm can help your church:

- 1 Attend: You're invited to attend a live Realm demo. Just pick the day and time that's best for you realmchurch.com/demo
- 2 Watch: Take a quick look into Realm. Visit realmchurch.com
- 3 Talk: Ask us anything. We're here to help.
Call [1\(800\)736-7425](tel:18007367425) or email solutions@acstechnologies.com

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churches served



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ready to serve



Best place
to work