



Events that Fill The Building

SOLUTION GUIDE

The ministry ideas, how to's, tips, and advice you need to plan events that fill the building, PLUS... how our software, RealM, can help you achieve this 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 ministry 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 ministry 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.

Events are a significant part of church culture.

And rightfully so. We put on events to reach out to our community. We use events to educate, enlighten and encourage our congregation. Some events activate us into ministry. While others cultivate deeper fellowship and meaningful relationships. Coordinating events is an integral part of every ministry in your church.

There is a certain amount of anxiety that washes over any church administrator at the thought of developing successful ministry events. If you've experienced this at some point, don't worry, you're in good company. Planning large-scale events or managing a variety of smaller events that are ongoing can be an overwhelming process for even the most experienced ministry organizers.

However, the planning and development process for your special events shouldn't send you searching for higher ground. On the contrary, events are some of the most valuable and visual aspects of your church ministry. Through them, your church can be transformed and your community impacted.

All events also serve your members and visitors by allowing them to contribute in your ministry. Another positive effect is that they produce a lasting influence on these individuals to continue participating in your ministry. And honestly, they can just be a ton of fun!

However; big, church-wide events are not the only ones your church is offering. There are a variety of events that happen in small groups (think potlucks or gatherings at a local coffee shop). There's the weekly meetings of groups where you may be interested in capturing attendance. There's also those ministry opportunities where a group of people in your church act on their own to serve a need (senior adult men building a wheelchair ramp for a senior lady who now struggles with mobility). You don't need to be "hands-on" with all of these events. They happen at the grassroots level of the church and they are an indicator that missional thinking is developing into missional action.

Every church, from small to mega, conducts events. From large, community targeted events to small groups getting together just to fellowship; most churches always have something going on. This can present a challenge for the administrator, because there are some events that require high involvement of church resources and volunteers, while some require virtually no attention at all. A platform is needed that helps you manage those large scale, "all hands on deck" events while simultaneously providing tools to ministry leaders to manage their own.

Enter Realm, support for the entire event ministry of the church.

► **Planning large-scale events or managing a variety of smaller events that are ongoing can be an overwhelming process for even the most experienced ministry organizers.**

In this guide, you will be introduced to various ways to map your road to event success through Realm. There are great tools and strategies available to help you put together events that will empower your church and accomplish your vision.

REGISTRATION EVENTS

First of all, every church needs a place to manage the events that are happening now and in the future. You may have events that are free to attend, or that have a small cost involved. Some events need to be published to the church website. And there's always the need to manage resources for each event. Once the event occurs, checking people in and following up with visitors becomes a key next step. Realm has the ability to help with each of these vital functions that lead to evaluating event success.

What's really valuable about the way Realm can handle events is that the church staff can manage those large-scale events that require a lot of pre-work, promotion, and follow up. There's a complete set of tools to help manage the details, like who is registering, reminders to attendees, check-in, and follow-up.

Plan to Succeed

One of the most well-known quotes throughout history is *"if you fail to plan, you are planning to fail."* This statement still rings true today, especially when creating special events for your church. With this said, the planning phase is fundamental to the success of your event.

You first need a place where you can manage all of the events associated with your congregation. **Realm Registration Events** is the place to go to view the current (and past) events. It's also where you go to create new events.



Event Name	Date & Time	Location	Campus	Registered/Capacity
Souper Bowl	Feb 5, 2017 (4 pm - 5 pm)	Room 101	Churchwide	24
Worship Night ↳ WORSHIP	Feb 17, 2017 (7 pm - 8 pm)	Room 201	Churchwide	0
Serving Single Parents	Feb 24, 2017 (7 am - 8 am)	1515 Summers Drive Florence, SC	Churchwide	17/300
Date Night!!	Mar 3, 2017 (5 pm - 6 pm)	Room 101	Churchwide	15/45
Indoor Yard Sale ↳ COMMUNITY SERVICE MISSIONS	Mar 18, 2017 (6:30 am - 7:30 am)	1515 Summers Drive Florence, SC	Churchwide	11

It all starts with simply creating the event.

Here's where you provide key details, like the name, description, date, time, and location. You name your main event coordinator (the person people will contact for additional details), and a capacity. You can choose to publish the event immediately (which allows people to register right away), or you may want to massage the details for a while as you pull everything together.

real ministry church

Registration Events > Add New Event

Admin

All Profiles
Groups >
Calendar
Registration Events
Check-in
Pathways
Communication >
System Settings >
Users & Permissions >
Manage Realm Account >
Change Log

Overview

Registration Types
+ Add Event
Cost

Basics

Event Name: Spring Marriage Retreat

Description: Join us for a Spring Marriage Retreat with well known Christian counselors Tom and Mary Jones. Continental breakfast and lunch will be provided. Tom and Mary's book will also be available at the retreat.
1793 characters remaining

Date & Time: 04/22/2017 8:00 AM - 4:00 PM 04/22/2017

Campus: All

This event is located: at the church

Event Contact(s): James Aaron (Jim)

Max Capacity: 200

Status

Publish: on 03/01/2017
do not publish

Close Public Registrations on: 04/15/2017
This event will be published to the Events page on Mar 1, 2017. Public registrations will close on Apr 15, 2017.

Other Details

Allow: named guests

Tags: Community Service, Fun

Next Save & Close or Cancel

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Registration Events > Add New Event

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Change Log

Overview

Registration Types
+ Add Event
Cost

Registration Types

Max Capacity: 200

+ Add Registration Type

Description: [Text Field]

Congregants can sign up online for this registration type

Max: [Text Field]

Add or Cancel

Default to: Individual Registration

Registration Type	Max	Public
Individual Registration	200	Yes
Church Staff Member		Yes

Save & Close or Cancel

Realm provides a variety of registration types for every event. Whether it is a free event, or one that requires registrants to pay a fee, you can easily customize the screen to guide registrants through choosing the options they need.

Individuals can register for events from their Realm profile. Once they register for an event, they can manage their individual event registrations from their profile record. And any other events that are available for sign-up are also displayed on a list of events.

Event reports are also available.

You can manage payments for the event, email participants and add additional registrants from the main event setup page. Exports are available to print an event registrant list, balance report and payment distributions.

The screenshot shows the 'lifechurch' admin interface for a 'Spring Marriage Retreat' event. The page displays a list of registrants with the following data:

Name	Total Registered	Date Registered	Total Cost	Amount Paid	Balance	Status
Jim Aaron	2	Feb 1, 2017	\$30.00	\$0.00	\$30.00	Unpaid
Jim Aaron		Feb 1, 2017				Couple
Jane Aaron		Feb 1, 2017				Spouse Attending
David Burkhardt	1	Feb 1, 2017	\$15.00	\$0.00	\$15.00	Unpaid
Russ Fortler	2	Feb 1, 2017	\$30.00	\$0.00	\$30.00	Unpaid
Larry Jamison	2	Feb 1, 2017	\$30.00	\$0.00	\$30.00	Unpaid
Eric Smith	1	Feb 1, 2017	\$15.00	\$0.00	\$15.00	Unpaid

Summary statistics at the bottom of the page:

- Total Registrants: 8
- Total Cost: 120.00
- Amount Paid: 0.00
- Balance: 120.00

And Now, Take Events On The Go

With the Connect App, powered by Realm, your people can RSVP for events, receive reminders, and browse a church wide calendar to discover what's going on right from their mobile phones. They can also plan and discuss the details of an event and celebrate its outcomes. Ministry is mobile and now your events are, too!

The screenshot shows the 'Events' section of the Connect App. It displays a weekly calendar with the following events:

- This week:**
 - 15 Wed: Weekly Group Meeting (12:00 - 3:00 PM EST)
 - 15 Wed: Weekly Group Meeting (1:00 - 4:00 PM EST)
 - 17 Fri: Baby Shower for Sherryl (6:30 - 8:30 PM EST) - GOING
- Next week:**
 - 19 Sun: Youth Winter Camp 2017 (2/19/2017, 2:00 PM EST - 2/21/2017, 7:00 PM EST)
 - 22 Wed: Weekly Group Meeting (12:00 - 3:00 PM EST)
 - 22 Wed: Weekly Group Meeting (1:00 - 4:00 PM EST)

The screenshot shows the details for the 'Baby Shower for Sherryl' event. The event is on Friday, February 17, from 6:30 PM (EST) to 8:30 PM (EST). The location is 101 S Main St, Darlington SC 29532 US. The event is hosted by Debbie Dillion (Bentz Women's Group) and has 7 people going. A comment from Kelly Jackson says 'Yea!!!'.

EVENTS ARE IMPORTANT TO THE LIFE AND OPERATIONS OF YOUR CHURCH.

Since most of what a church does happens in the context of a gathering, you can't afford to keep throwing events haphazardly. You need a ministry partner that gives you the tools to plan, promote, and pull-off amazing events in a consistent and beneficial way. Partner with ACS Technologies and let Realm power your church events.



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** or email solutions@acstechnologies.com

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for 40 years



#1 rated
in service



Nearly 50,000
churches served



Over 400 staff
ready to serve



Best place
to work