

The Church Organiser has tools to help your church and is fully funded for all churches within The Church of England.

## What is The Church Organiser?

The Church Organiser is an online software to help you with your church administration.□

The Church Organiser incorporates the Life Events Diary, which helps you manage Weddings, Baptisms, Funerals and Banns. The Church Organiser also offers Ticketing and Room Booking functions.

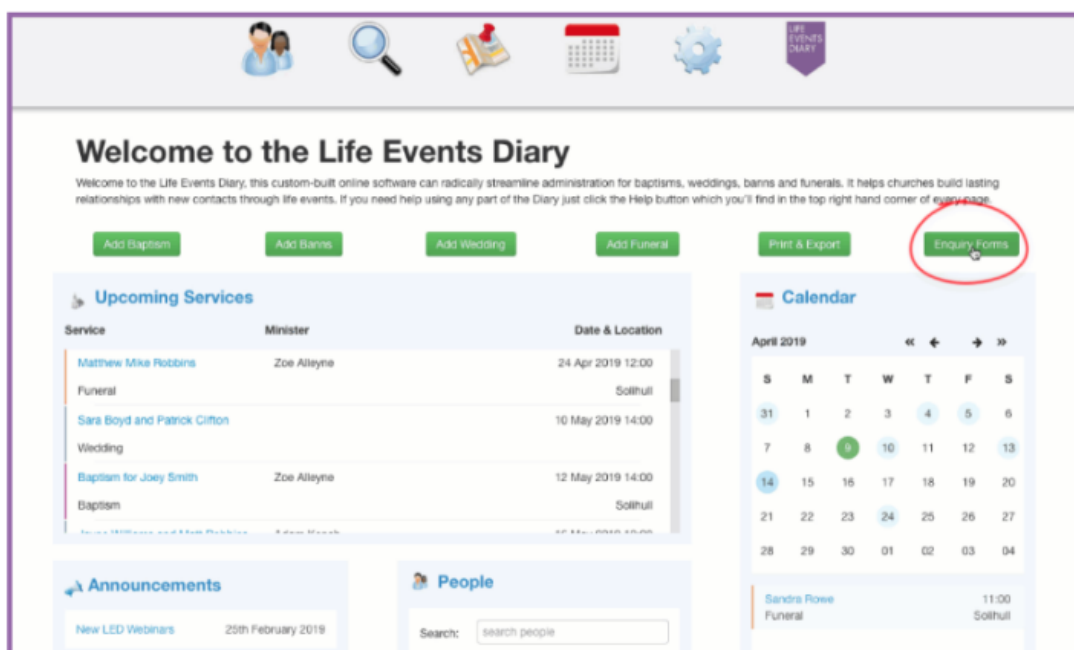
It is funded by the Church of England, making it completely free for Church of England churches to use. It is built by the team behind [iKnow Church](#) and is the Church of England's recommended product for church administration and management software.

## The Life Events Diary

The Life Events Diary streamlines administration for baptisms, weddings, banns and funerals. With automated reminders, online enquiry forms and digital production of the Marriage Registration Document, the Life Events Diary covers all bases for church administration.□

### Features include:

- ▲ Dedicated online enquiry forms for all your Life Events



Enquiry Forms

Make it easy for people to contact you when they want to hold a service at your church by including a contact form on your website. Use the buttons below to generate the code you will need to add a form to your website. Select the code and add the HTML on your website.

Life Events Enquiry Form

If you do not have a separate page for each service, then you can have the following form which allows the user to select which service they are enquiring about.

<iframe src="https://livedemo.mylenowchurch.co.uk/led/enquiryForm/"></iframe>

Copy Code

Preview

Wedding Enquiry Form

Include this form on the weddings page of your website

<iframe src="https://livedemo.mylenowchurch.co.uk/led/enquiryForm/"></iframe>

Copy Code

Preview

Funeral Enquiry Form

Include this form on the funerals page of your website

<iframe src="https://livedemo.mylenowchurch.co.uk/led/enquiryForm/"></iframe>

Copy Code

Preview

- Keep those involved up-to-date with automated reminders

Wedding of Janet Bunch and David Smith

Service Profile

Register Entry

EBR

Main

Bride

Groom

Associated People

Marriage Measure

Documents

Finance

Service Planner

To Do List

Notify

To Do List

Kyle Cottington	Meet Couple	09-04-2019
Kyle Cottington	LED: Wedding - Banns	19-07-2019
Kyle Cottington	LED: Wedding - Preparation	19-07-2019
Kyle Cottington	LED: Wedding - Rehearsal	16-09-2019
Kyle Cottington	LED: Wedding - Service Reminder	18-09-2019
Kyle Cottington	LED: 1 Year Wedding Anniversary	19-09-2020

- Never forget a date with scheduled prompts for follow-ups and anniversaries

New Process

Processes Summary

Welcome to the process manager.

- A process consists of steps that will execute when the process is triggered.
- Each process you create is specific to a **single parish**. Please ensure you select the correct parish in the top right corner of the screen prior to creating or editing processes.
- Processes with a **manual trigger** can be triggered from the dropdown in a person's profile (in the processes box).

Mandatory Processes

Banns	Automatic	<div></div> <div></div>
Baptism	Automatic	<div></div> <div></div>
Burial	Automatic	<div></div> <div></div>
Committal	Automatic	<div></div> <div></div>
Funeral	Automatic	<div></div> <div></div>

Page 2

- Invoice and take payments for your Weddings and Funerals
- Digitally produce the Marriage Document
- Generate your Statistics for the amount of Life Events month on month, and year on year

# Room Booking

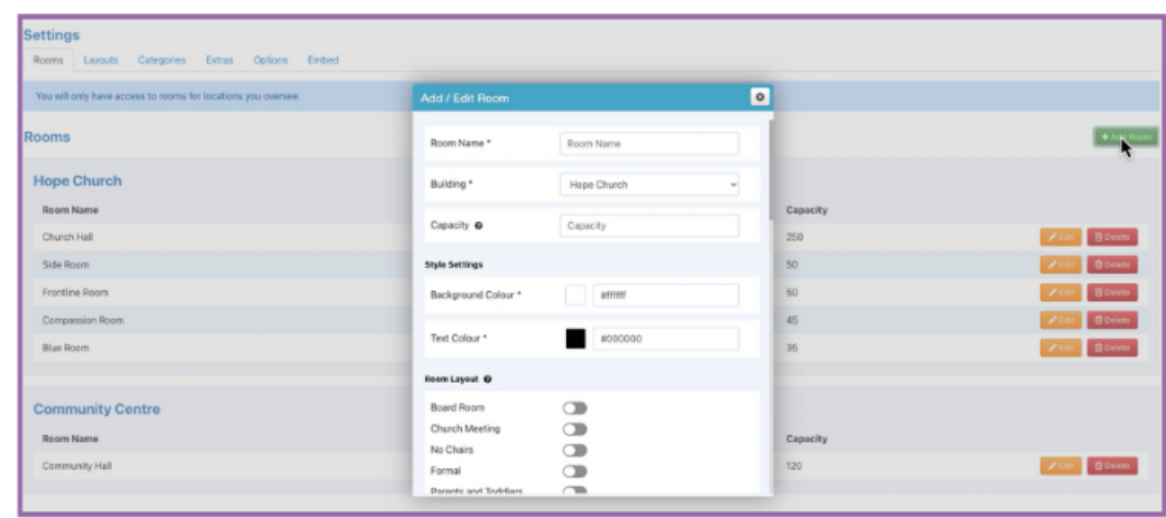
This functionality gives you the ability to manage all the different rooms and spaces at your church easily and effectively by allowing bookings.

Whether you have one church hall or you hire out a large number of rooms professionally, you can collect important information and take payment for these bookings.

## Features include:

- Online booking and enquiry forms

For more information on how this system might need



- Add optional extras to rooms, such as catering, heating and electronics□

Settings

RoomsLayoutsCategoriesExtrasOptionsEmbed

These are the extras that may be added to a room booking such as TV's, Sound Equipment or Lunch

Room Extras

+ Add Extra

Name	Description	Fixed		
Laptop	Laptop that can be used with projector.	✖	<div><div></div></div>	<div><div></div></div>
Projector	Epson projector fixed to ceiling that projects onto white wall at the front of the room.	✔	<div><div></div></div>	<div><div></div></div>
Piano	A well maintained and regularly tuned upright piano	✔	<div><div></div></div>	<div><div></div></div>
Drums	Drum kit consisting of Snare, two toms, 1 floor tom, hi-hat, ride cymbal, crash cymbal and kick	✔	<div><div></div></div>	<div><div></div></div>
Chairs	Chairs can be provided and set out for you	✖	<div><div></div></div>	<div><div></div></div>
Portable Projector	Epson projector	✖	<div><div></div></div>	<div><div></div></div>
Flat screen TV	60" flat screen TV on wheeled stand that can be used in any room	✖	<div><div></div></div>	<div><div></div></div>

- See room availability online, before an enquiry is made
- Take payment for bookings online

Room Booking Settings for iKnow Event Booking

Settings

RoomsLayoutsCategoriesExtrasOptionsEmbed

These are options for the room booking module and apply to all locations on this iKnow account.

Options

Chargeable

Give option for donation on top

Select the booking timings that are allowed. Booking by the hour is always an option and you can chose to enable additional booking timings below.

Book by the half day

Morning Timing

0800to1200

Afternoon Timing

1300to1700

Evening Timing

1800to2000

Book by the day

0900to1700

# Events & Ticketing

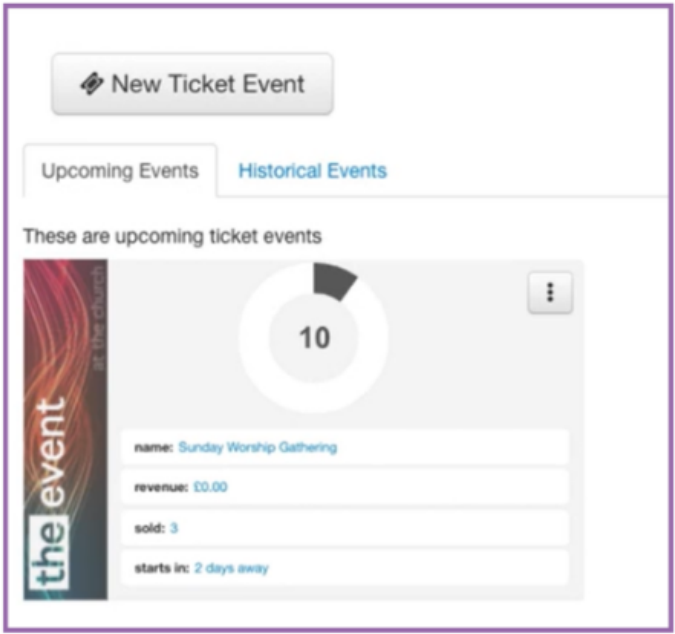
Recently many churches have been looking for an alternative for Eventbrite and the reason for this is because Eventbrite recently announced changes to their pricing structure. Events with over 25 attendees will no longer be free to publish on Eventbrite. Before this pricing update, it was free to list events on the platform. But now, you'll still have to pay the organiser fee, regardless of whether or not your tickets are free or paid.

With The Church Organiser, you can create free or paid for tickets to church events, so you can record attendance and collect important information. You can also keep in touch with your attendees after the event.

## Features include:

- Unlimited events
- Fully customisable event registration
- Free or paid tickets
- Online ticket booking page, or options for church staff to manually book

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SummaryOptionsSearchOrdersCheck-inPage Editor

Sunday Morning Service

Details

Event Description

your event description

Event Terms

Event Information

Start Date: 28-08-2020

Start Time: 09:00 AM

End Date: 28-08-2020

End Time: 05:00 PM

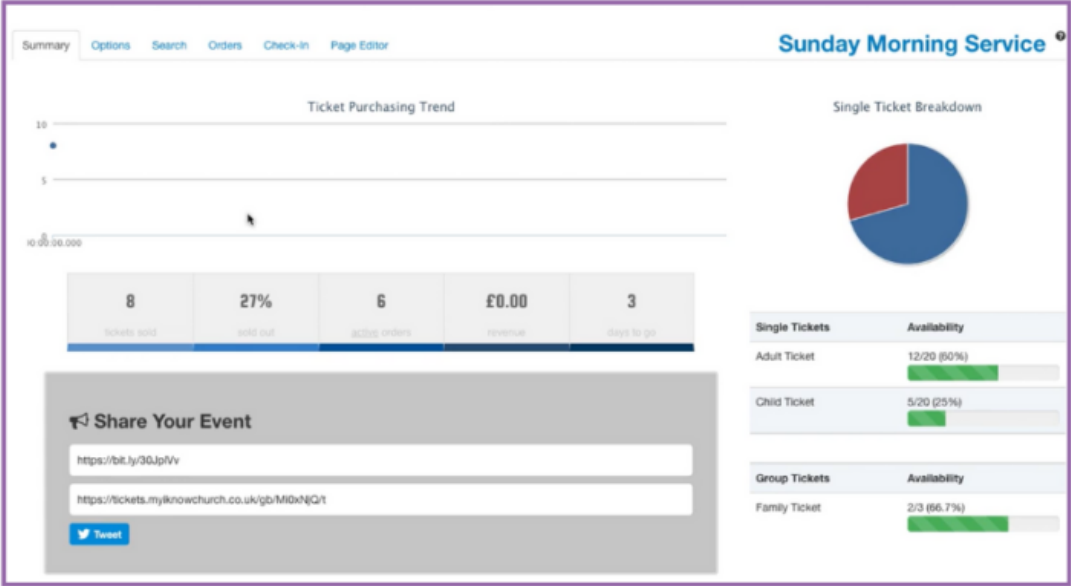
Page Opens: 21-08-2020

Page Closed: 28-08-2020

Event Capacity: 500

Additional Basket Fees

0.0 % £ pounds



To sign up for an account, visit [The Church Organiser website](#).

If you are using The Church Organiser, you can integrate your AChurchNearYou.com site seamlessly, reducing the need to enter information twice, saving you time and keeping you organised. There are two integrations between The Church Organiser and AChurchNearYou.com: the Life Events Diary integration and the Room Bookings integration.

Information on how The Church Organiser and AChurchNearYou.com work together can be found [here](#).

- Alessi Burnham, Digital Officer

- Images and copyright: A guide to using images online legally

19/04/2024



- How to make the most of Instagram to reach your audience in 2024

12/04/2024



- Everything you need to know about the Church Organiser

05/04/2024



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