



November 2025 Tech Tips

Current Church Windows version 27.25.0

Holiday Hours

Through the holidays, Church Windows will be open during our regular business hours: Monday through Friday, 9:00am to 5:00pm Eastern Standard Time. Our office will, however, be closed for the following holidays:

Thanksgiving

Thursday, November 27

Friday, November 28

Christmas

Wednesday, December 24 close at 1:00 pm ET

Thursday, December 25

Friday, December 26

New Year's Day

Thursday, January 1

Payroll: Bonuses

Need to calculate a bonus?

Watch the recorded webinar here, [Payroll: Calculate Bonus](#)

Notice Regarding New Hire Documentation

As you may be aware, under federal law and state employment laws and regulations, all employers are required to report newly hired or rehired employees to their designated state's new hire reporting agency (or directory of new hires). This requirement applies to all employers — including churches and nonprofit organizations, regardless of size or payroll frequency.

[Notice Regarding New Hire Documentation](#)

Auto Assigning Giver/Envelope Numbers

With 2025 coming to a close, many users will be making preparations for the new year. Those who use the Donations module will be looking into assigning giver numbers for the new year, and one easy way to do that is with the Auto Assign Numbers function.

[Auto Assign Numbers](#)

Free Training Webinars

Church Windows provides free, live-training webinars every month on a number of different subjects. Here, attendees can chat directly with a trainer and ask relevant questions. If you are unable to make the live presentation, each webinar is recorded and can be accessed at any time on our website.

[Browse and Sign Up](#)

[View Past Webinars](#)

Resource Center & Help Files

Our support techs are available to help you with any issue you might encounter, but you may find that many of your questions can be answered by having a look at our Help Files or searching our Resource Center for webinars and downloadable pdfs. You can access our Help Files in Church Windows at any time by pressing the F1 button on your keyboard. This will automatically open the Help article most closely related to the area of Church Windows you are currently working in.

[Resource Center](#)

[Help Files](#)

Emails and Updating Your Information

Stay up-to-date with Church Windows news, tech tips, and software updates by making sure we have the correct email and contact information for your organization. You can do this by emailing info@churchwindows.com and providing your current contact person and email address. You can also give us a call at 800-533-5227 to verify.

Backing Up

Remember to back up your data regularly to prevent losing your work and having to re-enter information. It's quick and easy. Don't rely on someone else. A secondary backup never hurts, even if your data is hosted on Church Windows Web.

[Church Windows Web & General Backup Information](#)

