



churchwindows
MANAGEMENT SOFTWARE



July 2022 Tech Tips

Current Church Windows version 23.21.2/ Payroll 2022 SR5

Vanco News

Making the Visitor-to-Member Transition with Vanco

Every church leader knows the challenge: As seasons change, there is often an influx of visitors attending services. Sometimes once. Sometimes a few weeks in a row. But how do you convert these new fans of your church into members? Vanco, an integrated eGiving partner of Church Windows, has done some of the work for you. We put together a complete package of welcome materials to assist you in turning visitors into members.

[Download our free church welcome kit to get...](#)

- 8 church connection card templates.
- Church verse & quote cards for your welcome packets.
- 40 amazing welcome quotes to use in your printed material.
- Free welcome message templates for visitors.
- 7 free letter templates to welcome new members.

You can copy and paste these materials as is or edit them to your liking as you reach out to potential members.

[Get the Welcome Kit](#)

Second Quarter Review

Now that we are nearing the end of the second quarter, it is good to review the data in your program. It's also an excellent time to review payroll for accuracy. Ask employees to look at pay stubs and review their deductions, allowances, and taxes withheld. Run a Taxable Earnings Report for anyone with allowances or non-tax deductions to ensure they are reported appropriately to each taxing authority. In Accounting, check your bank reconciliation, review your Balance Sheet, the Treasurer's Report, and the accounts in your Chart of Accounts for accuracy. In Donations, print and have donors review their Donation statements to ensure their address is correct and that all family members are connected if giving together. Make sure any pledges are appearing correctly on the statement. In Membership, print a report of All Info and have members review it for accuracy.



churchwindows
MANAGEMENT SOFTWARE



Emails and Changes

Church Windows utilizes Constant Contact to communicate important information to our users. DO NOT UNSUBSCRIBE TO CHURCH WINDOWS EMAILS THROUGH CONSTANT CONTACT! If you unsubscribe, you will not receive any of our emails, **including updates and service releases**. To ensure that you receive updates, news, tech tips, and other important information from Church Windows, please take a moment to make sure we have the current email and contact information for your church. This can be done by emailing info@churchwindows.com with your current contact person and email address or calling 800-533-5227 and verifying your current contact information.

Backing Up

Unfortunately, we have recently heard from many customers who have suffered data loss that a regular backup routine could have prevented. Please remember to regularly make backups of your data using the Backup function within Church Windows (Administration -> Backup.) Back up often to prevent possibly having to re-enter data! While a third-party backup provider is often helpful for system backups, some of our customers who have lost Church Windows data found that, unfortunately, their third-party backup was not functioning as expected. A secondary backup never hurts, even if your data is hosted on Church Windows Web.

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



churchwindows
MANAGEMENT SOFTWARE
DESKTOP & WEB