

# Parishsoft Offerings

Newsletter for ParishSOFT Users & Friends

## FEATURE ARTICLE: ONE LADY DOES IT ALL

Deep in the heart of New England, the picturesque town of Chester, Connecticut lies amid sprawling green hills that bank the Connecticut River. The Church of St. Joseph, built in 1870, is a popular request for engaged couples hoping to get married in the quaint, white-steepled church and then drive to the nearby shoreline of Long Island for their reception.

Liz Tinker, St. Joseph's one-woman office staff, is kept busy managing the 650 household parish that spans a nearby town and surrounding area. Among other things, she schedules weddings, registers parishioners, posts Sunday contributions, and records registrations for their 250-student Religious Education program. But her busy office today is nothing compared to running the office two years ago, before they purchased the ParishSOFT family suite, which includes the Time & Talent Module.

"It used to take me an entire week to put together a three-month liturgical schedule, and send it out," explains Tinker. "People used to fill out all those little slips of paper..." she adds with an easy laugh, "but the [ParishSOFT] Liturgical Scheduler is fantastic! I use the auto scheduler as much as I can." She especially likes the fact that she can enter exception dates, such



St. Joseph, Chester, Connecticut

as those weekends when ministers will be out-of-town or unable to serve, right into the database for future use. And if a parishioner participates in two ministries, such as Eucharistic Minister and Lector, the auto scheduler will automatically avoid scheduling both duties for the same weekend.

Two years ago, St. Joseph used an outdated database system from a company that eventually went out of business. Tinker turned to Google and discovered ParishSOFT on the web. After speaking with a customer representative, she actually visited ParishSOFT a short

time later when she happened to be traveling to Ann Arbor, Michigan that summer. "I was most interested in the Family Directory, but when they demonstrated the other modules for me in person, I was sold [on the ParishSOFT suite]. It was very easy for me to book-learn most of the programs. It speaks for how user-friendly the program is," says Tinker. Even though the 76-year-old pastor, Fr. Murphy "did not take any of the training courses, he is still able to navigate the modules he needs with very little coaching from me," claims Tinker.

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## IS YOUR MONEY MARCHING OUT THE DOOR?

Are you tired of watching your parish dollars march out the front door with each batch of mail heading to the Post Office?

As a non-profit organization, a parish can send a one-ounce letter (one or two sheets of paper, envelope and label) for as little as 14.8¢ by simply using Bulk Mail with a bar code and CASS Certification for addresses. Getting started with Bulk Mail may seem difficult, but once you understand the basics, it can be well worth it to obtain the financial savings. You might even save yourself a few headaches by getting all the required USPS forms, bar coded sack and tray labels, label formatting and more that is automatically provided in the *ParishSOFT Mailroom: CASS Module*.

### United States Postal Service (USPS) Rate Chart

Description	Class	Rate	Sort Level	Each
Regular mail	First Class	Non-Automatic	Single-Piece	39¢
Non-Profit Bulk Mail	Standard Class	Nonprofit	Presorted Basic	17.0¢
Non-Profit Bulk Mail sorted by Carrier Route	Standard Class	Nonprofit Enhanced Carrier Route	Presorted Basic	14.0¢
Non-Profit Bulk Mail with a Bar Code and CASS Cert	Standard Class	Nonprofit	Automation	14.8¢
Non-Profit Bulk Mail with a Bar code and CASS Cert and sorted by Carrier Route	Standard Class Carrier Route	Nonprofit Enhanced	Automation	11.7¢
Bulk First Class	First Class	Non-Automatic	Presorted	37.1¢
Regular Bulk Mail	Standard Class	Regular	Presorted Basic	28.2¢
Bulk sorted by Carrier Route	Standard Class	Regular Enhanced Carrier Route	Presorted Basic	20.4¢
Bulk Mail with a Bar code and CASS Cert	Standard Class	Regular	Automation	23.1¢
Bulk Mail with a Bar code sorted by Carrier Route and CASS Cert	Standard Class	Regular Enhanced Carrier Route	Automation	18.0¢

For more information, visit [www.usps.com](http://www.usps.com) and under the *Business* tab, choose *Mailing & Shipping Guidelines for Business*. For a customized calculation, visit <http://dbcalc.usps.gov/ieframe.htm>.

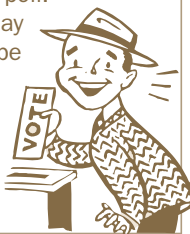
### SHARPEN YOUR SOFTWARE TOOLS

Is your parish using version 3.4x or earlier? Update to version 3.5.2 and let our new features save you time and money. You'll have more time for what really matters to you—ministry!

Updating is simple with step-by-step instructions in the 3.5.2 Update Guide for Parishes, available now at [www.paritysoft.com/support](http://www.paritysoft.com/support). Our dedicated support team is here to help. Contact us at [support@paritysoft.com](mailto:support@paritysoft.com) or toll free at 866.930.4774.

### JOIN THE PARISHSOFT ELECTORAL COLLEGE!

We care what you think! On your next coffee break, visit our home page at [www.paritysoft.com](http://www.paritysoft.com) and vote in the biweekly ParishSOFT poll. Your vote may help to shape features in the next release of ParishSOFT software.



### Bulk Mail Basics

Bulk Mail can be a nightmare for many churches. Trying to jump through postal hoops to get the cheapest rate has been the cause of more than one headache. But knowing a few of the Bulk Mail Basics and using the *ParishSOFT Mailroom: CASS Module* can make your life easier.

#### What is Bulk Mail?

Bulk Mail (aka "Standard Class" or "Presorted") refers to preparing a large volume of mail in a certain way to get cheaper postal rates. The reason it's cheaper is because you're doing most of the work! The more work you do for the post office, the cheaper your postage!

#### How Many Pieces Do I Need to Qualify?

500 Pieces for First Class Mail	200 Pieces for Standard Class Bulk Mail (or 50 pounds of mail)
<ul style="list-style-type: none"> <li>• Bills, statements, personal correspondence</li> <li>• Fastest delivery</li> <li>• Free forward and return</li> <li>• Presorted discounts are offered.</li> </ul>	<ul style="list-style-type: none"> <li>• Advertisements, circulars, newsletters weighing less than 16 oz</li> <li>• Slower delivery</li> <li>• No free forward and return</li> <li>• Presorted discounts are offered.</li> </ul>

#### How Much Can I Save?

Again, this depends on how much work you are willing to do for the post office. Let's start with the rates. In Standard Class mail, there are **Regular** and **Non-Profit** rates. Regular rates

*continued on page 4*

Just a year ago, St. Joseph began a Stewardship Committee to investigate the all-too-common plight of “a few doing a lot” for the parish. The committee came to Tinker not having any idea of who did what at the parish. Someone offered to put new names into a spreadsheet, but she said, “Oh no, we’ll just put them into ParishSOFT.” The Committee soon found all the contact and ministry information they needed, right at their fingertips. They discovered that younger families were under-represented among those serving, and that they needed a better way to recruit CCD teachers.

The Stewardship Committee decided upon a two-fold approach to address the needs of the parish. First, they passed out “Time & Talent Gift Cards” for parishioners to sign up for parish needs and ministries. Next, to especially target the younger families joining the parish, the Stewardship Committee planned a BBQ and Ministry Fair last June and made it a parish event. Hamburgers and hot dogs were provided, everyone brought a dish to pass, and there was a Moon Walk for the children. Inside the parish center, booths were set up for parishioners to browse and gather information or handouts about

each ministry. What was the result? Nearly 50 parishioners signed up for ministries, showing a 30% increase for the parish! Naturally, Tinker entered all the new information into her Time & Talent Module, and printed out the results for the Stewardship Committee and the pastor.

In addition, St. Joseph puts on an annual fundraiser the first Saturday of each December that has become so famous that it draws visitors from not only the local area, but throughout the state. Some 35-40 crafters and vendors are invited to the parish center, and a raffle is given with such enticing gifts as a trip, TV, iPods, or a handmade quilt. This kind of fair takes a lot of organization and volunteer help, but Tinker has found it easy with her Time & Talent software module. Volunteers who sign up are entered into the database and lists are made, committees formed, and volunteers notified — all automatically! Even though the fair lasts only one day, from 9am-2pm, last year’s proceeds totaled \$20,000.

And the hard-working parishioners at St. Joseph’s didn’t stop there. They recently hosted yet another fundraiser to turn their parish center into a youth center — starting



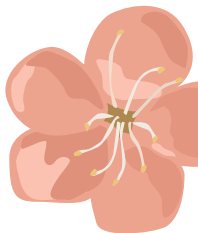
Liz Tinker Does It All

with their own parish youth, but with the potential of creating a community youth center. Since Chester is so small, like so many other towns in the area, there are few places for teens to socialize, except the movie theater or mall. This creates a ripe situation for drug and alcohol abuse, especially since Chester is so close to Boston and New York City. St. Joseph’s Parish Center is the largest space in the local vicinity and is used for many non-parish community events. Parishioners put on a “Winter Wonder Bash” with a live band, dancing, wine tasting, and a silent auction. Their hard work paid off when over 200 people showed up, many of them non-parishioners, and proceeds totaled over \$10,000!

The Time & Talent Module is probably Tinker’s favorite

because of the ease with which she can tackle her many time-consuming tasks. Mail Merge is a “great feature for email and letters and for organizing our whole schedule.” She uses the Snowbird utility, and also runs reports such as envelopes, end-of-year statements, CCD and DRE lists such as attendance and class lists. The pastor appreciates the contribution reports, especially those showing zero givers as well as those above a certain level, to target them for special campaigns.

Does Tinker have any regrets? Only that she hasn’t had time yet to get all the features up and running. Her projects this year include updating their free ParishSOFT website with a photo, and posting liturgical schedules online. For the solo lady at St. Joseph’s office who “does it all,” ParishSOFT is proud to help make Liz Tinker’s job a little easier. ■



## DEAR TRISH

**Q. I keep hearing about how ACH Electronic Giving can give us a healthier budget while allowing families to manage their church contributions just like they manage their household expenses. What’s the catch?**

A. There is no catch! If you’re using the Offering & Tuition Module, you already have all

the software you need. Just complete the ACH application available at [www.parishsoft.com/support](http://www.parishsoft.com/support) to get an ID number for your depository account. Set up your ACH families and the automatic withdrawals and deposits will run seamlessly when you submit your bank account or credit card transactions with a click or two. Best of all, your transac-

tions post automatically to your giving records. It’s safe and secure. ACH transaction fees are minimal. And when you consider the high cost of a bounced check or the summer-vacation offertory slump (not to mention the time saved when all your ACH transactions post automatically), you can’t afford not to get onboard.



**Do you have a question for our support team?**

Please e-mail us at [support@parishsoft.com](mailto:support@parishsoft.com) or call us at 866.930.4774 x2. ■

## BULK MAIL ARTICLE CONTINUED FROM PAGE 2

apply to for-profit businesses, and Non-Profit rates are for those organizations that apply for and receive authorization from the post office. Keep in mind that not every piece of mail will automatically qualify for Non-Profit rates. Best to double-check with your local post office before you design and print your mail piece.

### **How Do I Get Authorization as a Non-Profit?**

Fill out *Form 3624, Application To Mail At Non-Profit Standard Mail Rates* (form available at [www.usps.com](http://www.usps.com) or your local post office). Please note that documentation is required, such as formative papers, IRS letter of exemption from payment of federal income tax, etc. Sunday bulletins, minutes of meetings, brochures, etc. may also help. Submit the completed form to your postmaster or in person at the business mail entry unit (where you drop off bulk mail). Allow two weeks for approval.

### **What is a Sort Level?**

Sort Level is either **Presorted Basic** or **Automated**. The difference is Presorted Basic (lacks Bar Code) is sorted by hand at the post office, and Automated (has Bar Code) is run through a machine, which is cheaper for you and the post office.

### **How Do I Get a Bar Code?**

Time to fill out another form! *And most importantly, you are only eligible to use a bar code if you are CASS Certified.*

### **What is CASS Certified?**

CASS Certified means that before mailing, addresses are run through the database of valid addresses maintained by the US Post Office to ensure correct mailing addresses and reduce wasted printing and postage costs.

### **How Do I Get CASS Certification?**

It's simple if you're using the *ParishSOFT Mailroom: CASS Module*. Simply identify a group of addresses, click a button, and in minutes receive an updated list of certified addresses, complete with corrections and rejections (addresses that could not be certified). And to meet USPS requirements for CASS Certification, ParishSOFT Mailroom will automatically change STREET to ST, AVENUE to AV, and insert Zip+4 codes, delivery points, and carrier routes. In addition, ParishSOFT Mailroom gives you all the forms you need to print your mailing labels with bar codes, so you can take advantage of the substantial savings gained from using Automated postal rates.

### **Can I Use CASS Certification More than Once?**

Yes. If you use the *ParishSOFT Mailroom: CASS Module*, you can certify a list as often as you like, at no additional cost.

### **Can I Qualify for Enhanced Carrier Route?**

Yes, if mailings of 200 pieces or more are addressed, sorted, and marked to meet USPS requirements. Mailings must be in groups of 10 or more and designated to a carrier's route (in address order). Groups less than 10 can be mailed First Class.

### **How Can I Get Started?**

Here are a few things you'll need to do well in advance of your first bulk mailing:

- Obtain a mailing permit and pay the annual mailing fee
- Use pre-canceled stamps, postage meter, or the permit imprint (must submit form and pay a one-time fee to use the permit imprint)
- Determine the size, shape, and weight of the mailed item. Letters must be:
  - rectangular
  - at least 3½" H x 5" L x .007" thick
  - no more than 6" H x 11½" L x ¼" thick
- Ensure that addresses are accurate (i.e., Cass Certified)
- Sort/Print labels/mailers in zip code order
- Carry mail to post office where you hold your mailing permit.

**Any Questions?** Please call a ParishSOFT support representative at toll-free 866.930.4774 x2.

## SPRING 2006 CUSTOMER HERO AWARD



ParishSOFT is proud to present Ginny Nelson, Parish Secretary at St. Theresa of the Child Jesus in Des Moines, Iowa with our Customer Hero Award for Spring 2006.

Since St. Theresa is synchronized with the diocese and successfully uses all of the ParishSOFT Modules, a representative from the Diocese of Des Moines asked Ginny to share her experience with ParishSOFT products with Fr. Robert Schaller from Holmen, Wisconsin, who was researching church management software for his parish. Ginny spent time explaining how she used the different modules, and described the many reporting features. She told Father about the software support meetings in her area, and offered to share with him the handouts she had created for these meetings and for her office use. Her helpful input assisted Fr. Schaller with his decision, and in the end he chose to purchase the entire ParishSOFT package for his parish.

ParishSOFT is grateful to Ginny Nelson for sharing her knowledge and experience of working with ParishSOFT products. For her outstanding demonstration of Good Stewardship to another parish, Ginny and her staff will receive a complimentary lunch from ParishSOFT.



*Congratulations  
Ginny Nelson!*

## WELCOME NEW DIOCESES AND PARISHES!

### ParishSOFT Customers since January 2006

**Diocese of Orange, CA**  
OL La Vang, Santa Ana

**Diocese of Sacramento, CA**  
St Teresa Avila, Auburn

**Diocese of Stockton, CA**  
Holy Family, Modesto  
OL Assumption, Port Turlock  
St Joseph, Crowley Lake

**Diocese of Bridgeport, CT**  
St Joseph, Shelton  
St Mary, Bethel  
St Roch Parish, Greenwich  
St Rose Lima, Newtown  
St Theresa, Trumbull

**Archdiocese of Miami, FL**  
Mother of Our Redeemer,  
Hialeah

**Diocese of St Petersburg, FL**  
All Saints, Clearwater  
Blessed Trinity, St Petersburg  
Sacred Heart, Dade City  
St Anthony Padua, San Antonio  
St Anthony, Brooksville  
St Joseph, St Petersburg  
St Joseph, Zephyrhills  
St Matthew, Largo  
St Rita, Dade City  
St Theresa, Spring Hill

**Diocese of Atlanta, GA**  
Most Blessed Sacrament, Atlanta  
Sacred Heart, Atlanta  
SS Peter & Paul, Decatur  
Transfiguration, Marietta

**Diocese of Ft Wayne-So Bend, IN**

**Diocese of Indianapolis, IN**  
St Cecilia, Brookville

**Archdiocese of New Orleans, LA**  
St Alphonsus, New Orleans  
St John Vianney, Bell City  
St Pius X Chapel, Lake Charles  
St Theodore, Lake Charles

**Archdiocese of Boston, MA**  
All Saints, Haverhill  
Blessed Mother Teresa of  
Calcutta, Dorchester  
St Bartholomew, Needham  
St Francis Assisi, Medford  
St Theresa Lisieux, Billerica

St Theresa, Sherborn

**Diocese of Fall River, MA**  
Cathedral St Mary, Fall River

**Diocese of Worcester, MA**  
St Edward, Westminster

**Archdiocese of Detroit, MI**  
St Hubert, Harrison Twp

**Diocese of Saginaw, MI**  
Lay Ecclesial Leadership  
Institute, Adrian

**Archdiocese of St Paul-  
Minneapolis, MN**  
Mary Queen Peace, Rogers

**Diocese of Kansas City-St  
Joseph, MO**  
St Aloysius Mission, Cameron  
St Elizabeth, Kansas City

**Diocese of Helena, MT**  
SS Cyril & Methodius, East  
Helena

**Diocese of Bismarck, ND**  
St Joseph Parish & School,  
Williston

**Archdiocese of Omaha, NE**  
Holy Trinity, Hartington  
St Michael, Hartington

**Diocese of Camden, NJ**  
St Peter Celestine, Cherry Hill

**Diocese of Trenton, NJ**  
St Catharine, Holmdel

**Diocese of Las Vegas, NV**  
St Thomas Aquinas, Las Vegas

**Diocese of Brooklyn, NY**  
SS Joachim & Ann, Queens  
Village

**Archdiocese of New York, NY**  
OL Sorrows, White Plains  
St Mary Parish, Washingtonville

**Archdiocese of Portland, OR**  
All Souls, Myrtle Creek

**Diocese of Erie, PA**  
St Catherine Siena, Du Bois

St Joseph, Du Bois

**Diocese of Charleston, SC**  
St Joseph, Anderson

**Diocese of Sioux Falls, SD**  
Holy Trinity, Huron  
St Agnes, Vermillion  
St Anthony, Hoven  
St Francis Estelline, Clear Lake  
St John, Plankinton  
St Joseph Workman, Huntimer  
St Mary, Dell Rapids  
St Michael, Mt Vernon  
St Patrick, Wakonda  
St Paul, Marty

**Diocese of Salt Lake City, UT**  
OL Lourdes, Magna  
OL Perpetual Help, Salt Lake City  
San Andres, Payson  
St Francis, Orem  
St Helen, Roosevelt  
St James, Vernal  
St Joseph HS, Ogden  
St Joseph Worker, West Jordan  
St Marguerite, Tooele  
St Mary, Ogden  
St Mary, Park City  
St Peter, American Fork  
St Thomas Aquinas, Logan

**Diocese of Arlington, VA**  
Holy Spirit, Annandale

**Diocese of Burlington, VT**  
St Bridget, West Rutland

**Diocese of La Crosse, WI**  
St Elizabeth Seton, Holmen  
St Joseph, Black River Falls

**Archdiocese of Milwaukee, WI**  
St Patrick, Milwaukee

**Dio of Wheeling-Charleston, WV**  
SS Peter & Paul, Oak Hill

## ENHANCEMENTS

ParishSOFT's latest  
update of Church  
Management

Software is now  
available. Version  
3.5 Service Release  
2 contains many enhance-  
ments to improve perfor-  
mance and save you time.  
Go to  
[www.paritysoft.com/support](http://www.paritysoft.com/support)  
and click on the 3.5.2.  
Update Guide for instruc-  
tions on how to download.



Sacramental Details screens  
have a fresh, new design  
that places the basic  
sacrament information (i.e.,  
date, parish, celebrant) into  
a single view. The familiar  
tabs for Baptism, Reconcilia-  
tion, First Eucharist, and  
Confirmation store the full  
sacrament details (i.e.,  
sponsors, best man,  
confirmation name, etc.).

Your sacrament details load  
instantly! Most of the  
time-consuming lookup  
tables for sacrament person  
and place fields have been  
eliminated completely. Now,  
just type the text for  
witnesses, sponsors,  
birthplace, mother's maiden  
name, etc. directly into the  
field. Those parishes that  
tested the limited release of  
3.5.2 reported that their  
sacrament records opened  
many times faster than in  
earlier versions.

For the complete release  
notes and update instruc-  
tions, please see the 3.5.2  
Update Guide for Parishes,  
available now at  
[www.paritysoft.com/support](http://www.paritysoft.com/support).

*"The 3.5.2 update is a huge  
thumbs up! Our staff members  
are absolutely delighted with the  
speed and ease of entering  
sacramental data."*

- 3.5.2 Test Parish

### AN ENVELOPE TIP brought to you by ParishSOFT's partner **OurSundayVisitor**

Our Sunday Visitor reports that priests have recommended that the collection basket start at the altar with their donation. This has proven to be a powerful witness to parishioners when they see their pastor using an envelope to give a portion of his treasure to God!

**ParishSOFT**

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info@parishsoft.com

**Customer Support**

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866.930.4774 x2  
support@parishsoft.com

**Billing**

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customerservice@parishsoft.com

**Training**

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## PARISHSOFT 101

Register today for one of our convenient teletraining classes, or arrange for a trainer to come right to your location. For costs and teletraining dates, visit [www.parishsoft.com/training](http://www.parishsoft.com/training) or e-mail [training@parishsoft.com](mailto:training@parishsoft.com).

- ACH Electronic Giving** Set up specific parish funds and member accounts for automated transfer and contribution postings.
- Extended Tuition** Manage school tuition and/or religious education billing fees; send statements; post payments, and more.
- Fundamentals** (a.k.a. Family Directory) Manage records, sacraments, workgroups, and reports.
- Ledger & Payables** Set up and manage your entire accounting process.
- Offering** Post contributions; manage pledge campaigns; generate statements and reports.
- Payroll** Handle employee accounts and pay cycle tasks.
- Religious Education** Set up your entire program; maintain student and class records; generate reports.
- Reports: InDepth** Build standard and custom reports.
- Time & Talent** Track volunteers and schedule preferences; create and manage ministry groups; use auto-scheduler; post to the web.
- Web Solutions** Learn to administer your parish website, calendar, facility scheduler, and more on [ParishesOnline.com](http://ParishesOnline.com).

### Come and See ParishSOFT Close Up!

**Conferences and Events**

May 30 - June 2, 2006  
Pittsburgh, PA  
[Diocesan Information  
Systems Conference \(DISC\)](#)

June 14 - 16, 2006  
Indianapolis, IN  
[Living Catholic Stewardship  
Conference](#)

September 24 - 27, 2006  
San Francisco, CA  
[Diocesan Fiscal Manage-  
ment Conference \(DFMC\)](#)

October 1 - 4, 2006  
Boston, MA  
[ICSC Stewardship  
Conference](#)

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