



## Transition Guide for Deacon Users to ParishSOFT

Thank you for considering ParishSOFT as your next software company!

This guide provides important information regarding ParishSOFT's software and services, along with tips for making a successful transition from Deacon. It provides specific comparisons of the Deacon and ParishSOFT products as well as and answers to commonly asked questions.

### Why is ParishSOFT the Best Choice for Orthodox Churches?

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#### **Selected by TheoLogic Systems'® Inc., the Developers of Deacon**

Fr. John Touloumes, president and founder of TheoLogic Systems, has teamed with ParishSOFT to provide Orthodox churches with capabilities never before available. An Orthodox clergyman with 20+ years of active local and national ministry experience, Fr. Touloumes has placed his trust in ParishSOFT's products, saying, "...We are confident that our customers will be well-served by both the technology and people of ParishSOFT."

#### **Integration of TheoLogic Systems' technical knowledge and features**

TheoLogic Systems has served Orthodox churches for 19 years—we're embracing their technical knowledge and pastoral insights and are integrating many features into our ParishSOFT products to give you the best of both systems.

#### **Powerful, easy-to-use software saves time, improves communication, and enhances ministry**

ParishSOFT continually invests in our technology to provide you with regular product updates and new tools. Our products and services reduce your administrative workload and connect your Church with staff, parishioners, and the communities you serve. Satisfaction guaranteed.

#### **Proven track record of service to churches**

Today more than 4,000 Catholic and Orthodox churches use ParishSOFT. Collectively, our customers have found our software to be more intuitive and user-friendly than their former programs. They also applaud our outstanding training programs and qualified, responsive customer support.

#### **A smooth transition**

We have converted data for thousands of parishes who have found that our intuitive products make it possible to get up and running quickly with ParishSOFT programs. We are committed to helping you switch to ParishSOFT with as little disruption to your parish as possible. Our transition team includes dedicated, experienced staff from ParishSOFT and TheoLogic Systems.

*"ParishSOFT has been very instrumental in recording, tracking and reporting on our different funds (stewardship, new building, etc). Before ParishSOFT, we were unable to maintain these records with such ease and accuracy. ParishSOFT has far exceeded our expectations and I am always discovering new aspects of the program which help me better manage my parish. I would highly recommend it to other Orthodox Churches, both large and small."*

Fr Angelo Maggos  
Assumption Greek Orthodox Church  
Flint, MI

## Recommended Evaluation Process

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Since you weren't necessarily planning to change software right now, we would like to help you with your evaluation process. We recommend that you:

1. Read this Transition Guide.
2. Meet with your staff and pastor to determine additional software needs.
3. View a **self-paced online demo** on the ParishSOFT website ([www.ParishSOFT.com](http://www.ParishSOFT.com)).
4. If desired, visit our website and sign up for a Guided Tour or request a demonstration copy of our software.
5. Call us with any questions.
6. Ask for references—we'll provide the names of other ParishSOFT customers in your area.
7. Place your order before **September 30, 2010** to take advantage of **special pricing**.

## ParishSOFT Software

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### Products to Manage People, Ministries, Communications

**Family Directory** – Maintain complete, up-to-date census, membership, sacramental information for your entire parish. All other modules in the ParishSOFT suite use this central database to guarantee that all your staff have the same information for each family and member.

\***Mailroom: Bulk Mailing** – Save on mailing costs by verifying mailing addresses with the NCOA and CASS databases and preparing applicable labels and forms.

\***Mailroom: Address Quality** – Save on mailing costs and keep your database more accurate since 10% or more of your families move every year with NCOA automatic updating.

\***My Own Church** – Let parishioners register online, update their personal information, view giving history, and see ministry opportunities and assignments. Submissions from members are subject to approval by your church, and approved changes will update your central database.

\***Notify Now** – Send instant communications fast to any group via text, phone, or email.

\***Parish IQ** – Get answers fast, to almost any question about your church community, with this simple, easy-to-use tool for custom queries and reporting.

\***Religious Education & Tuition** – Manage all phases of your religious education and school programs, from registration and scheduling to sacramental certificates and reports.

\***Time & Talent** – Create and manage your ministry groups, volunteers, and liturgical schedules with ease. You can even post your liturgical minister schedule to your website.

\***Web Solutions** – Take advantage of this free service, which includes **your own website**, parish calendar, facility scheduler, email, and remote backup. See examples at [www.ParishesOnline.com](http://www.ParishesOnline.com).

### Products to Manage Finances

**Offering & Pledges** – Organize your parish income, including contributions, payments, and pledges. Will transfer data directly to ParishSOFT's ConnectNow Ledger and Payables or QuickBooks®.

\***ConnectNow Church Accounting Suite: Ledger and Payables, Payroll Modules** – Track your church and school financials, budgets, and payroll using powerful Web-based church accounting, budgeting, and payroll systems. Access your data anytime, anywhere—very securely—using accounting products designed to meet the specific needs of churches.

\***Online Giving** – Accept gifts and fees online through Web pages personalized for your parish.

### Mobile Access

\***Remote Solutions** – Access your ParishSOFT applications from any Internet connection.

\**Indicates products not available with Deacon*

#### Order Products or Learn More

Call 866-930-4774 ext. 1

Email [info@parishsoft.com](mailto:info@parishsoft.com)

Visit [www.ParishSOFT.com](http://www.ParishSOFT.com) to view product videos or request a free guided tour

## ParishSOFT Advantages Over Deacon

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### People

- Filter your main list of families to view exactly the information you need
- Manage all aspects of church ministry from a central database, including full sacramental records, religious education programs, and volunteer scheduling
- Create and print professional sacramental certificates with data merged from ParishSOFT
- Standardize your data and get better reporting from lookups that let you populate sacramental records with the names of parishes, parents, spouses, and sponsors already in your database

### Communications

- Communicate easily with families and members via email, voice, text, and Constant Contact®
- Merge ParishSOFT data seamlessly with Microsoft® Word® and Excel® for letters, lists, etc.
- Notify Metropolis and Archdiocese of sacraments using convenient Word templates
- Email from directly within the software
- Post liturgical schedules to parish Web calendar easily

### Finances

- Track contributions, stewardship, and tuition
- Save contribution entry time with minimum-keystroke posting
- Monitor stewardship easily—even over multiple years
- Export to QuickBooks or ParishSOFT's ConnectNow Church Accounting software
- Keep the books, get a handle on your budget, and do your own payroll using the Web-based ConnectNow Church Accounting suite, designed especially for churches

### Mobility

- Access your church records and financials anytime and from anywhere using ConnectNow My Own Church or Remote Solutions
- Accept gifts, stewardship pledges, and fees through your church's personalized, secure Online Giving Web page
- Let members update their personal information, view giving history, and see ministry opportunities and assignments using the ConnectNow applications

### Reporting

- Create custom lists and data extracts easily with Parish IQ, and use your data to improve ministries and stewardship (e.g., find all donors who gave \$200–\$300)
- Produce mailing labels using powerful sort and select options
- Create custom contribution statements
- Report on donors by gift amount range for any period
- Export data to other applications, like Microsoft Office®
- Customize ParishSOFT standard reports using Microsoft Access®

### Support

- Work smart with our regular updates and enhancements
- Learn all software modules using our Teletraining classes
- Technical support team that answers 70% of calls immediately and resolves the rest with a personal call back from one of our representatives, usually within two hours.

### **Systems and Information Technology**

- Compatibility with Windows® 7 and Microsoft Office® 2007
- Scheduled off-site data backups to ParishSOFT’s backup server available for no additional charge
- More options for password security
- Secured access to your data with user permissions that you configure and control to allow users access only to the areas they need to perform their job functions

### **Deacon Functionality Being Added to ParishSOFT**

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<b>Item</b>	<b>Date of Release</b>
Automatic parish lookup for Orthodox churches	May 2010
Feast day selection	May 2010
Hierarchy information for Metropolis, etc.	May 2010
Memorial/commemorative contributions	June 2010
Orthodox sacrament entry	June 2010
Quid pro quo contributions	June 2010
Voting eligibility functions	June 2010

## Recommended Implementation for New ParishSOFT Users

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We recommend the following implementation process once you place your order for ParishSOFT software:

1. Register and complete the Fundamentals Teletraining class on <http://www.parishsoft.com/training/registration.htm> (free within the first 90 days of software purchase). This course provides an overview of the core Family Directory module, family and member record setup, backup configuration, staff login management, and reports.
2. Register for Teletraining classes for any additional modules you have purchased on <http://www.parishsoft.com/training/registration.htm>.
3. Send us your Deacon database for conversion (see page 8), and put your data entry on hold until you receive your new ParishSOFT database.
4. Install your ParishSOFT programs—we provide a demonstration database that you can use for Teletraining and any self-paced learning.
5. Load your newly converted ParishSOFT database and begin using your new software.

***“Most important is that the [ParishSOFT] software is always current and updated to the latest technology. They provide a comprehensive package of reports for parishioners and invaluable information for the parish council to review regarding giving and stewardship. It provides means for a church to grow through more updated communication, giving (regular or online), and management of information regarding the parish families. We believe in the software and are excited about the possibilities of having the program be more Orthodox user-friendly. . . .”***

**Ron Smith, Parish Council President  
St George Greek Orthodox Church,  
Huntington, WV**

## ParishSOFT Services

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### Training

ParishSOFT offers comprehensive training programs to help you get up and running quickly in our software. Training also helps ensure that you're taking full advantage of the productivity available in each of our products.

ParishSOFT offers a variety of training and consulting options geared to different learning styles. Whether you're a brand new user of our software or an experienced veteran, you can get the training and consulting that works best for you.

### Teletraining Courses

Convenient and cost-effective Teletraining uses teleconferencing to provide you and your staff with hands-on training led by one of our knowledgeable and proficient instructors—and it's all done from the comfort of your own office.

For course descriptions and prerequisite information, please visit <http://www.parishsoft.com/training/registration.htm> or contact us at 866.930.4774 x 6 or [training@parishsoft.com](mailto:training@parishsoft.com).

### Technical Services and Support

Our professional services team stands ready to help you integrate ParishSOFT technology in ways that will save you time and improve your church ministries. Whether you have a simple question or a big project that requires special reports and high-level data management, we can help you accomplish your goals through:

- Live-answer, industry-leading customer support
- Data analysis and conversion
- Training
- System hosting
- Custom reporting
- Consulting services

## Data Conversion

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Our conversion team is committed to providing you with an accurate, complete data conversion from your Deacon system to ParishSOFT. Conversion includes mapping data fields from your Deacon database to a new ParishSOFT database that will run with our software. Our process includes:

- Data mapping and translation of all Deacon fields to ParishSOFT
- A thorough quality control process to clean, conform, and normalize your data (e.g., we fix data to be the proper case, ensure consistent data formats, and add mailing and tag names to your existing data)
- Conversion and translation process that helps you take advantage of new ParishSOFT features not available in your Deacon system.

To get started with your conversion:

1. Complete and submit the Data Conversion Checklist on <http://www.parishsoft.com/support/dataconversionchecklist.asp>.
2. Zip or compress your Deacon databases and copy to a CD, flash drive, or to our **Conversions FTP Site** <ftp://ftp.parishsoft.com> (username: *conversions*; password: *thanks*).
  - a. To find your database, open your Deacon software and click on the **About Us** button on the *Home* screen. Note the data paths listed for your census and finance files.
  - b. Open your zip or compression program.
  - c. Locate your Deacon data files using the data path you noted in step 2a.
  - d. Select and zip the files.
3. Email [conversions@parishsoft.com](mailto:conversions@parishsoft.com) to let us know your file has been posted. Please include your parish name, city and state.

Once you have sent the backup copy of your database for conversion, do not enter anything new into your Deacon system, as the data entered after you send your database to ParishSOFT will not be included in the conversion.

After we complete the conversion, we will send the converted data back to you on CD. Please allow up to two weeks for your data to be returned to you, although converted data is usually returned within a few days.

You do not have to wait for your converted data to start your Teletraining (see page 6).

If you have questions, please email us on [conversions@parishsoft.com](mailto:conversions@parishsoft.com). For step-by-step FTP instructions, please include "FTP instructions" in the subject line of your email. Please include your parish name, city and state in your email.

## Special Pricing for a Limited Time

If you order ParishSOFT by September 30, 2010, you will receive the following special offer:

- 40% discount off most ParishSOFT module(s) or first year subscription price
- 40% off data conversion from Deacon
- Free Fundamentals Teletraining classes for the first 90 days
- Free product updates and unlimited support for your first year
- Free networking and an unlimited number of users at no additional charge
- Free website, email, online calendar and facility scheduler, and remote backup

Act now to save hundreds of dollars, prepare for year-end, and have dependable access to prompt technical support (Deacon support has ended). You can enjoy peace of mind knowing that you have a strong company of more than 45 employees dedicated to serving you.

To determine your pricing, find the number of registered families in your parish in the grid below. **Then subtract 40% to determine your price.** For example, if you have 900 families in your parish, then the list price for the Family Suite would be \$3,375. Applying the special Deacon discount of 40%, your total software price would be \$2,025. Adding \$600 to convert your data (\$1,000 less 40% discount), your software and services price would be \$2,625 or less than **\$2.92 per family**. All ParishSOFT software includes a 60-day, 100% money-back guarantee.

### ParishSOFT Software – List Price Before Special 40% Deacon Discount

Number of Families – Up To:	99	199	399	699	999	1,499	1,999
<i>Family Suite:</i>							
<b>Family Directory</b>	\$500	\$600	\$725	\$900	\$1,100	\$1,225	\$1,400
<b>Offering &amp; Pledges</b>	200	300	400	500	600	700	800
<b>Parish IQ (Intelligent Query)</b>	175	200	250	300	375	425	475
<b>Religious Ed &amp; Tuition</b>	400	475	600	700	800	900	1,000
<b>Time &amp; Talent</b>	200	300	400	450	500	600	650
<b>Family Suite</b>	<b>\$1,475</b>	<b>\$1,875</b>	<b>\$2,375</b>	<b>\$2,850</b>	<b>\$3,375</b>	<b>\$3,850</b>	<b>\$4,325</b>
<i>Family Suite Plus:</i>							
<b>My Own Church</b>	250	300	375	450	550	625	700
<b>My Own Church (Setup Fee)</b>	250	250	250	250	250	250	250
<b>Mailroom: Address Quality (Setup Fee)</b>	250	250	250	250	250	250	250
<b>Online Giving (Setup Fee)</b>	200	200	200	200	200	200	200
<b>Family Suite Plus</b>	<b>\$2,425</b>	<b>\$2,875</b>	<b>\$3,450</b>	<b>\$4,000</b>	<b>\$4,625</b>	<b>\$5,175</b>	<b>\$5,725</b>
<i>Additional Software:</i>							
<b>Remote Solutions (Hosting Fee, annual)</b>	250	300	350	400	500	600	700
<b>Remote Solutions (Setup Fee)</b>	250	250	250	250	250	250	250
<b>Contribution Bridge</b>	100	150	200	250	300	350	400
<b>Mailroom: Bulk Mailing (annual)</b>	350	350	350	400	450	500	600
<b>NotifyNow</b>	200	200	200	200	200	200	200
<i>ConnectNow Church Accounting:</i>							
<b>Ledger &amp; Payables (Annual)</b>	175	225	275	325	375	450	550
<b>Payroll (Annual)</b>	100	125	130	150	160	185	215
<b>Teletraining and Setup Fee</b>	250	250	250	250	250	250	250
<b>Data Conversion from Deacon</b>	1,000	1,000	1,000	1,000	1,000	1,000	1,000

## ParishSOFT Questions and Answers

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1. How long has ParishSOFT been around?  
*ParishSOFT was founded in 1998 by Deacon David Rosenberg.*
2. How many parishes use ParishSOFT?  
*Over 4,000 parishes in 48 states use ParishSOFT software.*
3. How can I evaluate ParishSOFT?
  - *View a self-paced online demonstration at our website*
  - *Sign up for a Guided Tour or webinar, or schedule a private tour.*
  - *Request a demonstration copy of our software by phone at 866-930-4774 ext. 1*
  - *Ask to talk to other ParishSOFT users in your area*
4. How do I reach ParishSOFT for support?
  - *Toll-free 866.930.4774 ext. 2*
  - *Calls are handled on an incoming basis or, if necessary, responded to within 2 hours*
5. What are your support hours, and can I email you my questions?
  - *9 A.M. – 7 P.M. Eastern Time (6 A.M. – 4 P.M. Pacific Time)*
  - *Log onto the customer support section of the website anytime to access Knowledgebase, Forums, FAQs, User Guides, Software Updates, and more*
  - *Email your questions to [support@ParishSOFT.com](mailto:support@ParishSOFT.com) anytime.*
6. What tools do you have to help me learn ParishSOFT quickly?
  - *Free Fundamentals Teletraining classes – see [www.ParishSOFT.com/training](http://www.ParishSOFT.com/training) for schedule.*
  - *Complete set of User Guides*
  - *Customer Support on our website has Knowledgebase, FAQs, Software Updates, Query Library, User Forums, and more*
  - *Call or email us your questions*
7. Does ParishSOFT allow our parishioners to access and update their information via the Web?  
*Yes, with My Own Church they are able to update family and member information, make contributions, pay fees, register for religious education and other classes and events online.*
8. Why should I choose ParishSOFT?
  - *We provide top quality software and responsive, knowledgeable support.*
  - *You'll find our software easy to use, and you'll enjoy having the information you need most at your fingertips.*
  - *We are 100% devoted to serving the Catholic and Orthodox Community.*
  - *Only ParishSOFT offers the most accurate data conversion from Deacon.*
  - *We offer a 100%, no questions asked, money-back guarantee.*