# SERVANT KEEPER for your Administrators & IT Team

## Saving You Time Every Day



### **Eliminate Repetitive Data Entry**

When information is entered into your Servant Keeper database, it's updated every where. Built in features pre-fill fields and automatically update your lists.



Built-in search tools ensure you data is easily accessible to you and your people. Search on any field in your entire database, or just a segment of it.



### **Customize to Track Data You Need**

Servant Keeper is customizable. It bends to fit the information your church needs to track, and the way you work.

# **Tools to Keep Your Ministry Running**



### Member Profiles Organize the people in your ministry.

### **Information All In One Place**

Simplify your information management. Servant Keeper lets you eliminate the need for multiple spreadsheets and databases and use your information all from one location. When information updates in one place, or by another user, it updates everywhere.

### **Members Can View and Edit Their Own Information**

Reduce time spent updating profiles. Now members can view and edit their profiles, and even update their pictures.

### **Take Action with One Click**

From within a member's profile, you can call, email, merge information into mail and email, print, view maps to their address, schedule and assign appointments, start a background check and more all with one click.

### **Manage Relationships**

View, add, and edit a members' familiy relationships, and easily navigate into the family members' profiles.



### **Smart Groups**

Organize Unlimited groups and segments of your ministry

### Groups are Always Accurate and Up to Date

People in your ministry can be organized into unlimited groups for the purpose of easier tracking and communication. As a person's information changes, Servant Keeper will add them to or take them out of groups based on specific criteria you set.

#### **Communicate Easily with a Segment of Your Ministry**

Mail merge letters and emails, sign groups up for email campaigns, send text messages, make automated phone calls and more to any group of your ministry.

#### **Search Within Groups**

Pull a group, then search for any criteria within that group. For example, pull your middle school youth group list, and search to see who still has not turned in their permission slip.



### **Events and Attendance**

Manage events and track attendance throughout your ministy.

### Take Attendance on the Go

The Greet & Attend app, available with Servant PC Cloud, allows you and ministry leaders to take attendance, by name or count, on their mobile devices. This information automatically goes into your Servant Keeper database. Add new visitors and attend them to events and services on the fly.

### **Quickly Print Rosters and Resources**

Create rosters for all of your classes and events in different formats with just the click of a button. Format them to collect the information you need, and include past attendance history to make it easier for your teachers and leaders to keep an eye on trends.

Easily merge an event group list into name tags, labels, and mailings.



# Reports and Research

Present information professionally.

### **Use Professional Report Templates And Share with Other Ministries**

Servant Keeper gives you over 100 report and resource templates. Quickly pull your information into a report for printing, emailing, or saving. You can customize or build your own reports with the report editor tool. And see how other ministries are reporting on everything. Download their shared reports, rate them, and even upload your own to share with other Servant Keeper users.

### Works Great with Programs You're Already Using

#### **Manage Events Online**

With the built-in Eventbrite integration, your people can sign up for events online from anywhere. You can then track registrations, past attendance, and do follow-up within Servant Keeper. Plus, you can



manually sign up (or unattend) an attendee to an event from within their Servant Keeper profile.

#### e-Giving with Vanco and Most Major Online Giving Providers

Provide your donors with more ways to give: online, text to give, payment kiosks and more. Through Servant Keeper's integration with solutions like Vanco, these contributions are tracked and easily imported into your contribution manager.



Add Visitor

Find Indivi Check All

### Communication

Facilitate communications with your ministry.

### Keep Your Ministry Informed — SK Notify

A rapid emergency alert & communication system built for ministry. You will have the ability to quickly send out alerts and messages with: phone, text, and email messaging.

- Notify members when events and services are cancelled or delayed.
- Works with any internet enabled device.
- Mobile command center where congregants can update their own contact information and notification preferences.

### Communicate with Your Pastor, Volunteers, and Other Leaders

- Set up meetings for others, set reminders, and email details.
- Easily forward member contact information on to your ministry leaders.

### Send Personalized Messages to the Right People

- Include your letterhead, signatures, and logos.
- Merge information into Email and Mail templates you can save and reuse.
- Choose to send specific messages only to the people or groups who would be interested. For example, you

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The 2012 Big trip Permission Slip		on Slip	«Address»	
Third Visit Letter			«City», «State» «Zip Code»	
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can easily send an email to your women's ministry, without including the whole church.

### MailChimp Integration: Send Professional Campaigns

With the built-in MailChimp integration, you can easily add new attendees, visitors, and guests to MailChimp email campaigns through Servant Keeper. For example, every new visitor can automatically receive a series of four emails encouraging them to come again and get involved.



We'd Love to See You Again

We're pleased you joined us for the first time at worship services this past Sunday. We wanted to reach out to invite you back and let you know about some other happenings at our church.



Drag and drop email design.

**Contact Us Today:** See more of what Servant Keeper can do your your ministry.

