

# How to Choose Church Management Software

## 1. Define Your Church Needs

Work with your leadership, key volunteers, and staff to uncover, clarify, and prioritize your church's needs. Discuss and answer the following questions as a team:

1. What are our specific goals and priorities as a church?
2. What are the current pain points and inefficiencies in our church management processes?
3. How large is our congregation, and what are our growth projections?
4. What is our budget for purchasing and maintaining a ChMS?
5. What level of technical expertise do we have within our team?
6. What integrations are essential for our church's existing tools and systems?
7. What level of customization and flexibility do we require in a ChMS?
8. What are the data security and privacy requirements for our church?
9. What level of support and training will be provided by the ChMS vendor?



## 2. Review Best Church Management Software Tools

<< Scan this QR Code to access TheLeadPastor.com's rankings of this year's best Church Management Software tools.

## 3. Grade Your Final Options

For each of the Church Management tools your church is considering, apply the grading template from the following page. For each line, grade the specific ChMS on a scale of 1 to 5, where one is least desirable, and five is most desirable. The higher the total score, the better fit that ChMS will be for you and your church.

<i>ChMS Solution:</i>		
<b>Criteria</b>	<b>Description</b>	<b>Score</b>
<b>Ease of Use</b>	How intuitive and user-friendly is the software? Are the features easy to navigate?	1 2 3 4 5
<b>Key Features</b>	Does the software include essential features such as membership management, attendance tracking, communication tools, financial management, event scheduling, etc.?	1 2 3 4 5
<b>Cost</b>	Is the pricing reasonable and within budget? Consider both initial costs and ongoing expenses (subscription, updates, etc.).	1 2 3 4 5
<b>Customer Support</b>	What level of support is provided? Is there 24/7 support, live chat, phone support, or email support?	1 2 3 4 5
<b>Security</b>	How secure is the software? Does it offer data encryption, regular backups, and strong access controls?	1 2 3 4 5
<b>Integration</b>	Can the software integrate with other tools and systems used by the church, such as accounting software, email platforms, or website management tools?	1 2 3 4 5
<b>Scalability</b>	Can the software grow with your church? Does it handle increasing amounts of data and users as your congregation grows?	1 2 3 4 5
<b>User Reviews</b>	What do other users and churches say about the software? Are there positive testimonials and high ratings?	1 2 3 4 5
<b>Customization</b>	How customizable is the software to fit the unique needs of your church? Can you tailor it to specific workflows and preferences?	1 2 3 4 5
<b>Training and Resources</b>	Are there adequate training materials, tutorials, and resources available to help users get the most out of the software?	1 2 3 4 5