



# DIMS

Diocese of Fredericton

Parish Officers' Day

May 6, 2017

# DIMS



- Diocesan Information Management System:
  - Address book
  - Parish groups
  - Statistics and financial reports
- Layered access
  - e.g., parish user, archdeacon, diocesan user
- Web-based third party service, hosted off-site
  - Limited function changes possible
- Normally, parish use is by priest, admin. assistant, treasurer and/or warden(s) at annual return time



# The Anglican Diocese of Fredericton

Proclaiming the Gospel of Jesus Christ for the making of disciples

[Contact](#) | [Calendar](#) | [eNews](#) | [Events](#) | [Church Directory](#) | [Request Prayer](#) | [Search](#) | [Donate](#)

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- Prayer
- Mission
- Christian Formation
- Liturgy and Lectionary
- Clergy Ministry Resources
- Parish Resources**
- Communications
- Stewardship
- Human Resources
- Online Forms
- Financial Assistance
- Diocesan Resource Centre

- DIMS (Information Management)
- Legislation and Directives
- Parish Officer Handbook
- E Offering Programme
- Back to Church Sunday
- A Foundation for Life
- Parish Registers
- Annual Parish Returns
- Parish Profile Template

**Parish Resources**

- DIMS (Information Management)
- Legislation and Directives
- Parish Officer Handbook
- E Offering Programme
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- A Foundation for Life
- Parish Registers
- Annual Parish Returns
- Parish Profile Template





## Diocesan Information Management System (DIMS)



[Log in to DIMS](#)

by [Carleton Contact Solutions](#)

[DIMS informational brochure](#)

[DIMS User Manual PDF](#)

[Release Notes](#)

[Version 1.1 Release Notes \(21 May 2009\)](#)

[Version 1.2 Release Notes \(06 April 2010\)](#)



## The Diocesan Synod of Fredericton

115 Church Street, Fredericton NB E3B 4C8  
(506) 459 1801 [o] (506) 460 0520 [f] <http://anglican.nb.ca>



- Home
- Login
- Parish (Maintain)
- People (Maintain)
- Parish Lists
- Parish Reports

### DIMS Release 1.3 Login

**Please enter your username and password. Then click the login button to proceed.**

Username:

Password:

Login

[Forgot Your Username or Password?](#)

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- Parish (Maintain)
  - Add parish people to parish groups
  - Enter parish annual statistics and financial report
  - Enter baptisms
- People(Maintain)
  - Add and update contact info for people in parish
  - Search for contact info of people in other parishes
- Parish Lists – bulk contact list for parish groups
- Parish Reports – annual parish return

# People (Maintain)



- Home
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## Person List

---

### Search Criteria

Last Name	<input type="text"/>	First Name	<input type="text"/>
Work Phone	<input type="text"/>	Home Phone	<input type="text"/>
Email	<input type="text"/>		

Search

Clear

---



## Person List

Add Person

### Search Criteria

Last Name  First Name   
Work Phone  Home Phone   
Email

Search

Clear

---

Last Name	First Name	Address
Jacobs	Cheryl	239 Bessborough Street
Jacobs	Dariel	23 University Drive
Jacobs	Emily	239 Bessborough Street
Jacobs	Mark	239 Bessborough Street
Jacobs	Michelle	239 Bessborough Street
Jacobs	Peter	239 Bessborough Street
Jacobs	Rick	74 Adams Street

## Edit Person



Prefix	First Name	Middle Name	Last Name	Suffix
Mrs. ▼	Cheryl		Jacobs	▼

This Person is the Head of a Household?

Household Mailing Label Name

Address Line 1

Address Line 2

City

Province  ▼

Postal/Zip Code

Work Phone

Home Phone

Fax Num

Email

Comm Pref  ▼

Notes

Every DIMS user can read what is in this box

## Person List

Add Person

### Search Criteria

Last Name  First Name   
Work Phone  Home Phone   
Email

Search

Clear

---

Last Name	First Name	Address
Jacobs	Cheryl	239 Bessborough Street
Jacobs	Dariel	23 University Drive
Jacobs	Emily	239 Bessborough Street
Jacobs	Mark	239 Bessborough Street
Jacobs	Michelle	239 Bessborough Street
Jacobs	Peter	239 Bessborough Street
Jacobs	Rick	74 Adams Street

## Add Person



Prefix	First Name	Middle Name	Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	Jacobs	<input type="text"/>

This Person is the Head of a Household?

Household Mailing Label Name

Address Line 1

Address Line 2

City

Province

Postal/Zip Code

Work Phone

Home Phone

Fax Num

Email

Comm Pref

Notes

Add

Cancel

# People (Maintain)



- When adding a new person to DIMS, be diligent in your search first, especially if he/she has moved from elsewhere.
- Update contact information when you know it.
- Remove anything you know is incorrect.
- Use the Notes field to record date and what changes made.
- Indicate when someone is deceased.
- Add as many parishioners as you wish – there is a Parish Member group.

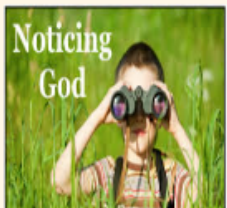


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- Annual Parish Returns
- Parish Profile Template

**Parish Resources**

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- Parish Profile Template





# Annual Parish Returns

## Parish Statistical and Financial Returns

### [Parish Return Cover Letter](#)

Please use DIMS to enter your annual parish return data if you are able. If access to a computer and/or the Web is an issue, you may use the working forms below to mail in.

### Working Forms:

- [Parish Statistical Return / Statistics Definition Key](#)
- [Parish Officers and Contacts](#)
- [Baptism Record](#)
- [Parish Financial Return \(for Parish Treasurers\) / Definition Key](#)
- [The Parish Financial Audit](#)

[Full 2016 parish return form package \(PDF\)](#)

- Home
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- Parish (Maintain)
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## Maintain Parishes

---

Select Parish

Parish of Andover ▼

Parish Statistics

Parish Financials

Baptisms

### Parish Groups

---

A.C.W. Member

Add People

A.C.W. President

Add People

[REDACTED]

Perth-Andover



Chapel Warden (Vacant)

Add People

Church School Superintendent (Vacant)

Add People

Church School Teachers (Vacant)

Add People

Church Warden

Add People

[REDACTED]

Grant Falls



[REDACTED]

Perth-Andover



Communications Contact

Add People

[REDACTED]

Perth-Andover



Deceased (Vacant)

Add People

# Adding Person to a Group

**Person List**

Add Person

## Search Criteria

Last Name  First Name

Work Phone  Home Phone

Email

Search

Clear

	Last Name	First Name	Address
<input checked="" type="checkbox"/>	Jacobs	Cheryl	239 Bessborough Street
<input type="checkbox"/>	Jacobs	Daniel	23 University Drive
<input type="checkbox"/>	Jacobs	Emily	239 Bessborough Street
<input type="checkbox"/>	Jacobs	Mark	239 Bessborough Street
<input type="checkbox"/>	Jacobs	Michelle	239 Bessborough Street
<input type="checkbox"/>	Jacobs	Peter	239 Bessborough Street
<input type="checkbox"/>	Jacobs	Rick	74 Adams Street

Select People

## Maintain Parishes

---

Select Parish

Parish of Andover ▼









Parish Statistics

Parish Financials

Baptisms

### Parish Groups

---

A.C.W. Member	Add People
A.C.W. President	Add People
 Perth-Andover	
Chapel Warden (Vacant)	Add People
Church School Superintendent (Vacant)	Add People
Church School Teachers (Vacant)	Add People
Church Warden	Add People
 Grant Falls	
 Perth-Andover	
Communications Contact	Add People
 Perth-Andover	
Deceased (Vacant)	Add People

Parish : Parish of Andover

Select A Year : 2016 ▼

Create New Year

### Section 1 - Population Summary

#### Congregation:

Number of Congregations : 1

#### Households:

Families : 41

Individuals : 26

#### Membership:

Children : 10

Adults : 114

#### Other:

Confirmed Persons : 102

Communicants : 58

Identifiable Givers : 46

### Section 2 - Parish Groups & Roles Summary

## Parish Statistics

Return / Cancel

Parish : Parish of Andover

Year :

### Section 1 - Population Summary

**Congregation:**

Number of Congregations :

**Households:**

**Yearly grand total (attendance):**

On Sundays :

On Weekdays :

Update

Return / Cancel

## Maintain Parishes

Select Parish

Parish of Andover

Parish Statistics

Parish Financials

Baptisms

### Parish Groups

A.C.W. Member

Add People

A.C.W. President

Add People

[REDACTED]

Perth-Andover



Chapel Warden (Vacant)

Add People

Church School Superintendent (Vacant)

Add People

Church School Teachers (Vacant)

Add People

Church Warden

Add People

[REDACTED]

Grant Falls



[REDACTED]

Perth-Andover



Communications Contact

Add People

[REDACTED]

Perth-Andover



Deceased (Vacant)

Add People

# Annual Parish Returns



- Complete by March 15 each year
- Enter into DIMS if you have access
- No need to send the working forms to the Synod Office once you have entered into DIMS

## Parish Officers and Contacts – Annual Statistical Return

Diocese of Fredericton

Parish: _____	Incumbent: _____
---------------	------------------

At the parish meeting held on \_\_\_\_\_, the following persons were elected to the offices indicated. Other contacts have been designated as noted.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**WARDEN**

annual elected

Name:	_____		
Address:	_____	Phone: (    )	[h]
	_____	Phone: (    )	[o]
E-mail	_____		



# Parish Annual Statistical Return

Parish of \_\_\_\_\_

Year \_\_\_\_\_

## Section 1 - Population Summary

### **Congregation:**

Number of Congregations :

### **Households:**

Families :

Individuals :

### **Membership:**

Children :

Adults :

### **Other:**

Confirmed Persons :

Communicants :

Identifiable Givers :

## Section 3 - Worship Services Summary

### **Celebrations of Holy Eucharist / Holy Communion:**

Inside Church :

Outside Church :

On Sundays :

On Weekdays :

### **Administration of Reserved Sacrament:**

Reserved Sacrament Services :

### **Other Services:**

Matins :

Evensong :

Lessons & Carols :

Funerals :

Baptism :

Marriage :

Confirmation :

Reaffirmation :

Reception :

Holy Unction :

Other :

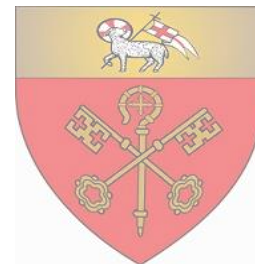
**Total Services:**

**Baptisms from the Parish Register during the year \_\_\_\_\_ Parish of \_\_\_\_\_**

No	Surname	Christian names		Mother (include maiden name)		
	Full address			Gender	Father	
					Father's occupation	
	Baptism date (D / M / Y)	Birth date (D / M / Y)	Birth place		Church	

No	Surname	Christian names		Mother (include maiden name)	
	Full address			Gender	Father

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# Parish Lists

## Parish Lists

---

### Step 1 - Select area(s) for list

Select Area/Deanery

All

### Step 2 - Select Target Areas For List

- Active clergy     On Leave  
 Retired clergy     Church Army  
 All

### Step 3 - Select Report Type

- Send Email
- Mailing Labels
- Mailing Labels for People Without E-Mail
- Mailing Labels (Head of Household only)
- People List - Display With Headings
- People List - Display Without Headings

### Step 4 - Select Group

- All
- A.C.W. Member
- A.C.W. President
- Chapel Warden
- Church School Superintendent
- Church School Teachers

### Step 4 - Finish

Proceed

Email  
Mailing Labels  
People List  
Excel Spreadsheet

# Parish Lists

## Step 1 - Select area(s) for list

Select Archdeaconry

All ▼

## Step 2 - Select Target Areas For List

- Active clergy
- On Leave
- Retired clergy
- Church Army
- All

## Step 3 - Select Report Type

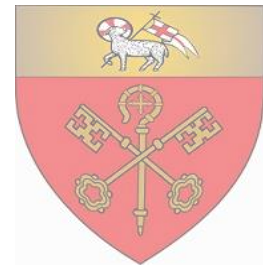
Send Email  
Mailing Labels  
Mailing Labels for People Without E-Mail  
Mailing Labels (Head of Household only)  
People List - Display With Headings  
People List - Display Without Headings

## Step 4 - Select Group

All  
A.C.W. Member  
A.C.W. President  
Chapel Warden  
Church School Superintendent  
Church School Teachers

## Step 4 - Finish

Proceed



# Parish Reports

## Parish Reports

Step 1 - Select area(s) for list

Select Archdeaconry

All

Step 2 - Select report type

Parish Statistics Report - Excel Export

Step 3 - Select Year

2016

Step 4 - Finish

Proceed

Parish Profile Report  
Parish Profile Report - Print  
Parish Profile Report - Excel Export  
Parish Baptisms Report  
Parish Officers Report  
Parish Officers Report - Print  
Parish Officers Report - Excel Export  
Parish Statistics Report - Excel Export  
Parish Financial Report - Excel Export



# The Future for DIMS?

- Requirements:
  - User interface improvements
  - More field specific security
  - Date recording on updates
  - Customizable fields
  - Context specific help
  - Overhaul of statistics and financial entry forms
  - Safe Church lists
  - ?



Questions?

Need help?

Cheryl – 459-1801 (line 1)