

MATTHEW MARK JOHN PHOEBE LUKE

THE COMPLETE CATALOG

Your Crew

Six AI workers and 118 workflows they run for church offices and parachurch ministries. Browse, check the boxes, and bring it to your plan session.

☐ Check what you want (Circle) your favorites Bring it to your plan session

stabilsystems.com/crew-catalog

Messages to people are drafted for your staff to send, and anything touching money waits for a person's yes.

Contents

Each section belongs to one member of your crew, and Pearl leads them all. Featured workflows save the most clicks and keystrokes, so they get the most room. Every entry has a box to check. When you are done, upload the pages you checked at stabilsystems.com/plan.

#1 START HERE
Popular
The 16 workflows that give the most hours back, the least stress, and the most value.
page 3


HIGHLIGHTS
What your crew can do
Its own email, your ministry brain, your apps, video, decks, and social.
page 6

WORKS WITH
The apps your ministry already uses
Planning Center, Rock, QuickBooks, Google, Microsoft, WordPress, and more.
page 7


SECTION 1 · MATTHEW
Finance & bookkeeping
Matthew keeps the books. 18 workflows.
page 8


SECTION 2 · MARK
Communications & media
Mark writes and designs. 20 workflows.
page 13


SECTION 3 · JOHN
Guests, members & care
John keeps track of people. 20 workflows.
page 18


SECTION 4 · PHOEBE
Front office & email
Phoebe keeps the front desk in order. 20 workflows.
page 23


SECTION 5 · LUKE
Records & research
Luke keeps records straight and digs up answers. 20 workflows.
page 28


SECTION 6 · PEARL
Events, registration & volunteers
Pearl leads the crew and runs the big days. 20 workflows.
page 33

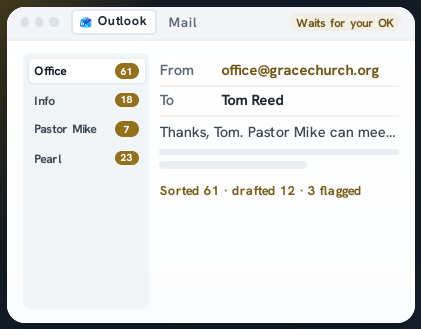
AT THE BACK
Your next step
Send us your checked pages and book a plan session.
page 38

START HERE

Popular

The workflows ministries ask for first: the most hours back, the least stress, and the most value from week one. Check the ones you want; the full catalog starts on page 8.

#1 MOST HOURS BACK ☐ INCLUDE



Sorts your other inboxes

The shared inbox is the biggest daily time sink in most church offices. This clears it before you sit down.

WHAT IT DOES

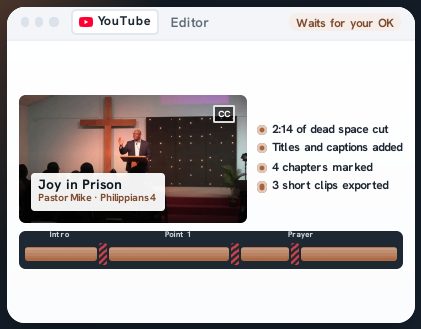
Works inside info@, office@, and the pastor's inbox with permission: sorts, drafts replies for staff to send, files, and flags what needs you.

OFF YOUR PLATE

Reading, sorting, and answering routine mail.

No. 4.13 · Phoebe, Front office & email

#2 MOST HOURS BACK ☐ INCLUDE



Sermon video editing

Hours of editing every week, done before Monday lunch, with clips ready to post.

WHAT IT DOES

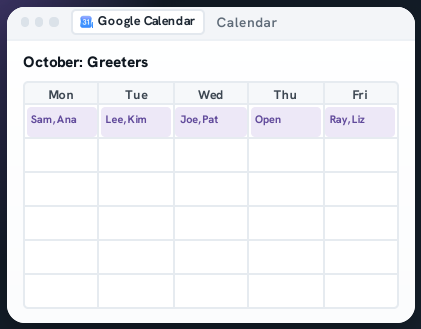
Edits Sunday's recording: cuts dead space, adds titles and captions, marks chapters, and exports clips for each platform.

OFF YOUR PLATE

Trimming, titling, captioning, and exporting.

No. 2.01 · Mark, Communications & media

#3 MOST HOURS BACK ☐ INCLUDE



Volunteer schedules

The monthly schedule rebuild disappears, and Sunday holes get filled without a phone tree.

WHAT IT DOES

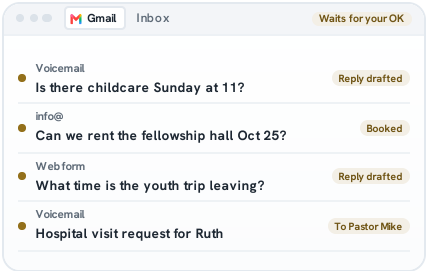
Builds serving schedules around each person's availability and blackout dates.

OFF YOUR PLATE

Juggling availability and blackout dates.

No. 6.07 · Pearl, Events, registration & volunteers

#4 MOST VALUE ☐ INCLUDE

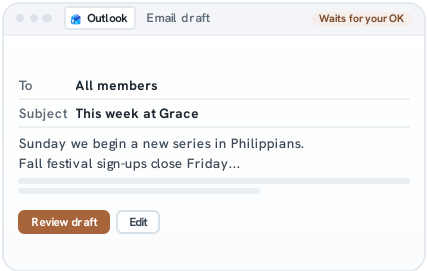


Front desk helper

Full-time front desk help for the price of a worker: every voicemail and email sorted, with a reply drafted for staff the same day.

No. 4.02 · Phoebe, Front office & email

#5 HOURS BACK ☐ INCLUDE

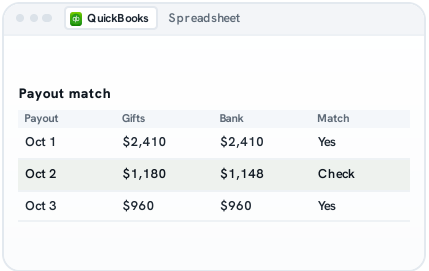


Weekly newsletter draft

Thursday afternoons come back, and the newsletter goes out on time every week.

No. 2.03 · Mark, Communications & media

#6 HOURS BACK ☐ INCLUDE

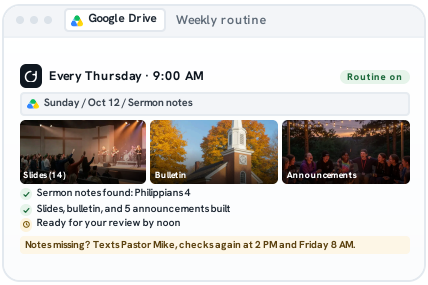


Online giving reconciliation

The most tedious finance task, matched line by line, with only the exceptions left for you.

No. 1.01 · Matthew, Finance & bookkeeping

#7 HOURS BACK ☐ INCLUDE



Sunday slides and bulletin

Slides, bulletin, and announcements done by Thursday, and the pastor gets a nudge if the notes are late.

WHAT IT DOES

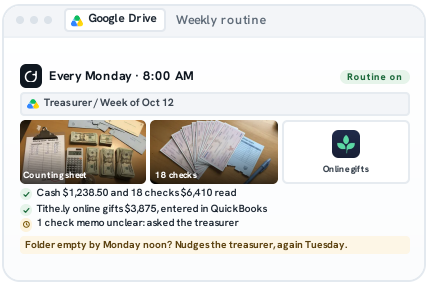
Every Thursday it opens the sermon notes folder and builds the worship slides, the bulletin, and the announcement slides from your templates. If the notes are not there yet, it reminds the pastor and checks again.

OFF YOUR PLATE

Chasing notes and building slides and the bulletin every week.

No. 2.09 · Mark, Communications & media

#8 HOURS BACK ☐ INCLUDE



Weekly gift logging

Cash, checks, and online gifts in your books every Monday from a few phone photos. No more retyping.

WHAT IT DOES

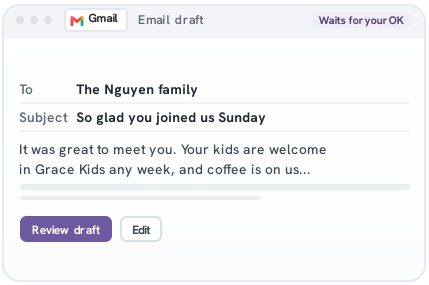
Each week the treasurer drops photos of the counting sheet, checks, and deposit slip into one folder. It reads them, adds the online gifts, and enters everything into your books or giving sheet by fund.

OFF YOUR PLATE

Reading counting sheets and checks and keying every gift by fund.

No. 1.02 · Matthew, Finance & bookkeeping

#9 MOST VALUE ☐ INCLUDE



First-time guest list and welcome drafts

Every guest hears from you the same week. Few things matter more for growth.

WHAT IT DOES

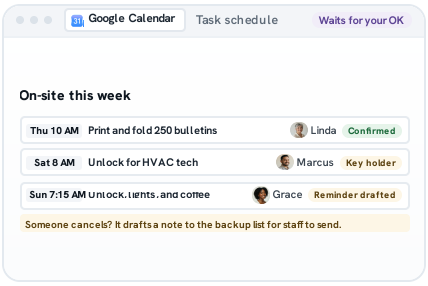
Lists new guests each week, drafts a welcome note for staff to send, and lets the right person know who to call.

OFF YOUR PLATE

Writing welcomes and assigning calls.

No. 3.01 · John, Guests, members & care

#10 LESS STRESS ☐ INCLUDE



On-site task planning

Printing, folding, unlocking, and setup get done by real people on the days they can come, without you herding anyone.

WHAT IT DOES

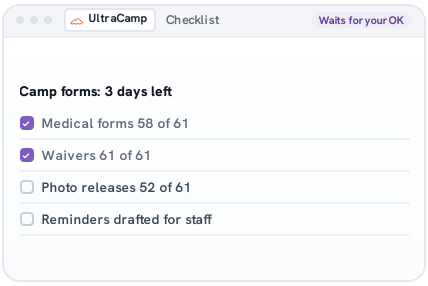
Plans the hands-on work each week, like printing, folding, unlocking for services and repair visits, and room setup, and lines up real people for the days they can come in. Drafts confirmations and reminders for staff to send, and suggests a backup if someone cancels.

OFF YOUR PLATE

Lining up people for printing, folding, unlocking, and setup.

No. 6.05 · Pearl, Events, registration & volunteers

#11 LESS STRESS ☐ INCLUDE



Forms and waivers

No more check-in day scramble for missing medical forms and waivers.

WHAT IT DOES

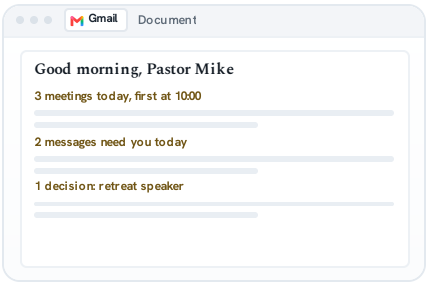
Tracks missing medical forms, waivers, and photo releases before the deadline and drafts reminders for staff to send.

OFF YOUR PLATE

Chasing every missing form and waiver.

No. 6.01 · Pearl, Events, registration & volunteers

#12 LESS STRESS ☐ INCLUDE



Daily briefing for the pastor

Your pastor starts every day knowing what matters, instead of digging through email.

WHAT IT DOES

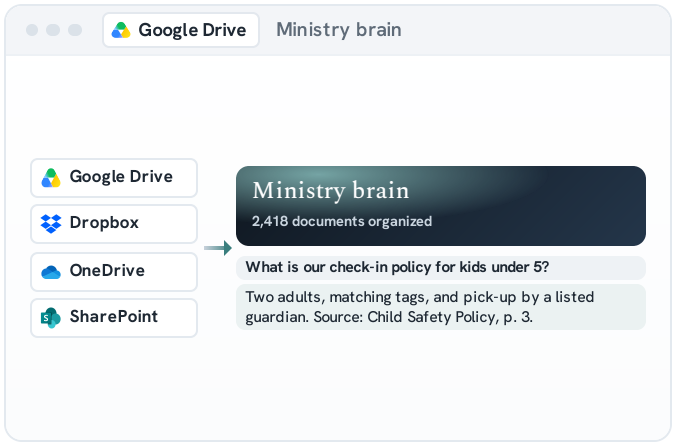
Sends the lead pastor a short morning note: today's schedule, urgent messages, and anything that needs a decision.

OFF YOUR PLATE

Sorting what matters before 8 a.m.

No. 4.07 · Phoebe, Front office & email

#13 MOST VALUE ☐ INCLUDE



Your ministry brain

Every answer, policy, and file in one place, and every worker answers from it.

WHAT IT DOES

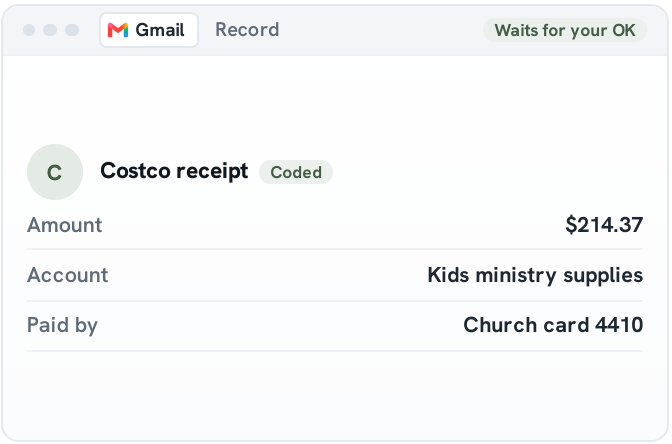
Gathers your policies, handbooks, minutes, and files into one organized brain in Google Drive, Dropbox, or SharePoint and OneDrive. Every worker answers from it, with sources.

OFF YOUR PLATE

Hunting through folders for the right file.

No. 5.12 · Luke, Records & research

#14 HOURS BACK ☐ INCLUDE



Receipt and bill capture

Receipts stop living in pockets and inboxes, and month-end close gets easy.

WHAT IT DOES

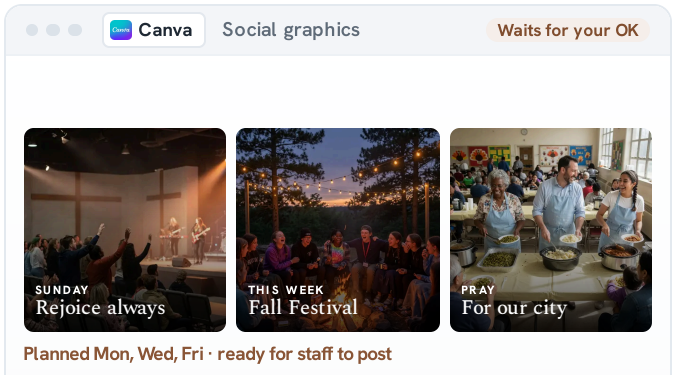
Reads receipts and bills from email or a shared folder, codes them to the right account, and queues them for approval.

OFF YOUR PLATE

Downloading, renaming, and coding every receipt.

No. 1.13 · Matthew, Finance & bookkeeping

#15 MOST VALUE ☐ INCLUDE



Social graphics and post drafts

Your feeds stay full and look professional without a designer on staff.

WHAT IT DOES

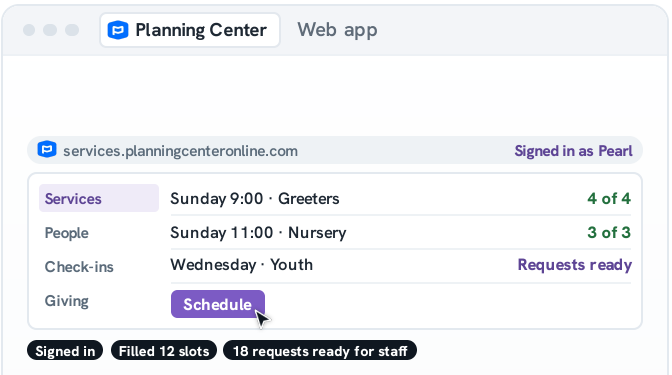
Designs a week of on-brand graphics from the sermon and events, writes the captions, and lays out a posting plan for staff to post.

OFF YOUR PLATE

Designing, writing, and scheduling every post.

No. 2.13 · Mark, Communications & media

#16 HOURS BACK ☐ INCLUDE



Keeps Planning Center and your apps tidy

The software you already pay for finally gets used to the fullest.

WHAT IT DOES

Signs in to Planning Center, Rock, Breeze, or your registration system and clicks through the work like a trained staff member.

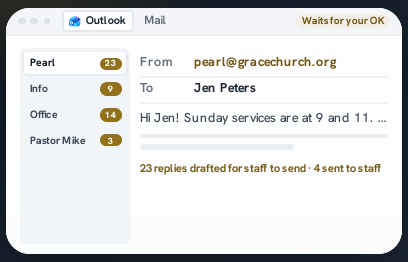
OFF YOUR PLATE

Clicking through the same screens every week.

No. 6.12 · Pearl, Events, registration & volunteers

What your crew can do

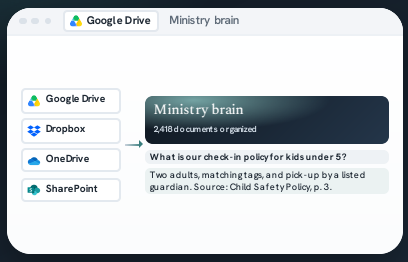
Your crew works the way your staff does: in email, in your files, and inside the apps you already pay for. And the work looks good.



NO. 4.01

A shared inbox for your staff

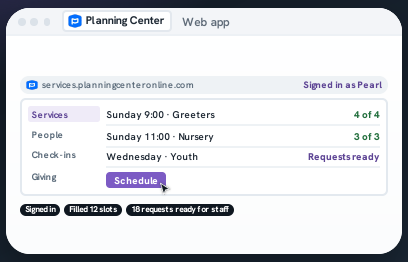
Your worker has an address like pearl@yourchurch.org that your staff can send work to, and with permission it sorts info@, office@, and your pastor's inbox.



NO. 5.12

Connects to your ministry brain

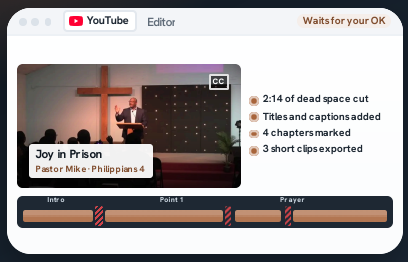
Your policies, minutes, and files gathered into one organized brain in Google Drive, Dropbox, or SharePoint and OneDrive. Every worker answers from it.



NO. 6.12

Signs in and clicks through

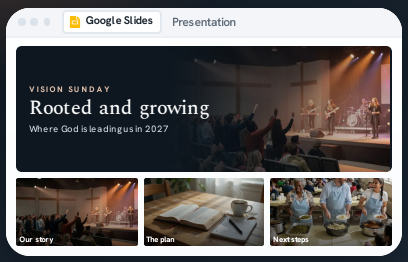
Planning Center, Rock, Breeze, WordPress, Squarespace: it logs in and does the work like a trained staff member.



NO. 2.01

Edits your sermon video

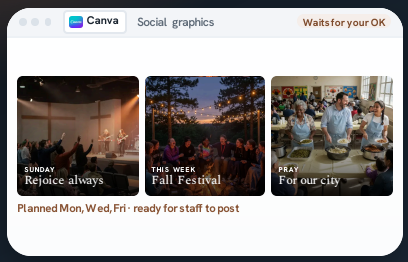
Cuts dead space, adds titles and captions, marks chapters, exports clips, and turns it into a blog post.



NO. 2.07

Designs decks, bulletins, and docs

Polished PowerPoint and Google Slides decks, weekly bulletins, prayer cards, and handbooks in your brand.



NO. 2.13

Prepares your social posts

On-brand graphics and captions for every event and sermon, sized for each platform and planned ahead for staff to post.

Messages to people are drafted for your staff to send, and anything touching money waits for a person's yes.

WORKS WITH

The apps your ministry already uses

Your crew signs in to these the way a staff member would. Using something else? If it runs in a browser, ask us. Most can be added.

CHURCH DATABASES

- Planning Center
- Rock RMS
- Breeze
- Realm
- Pushpay / CCB
- ChurchTrac

GIVING AND FINANCE

- Tithe.ly
- Pushpay
- QuickBooks
- Aplos
- Stripe
- PayPal

EMAIL, CALENDAR, AND MEETINGS

- Gmail
- Outlook
- Google Calendar
- Microsoft Teams
- Zoom
- Slack

FILES AND YOUR MINISTRY BRAIN

- Google Drive
- Dropbox
- OneDrive
- SharePoint
- Notion
- Google Forms

DOCS, DECKS, AND DESIGN

- Google Docs
- Word
- Google Slides
- PowerPoint
- Google Sheets
- Excel
- Canva
- ProPresenter

WEBSITE, VIDEO, AND SOCIAL

- WordPress
- Squarespace
- Wix
- Subsplash
- YouTube
- Vimeo
- Instagram
- Facebook

EMAIL LISTS AND TEXTING

- Mailchimp
- Constant Contact
- Text In Church
- Clearstream

EVENTS, CAMPS, AND FORMS

- Eventbrite
- UltraCamp
- CampBrain
- CampMinder
- CircuiTree
- CampDoc
- Jotform

PROJECTS AND TASKS

- Asana
- Trello
- monday.com

RUNS ON Claude Duet or Grok Bot, or on custom offline models built by Stabil.



SECTION 1 · MATTHEW

Finance & bookkeeping

Matthew keeps the books.

Deposits, giving, bills, statements, and the reports your treasurer and finance team need every month.

18 WORKFLOWS ON THE NEXT FOUR PAGES

NO. 1.01 FEATURED

INCLUDE

QuickBooks Spreadsheet

Payout match

Payout	Gifts	Bank	Match
Oct 1	$2,410	$2,410	Yes
Oct 2	$1,180	$1,148	Check
Oct 3	$960	$960	Yes

Online giving reconciliation

Matches online gifts and processor payouts to bank deposits, and flags anything that does not line up.

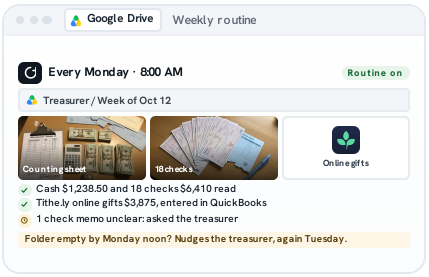
THE PROBLEM
Processor payouts never match the bank on their own.

OFF YOUR PLATE
Matching gift by gift across three screens.

Weekly · Giving platform, Bank, Accounting

NO. 1.02

INCLUDE



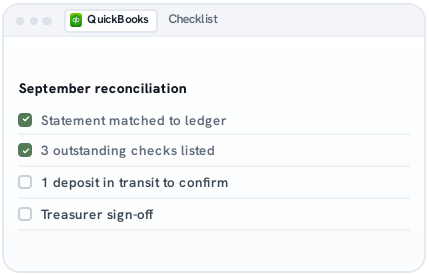
Weekly gift logging

Each week the treasurer drops photos of the counting sheet, checks, and deposit slip into one folder. It reads them, adds the online gifts, and enters everything into your books or giving sheet by fund.

Weekly

NO. 1.03

INCLUDE



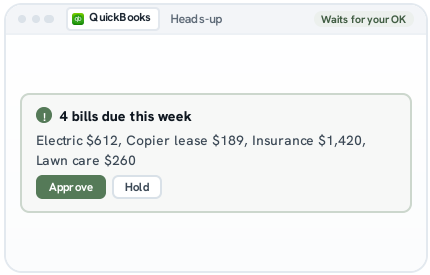
Bank reconciliation prep

Lines up the month's bank statement against your ledger and lists the open items for your treasurer.

Monthly

NO. 1.04

INCLUDE



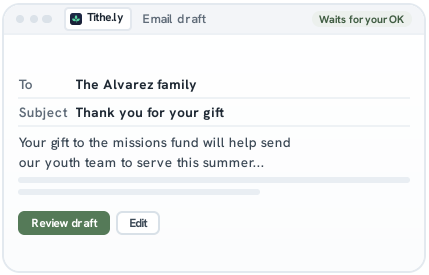
Bill pay queue

Builds the week's list of bills with due dates and amounts. Nothing is paid until a person approves it.

Weekly WAITS FOR YOUR OK

NO. 1.05

INCLUDE



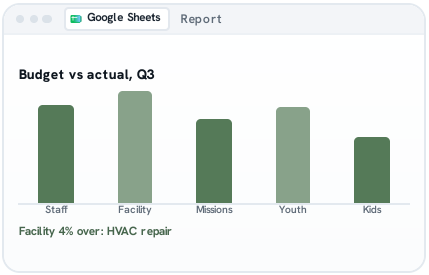
Gift thank-you letter drafts

Drafts a personal thank-you for gifts above a level you set, ready for a pastor or director to sign.

Weekly WAITS FOR YOUR OK

NO. 1.06

INCLUDE



Budget versus actual

Prepares the monthly budget-to-actual report by ministry area with short notes on the big differences.

Monthly

NO. 1.07 RECOMMENDED ☐ INCLUDE

Google Sheets · Spreadsheet

Deposit 10/05

Fund	Cash	Checks	Total
General	$1,240	$6,815	$8,055
Missions	$85	$1,150	$1,235
Building	$0	$900	$900

Weekly deposit entry

Enters each Sunday's offering deposit into your books from the counting sheet, split to the right funds.

Weekly · Accounting, Spreadsheet

NO. 1.08 RECOMMENDED ☐ INCLUDE

QuickBooks · Spreadsheet

Card ending 4410

Charge	Amount	Account
Amazon	$86.12	Kids supplies
Shell	$54.30	Youth travel
Zoom	$15.99	Missing receipt

Card statement coding

Codes every charge on the church credit card statement and asks staff for any missing receipts.

Monthly · Bank, Accounting, Email

NO. 1.09 ☐ INCLUDE

Google Sheets · Spreadsheet

Designated funds

Fund	In	Out	Balance
Missions	$18,400	$12,900	$5,500
Building	$42,000	$9,300	$32,700
Benevolence	$6,100	$5,850	$250

Designated fund tracking

Keeps restricted and designated funds separate and shows what is left in each, such as missions or building.

Monthly

NO. 1.10 ☐ INCLUDE

Gmail · Checklist · Waits for your OK

Reimbursements this week

- [x] Youth retreat gas: receipt OK
- [x] VBS crafts: receipt OK
- [ ] Lunch meeting: receipt missing
- [ ] Send to treasurer

Expense reimbursements

Collects reimbursement requests, checks the receipts against your policy, and prepares them for approval.

Weekly WAITS FOR YOUR OK

NO. 1.11 ☐ INCLUDE

Google Sheets · Spreadsheet · Waits for your OK

Pay period 10/1 to 10/15

Staff	Hours	PTO	Notes
Admin	80	0	-
Youth dir.	76	4	PTO 10/3
Custodian	62	0	New rate

Payroll prep

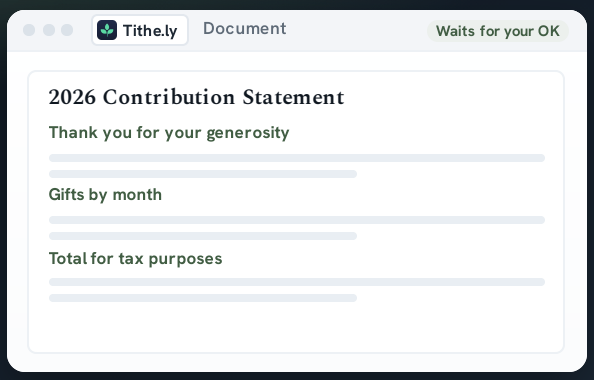
Gathers hours, time off, and changes for each pay period so payroll is ready for a person to review and run.

Each pay period
WAITS FOR YOUR OK

NO. 1.12 FEATURED ☐ INCLUDE

Year-end giving statements

Drafts every giver's contribution statement and checks the totals against the ledger, ready for staff to send.



THE PROBLEM
January deadline crunch and statement errors.

OFF YOUR PLATE
Building and checking hundreds of statements.

Yearly · Giving platform, Church database, Docs WAITS FOR YOUR OK

NO. 1.14 ☐ INCLUDE

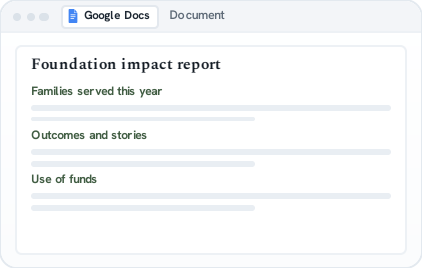


Pledge and campaign tracking

Tracks campaign pledges against gifts and drafts gentle reminders for staff to send when a pledge falls behind.

Monthly WAITS FOR YOUR OK

NO. 1.15 ☐ INCLUDE

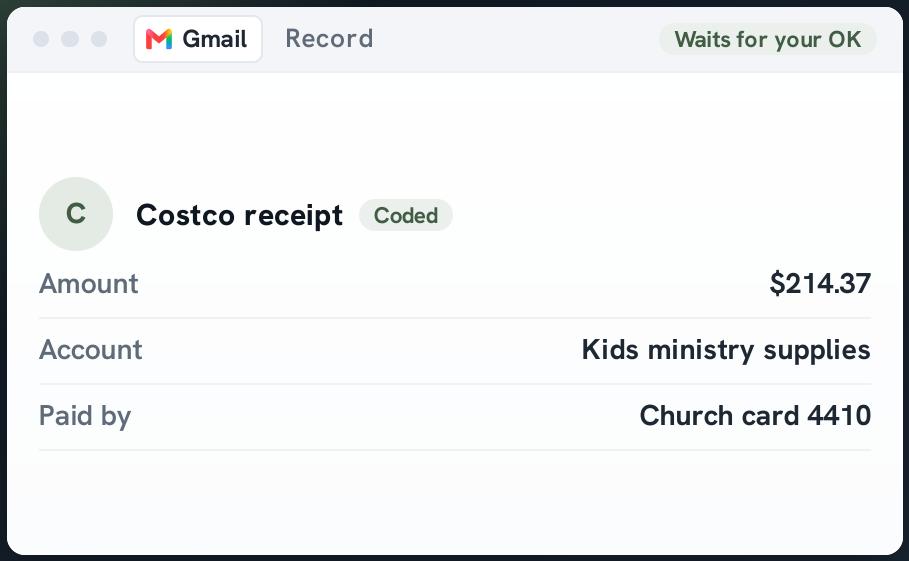


Grant and donor reports

Pulls the numbers and stories into the report a foundation or major donor asks for.

As needed

NO. 1.13 FEATURED ☐ INCLUDE



Receipt and bill capture

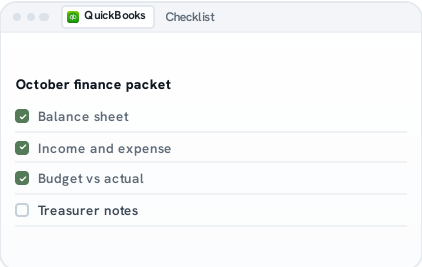
Reads receipts and bills from email or a shared folder, codes them to the right account, and queues them for approval.

THE PROBLEM
Receipts lost in inboxes, pockets, and shoeboxes.

OFF YOUR PLATE
Downloading, renaming, and coding every receipt.

Daily · Email, Shared drive, Accounting WAITS FOR YOUR OK

NO. 1.16 ☐ INCLUDE

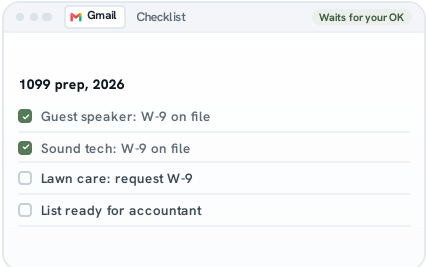


Finance committee packet

Assembles the monthly packet of statements, reports, and notes, ready for the treasurer to review.

Monthly

NO. 1.17 ☐ INCLUDE

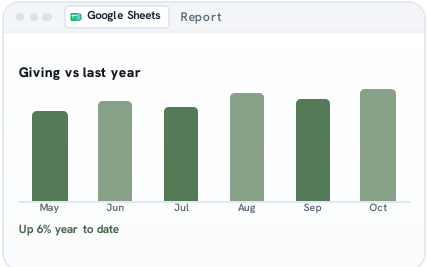


1099 and W-9 prep

Lists contractors missing a W-9, drafts the request for staff to send, and builds the year-end 1099 list for your accountant.

Yearly WAITS FOR YOUR OK

NO. 1.18 ☐ INCLUDE



Giving trend snapshot

Shows monthly giving against last year and the budget, with a plain note on what changed.

Monthly



Anything else for Matthew?

Write it in below, then add it on the plan form under “Add your own.” Rough hours and pay help us size it.

ADD YOUR OWN FOR MATTHEW

☐ _____ hrs per wk _____ $ per hr _____

☐ _____ hrs per wk _____ $ per hr _____

☐ _____ hrs per wk _____ $ per hr _____

☐ _____ hrs per wk _____ $ per hr _____

☐ _____ hrs per wk _____ $ per hr _____

☐ _____ hrs per wk _____ $ per hr _____

☐ _____ hrs per wk _____ $ per hr _____

☐ _____ hrs per wk _____ $ per hr _____

☐ _____ hrs per wk _____ $ per hr _____

☐ _____ hrs per wk _____ $ per hr _____



SECTION 2 · MARK

Communications & media

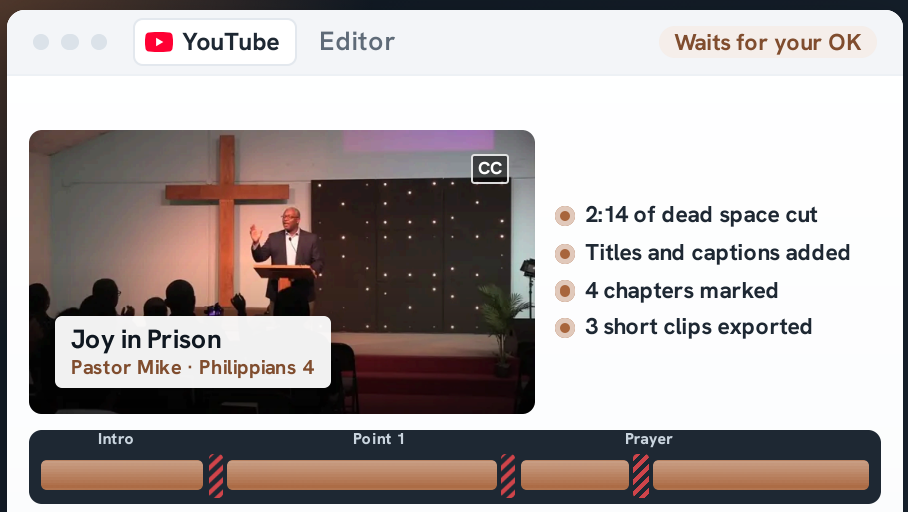
Mark writes and designs.

Newsletter and social drafts, sermon content, website updates, and every announcement in between, ready for staff to send.

20 WORKFLOWS ON THE NEXT FOUR PAGES

NO. 2.01 FEATURED

INCLUDE



Sermon video editing

Edits Sunday's recording: cuts dead space, adds titles and captions, marks chapters, and exports clips for each platform.

THE PROBLEM
Sermon video sits raw because editing takes hours.

OFF YOUR PLATE
Trimming, titling, captioning, and exporting.

Weekly · Video, YouTube, Shared drive WAITS FOR YOUR OK

NO. 2.02

INCLUDE



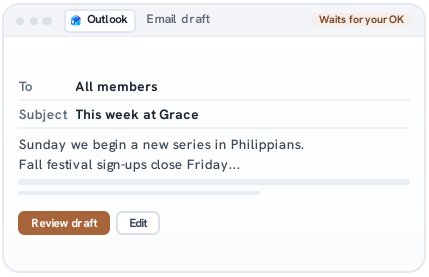
Sermon quotes and clips

Finds the strongest quotes and timestamps in the sermon recording for short clips and graphics.

Weekly

NO. 2.03

INCLUDE



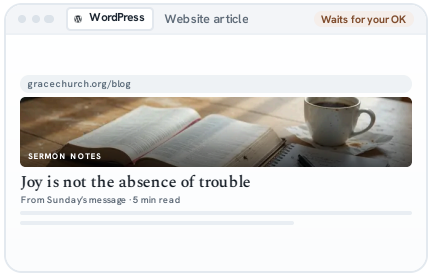
Weekly newsletter draft

Drafts the weekly email from the calendar, announcements, and last Sunday, ready for your review.

Weekly WAITS FOR YOUR OK

NO. 2.04

INCLUDE



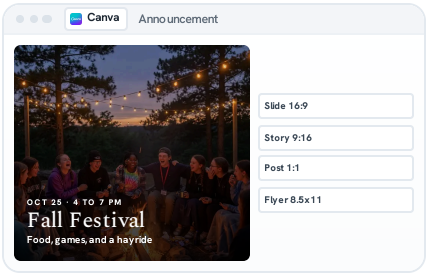
Sermon to blog post

Turns each sermon into a readable blog post for your website, with a link to watch.

Weekly WAITS FOR YOUR OK

NO. 2.05

INCLUDE



Announcement graphics

Designs event graphics in every size you need: slide, story, square post, and print flyer.

Per event

NO. 2.06

INCLUDE

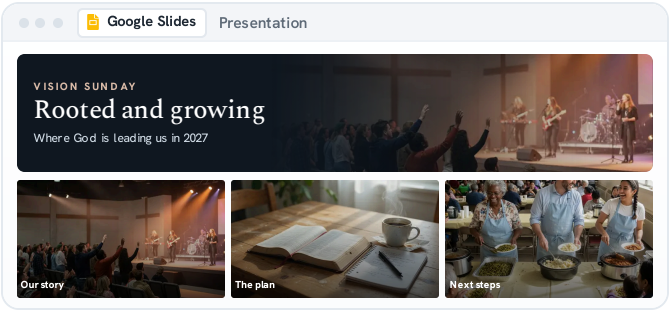


Sermon notes and study guide

Turns the sermon into a one-page outline with small group discussion questions.

Weekly

NO. 2.07 RECOMMENDED ☐ INCLUDE

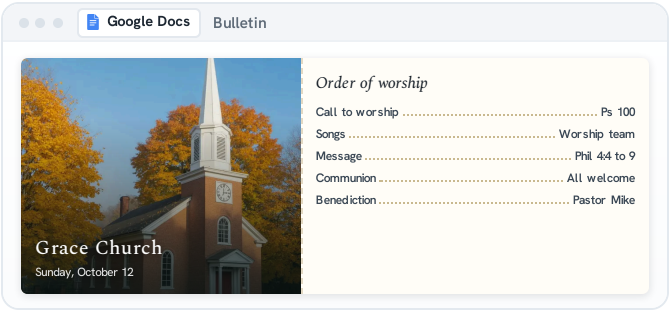


Presentation decks

Builds polished slide decks for sermons, vision nights, board meetings, and trainings from your notes and brand.

As needed · Slides, PowerPoint, Docs

NO. 2.08 RECOMMENDED ☐ INCLUDE

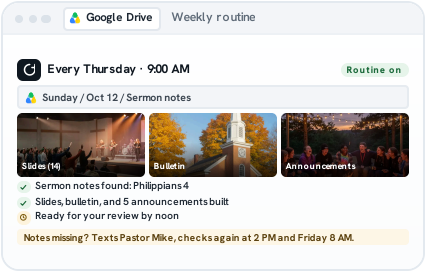


Bulletin design

Lays out a beautiful bulletin and matching announcement slides each week from your template.

Weekly · Docs, Slides, Canva

NO. 2.09 ☐ INCLUDE

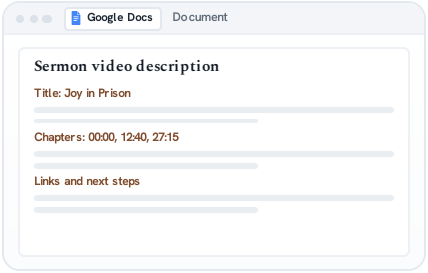


Sunday slides and bulletin

Every Thursday it opens the sermon notes folder and builds the worship slides, the bulletin, and the announcement slides from your templates. If the notes are not there yet, it reminds the pastor and checks again.

Weekly

NO. 2.10 ☐ INCLUDE

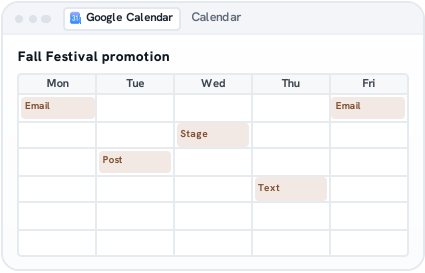


Video and podcast descriptions

Writes titles, descriptions, and chapter times for each sermon video and podcast episode.

Weekly

NO. 2.11 ☐ INCLUDE



Event promotion plan

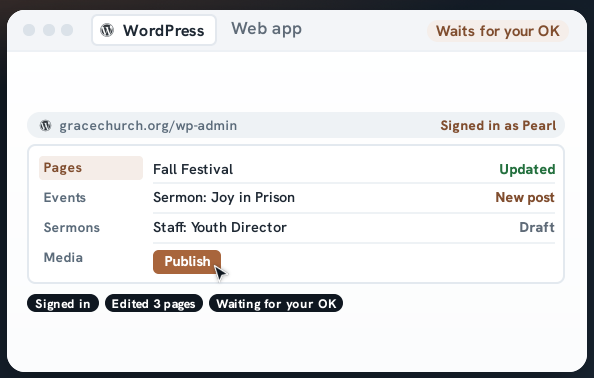
Plans when and where to promote each event across email, social, stage announcements, and print.

Per event

NO. 2.12 FEATURED ☐ INCLUDE

Website updates for staff review

Signs in to WordPress, Squarespace, or Wix and prepares updates to pages, events, sermons, and staff bios as drafts. Staff review and publish every change.

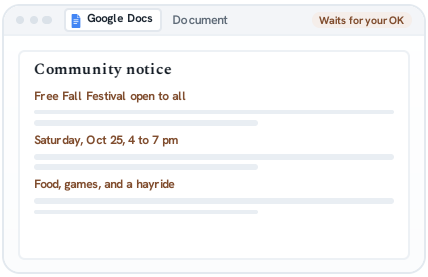


THE PROBLEM
A website with last month's dates on it.

OFF YOUR PLATE
Logging in and editing pages for every change.

As needed · WordPress, Squarespace, Wix WAITS FOR YOUR OK

NO. 2.14 INCLUDE



Press and community notice drafts

Drafts notices for local news outlets and community calendars, for staff to send.

Per event WAITS FOR YOUR OK

NO. 2.15 INCLUDE

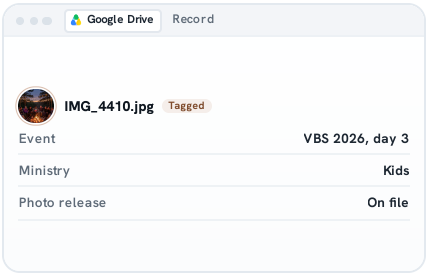
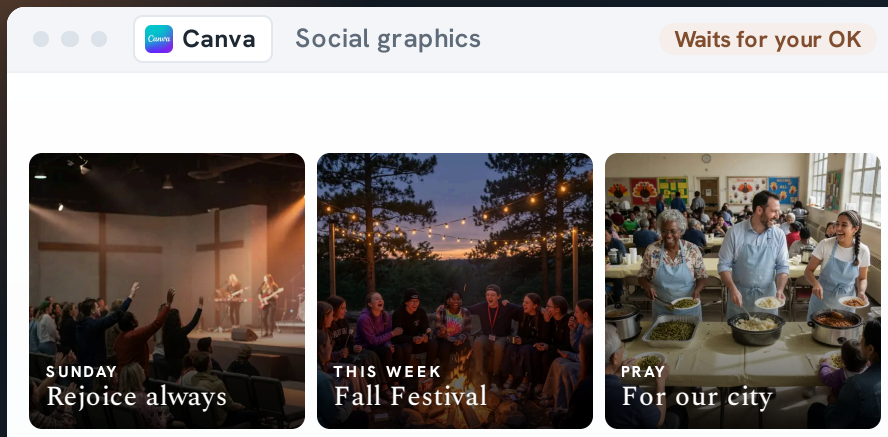


Photo library tagging

Sorts event photos by ministry, date, and the people with permission to be shown.

Per event

NO. 2.13 FEATURED INCLUDE



Planned Mon, Wed, Fri · ready for staff to post

Social graphics and post drafts

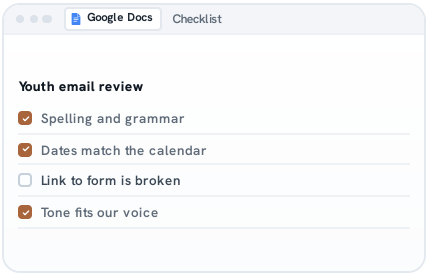
Designs a week of on-brand graphics from the sermon and events, writes the captions, and lays out a posting plan for staff to post.

THE PROBLEM
Social accounts that go quiet or look homemade.

OFF YOUR PLATE
Designing, writing, and scheduling every post.

Weekly · Social media, Canva, Docs WAITS FOR YOUR OK

NO. 2.16 INCLUDE

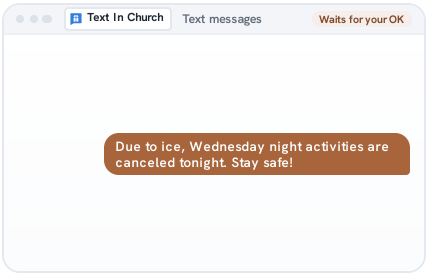


Tone and accuracy check

Reviews drafts from any ministry leader for tone, spelling, dates, and links before they go out.

As needed

NO. 2.17 INCLUDE

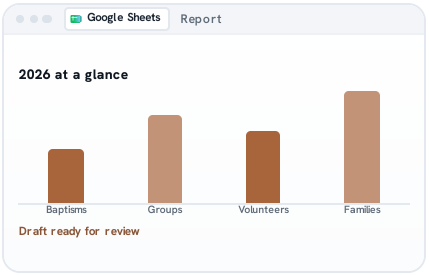


Text message drafts for staff

Drafts short text alerts for weather closures or schedule changes, for staff to send.

As needed WAITS FOR YOUR OK

NO. 2.18 INCLUDE

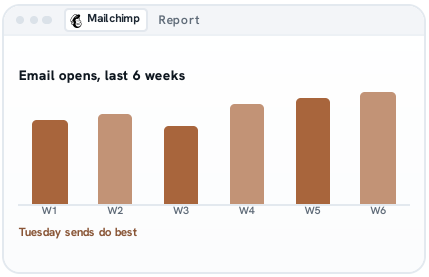


Annual report

Gathers stories, numbers, and photos into a draft annual report.

Yearly

NO. 2.19 ☐ INCLUDE

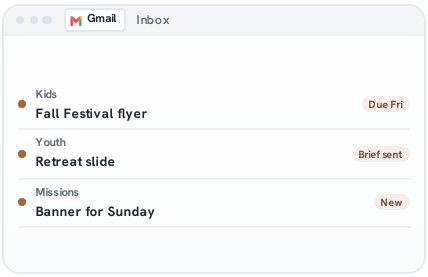


Engagement summary

Reports each month what people opened, clicked, and watched, and what to try next.

Monthly

NO. 2.20 ☐ INCLUDE



Design request queue

Collects graphic and print requests from ministries, writes a clear brief, and tracks due dates.

Daily

Anything else for Mark?

Write it in below, then add it on the plan form under “Add your own.” Rough hours and pay help us size it.

ADD YOUR OWN FOR MARK

☐ _____ hrs per wk _____ $ per hr _____

☐ _____ hrs per wk _____ $ per hr _____

☐ _____ hrs per wk _____ $ per hr _____

☐ _____ hrs per wk _____ $ per hr _____

☐ _____ hrs per wk _____ $ per hr _____

☐ _____ hrs per wk _____ $ per hr _____



SECTION 3 · JOHN

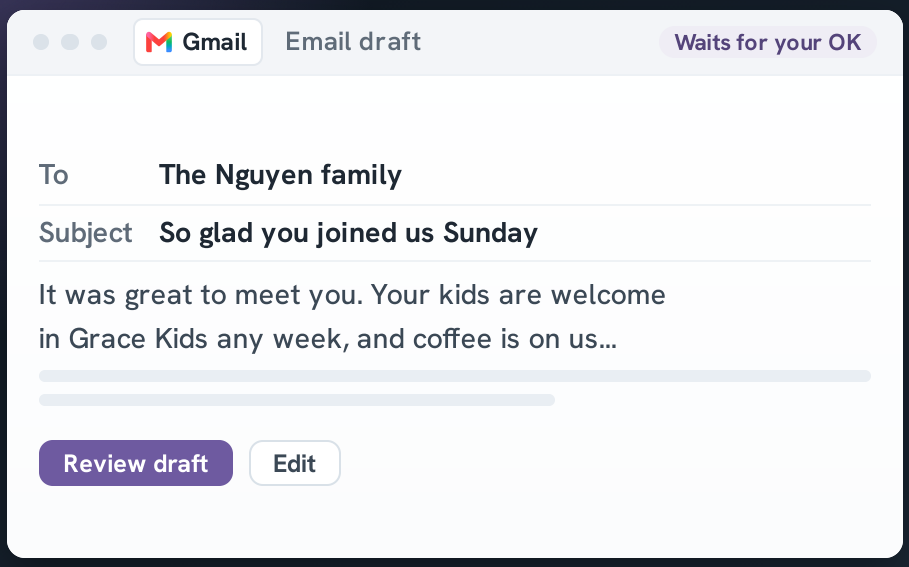
Guests, members & care

John keeps track of people.

Welcome and follow-up lists, prayer, and care notes, so staff know who to reach and no guest, member, or family slips through the cracks.

20 WORKFLOWS ON THE NEXT FOUR PAGES

NO. 3.01 FEATURED INCLUDE



First-time guest list and welcome drafts

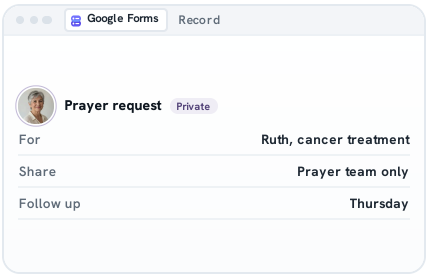
Lists new guests each week, drafts a welcome note for staff to send, and lets the right person know who to call.

THE PROBLEM
Guests who visit once and never come back.

OFF YOUR PLATE
Writing welcomes and assigning calls.

Weekly · Church database, Email WAITS FOR YOUR OK

NO. 3.02 INCLUDE

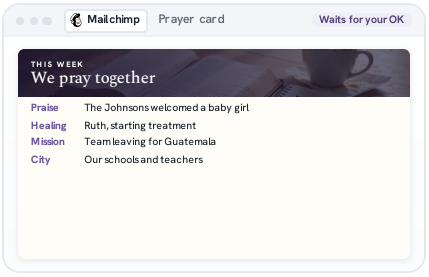


Prayer requests

Logs prayer requests, keeps private ones private, and reminds the team to follow up.

Daily

NO. 3.03 INCLUDE

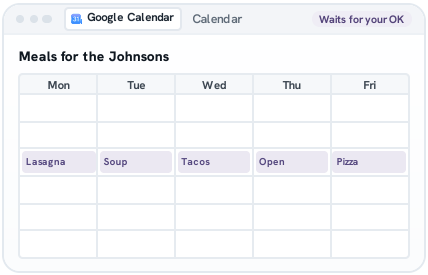


Designed prayer list

Turns this week's shareable requests into a clean, printable prayer card and an email draft.

Weekly WAITS FOR YOUR OK

NO. 3.04 INCLUDE

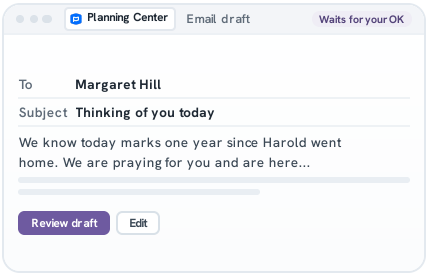


Meal train planning

Sets up meals for new parents, recovery from surgery, or loss, and drafts each volunteer confirmation for staff to send.

As needed WAITS FOR YOUR OK

NO. 3.05 INCLUDE

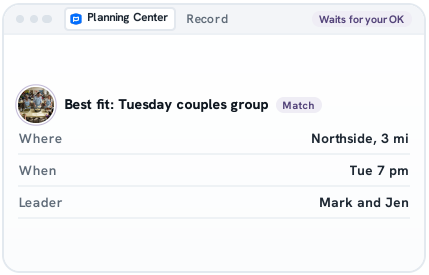


Birthday and anniversary note drafts

Drafts personal notes for birthdays, anniversaries, and hard dates like the first year after a loss.

Daily WAITS FOR YOUR OK

NO. 3.06 INCLUDE

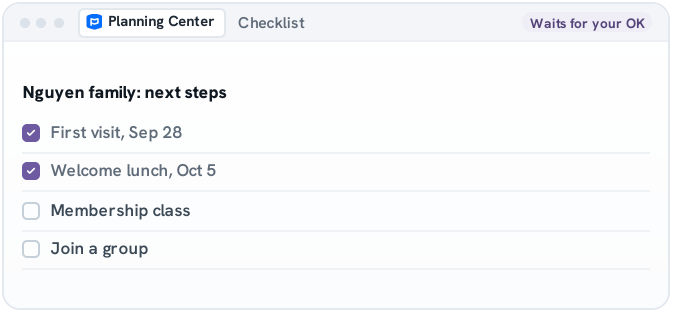


Small group matching

Suggests groups by location, stage of life, and schedule, then drafts an introduction to the leader for staff to send.

As needed WAITS FOR YOUR OK

NO. 3.07 RECOMMENDED ☐ INCLUDE

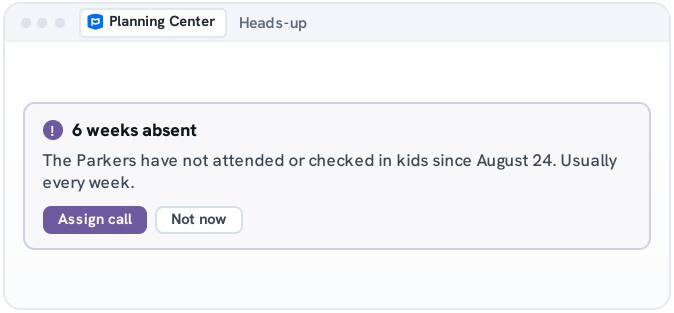


Next steps pathway

Tracks each guest from first visit to class, group, and serving, and drafts a nudge for staff to send when someone stalls.

Weekly · Church database, Email, Text messaging
WAITS FOR YOUR OK

NO. 3.08 RECOMMENDED ☐ INCLUDE

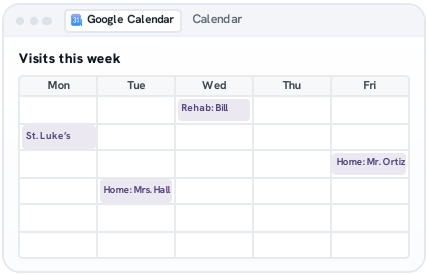


Missing member alerts for staff

Notices when someone who comes regularly has not been seen in a while and suggests a caring call.

Weekly · Church database, Check-in

NO. 3.09 ☐ INCLUDE

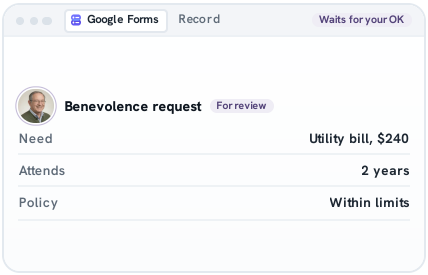


Visit lists

Keeps the hospital and homebound visit list current and spreads visits across pastors and deacons.

Weekly

NO. 3.10 ☐ INCLUDE

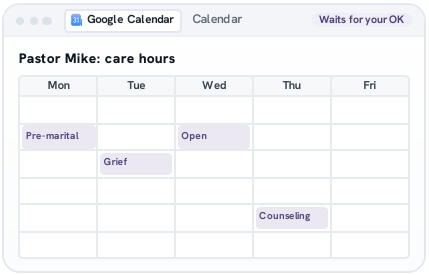


Benevolence requests

Gathers what your policy needs for each benevolence request so a person can decide quickly.

As needed WAITS FOR YOUR OK

NO. 3.11 ☐ INCLUDE

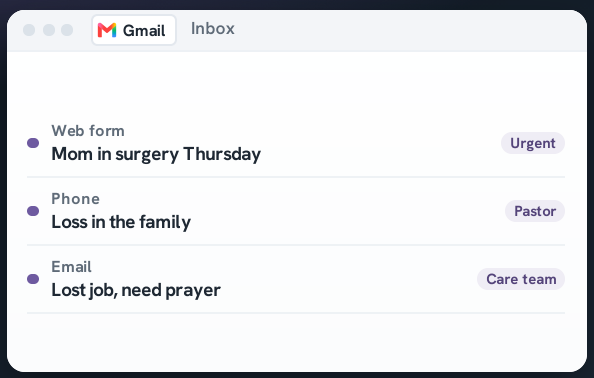


Care appointments

Books appointments on pastor and counselor calendars and drafts the reminders for staff to send.

As needed WAITS FOR YOUR OK

NO. 3.12 FEATURED ☐ INCLUDE



Care request intake

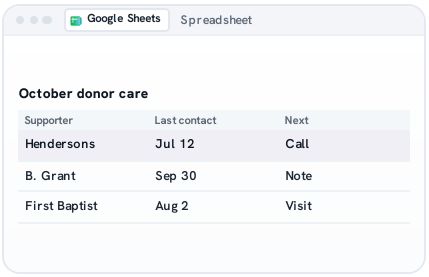
Collects hospital, grief, and crisis requests and routes each one to the pastor on call.

THE PROBLEM
Urgent needs buried in a general inbox.

OFF YOUR PLATE
Sorting requests and finding who is on call.

Daily · Forms, Email

NO. 3.14 INCLUDE

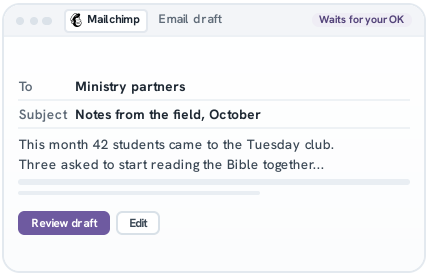


Donor care plan

Tracks supporter touchpoints and suggests who to call, thank, or visit this month.

Monthly

NO. 3.15 INCLUDE

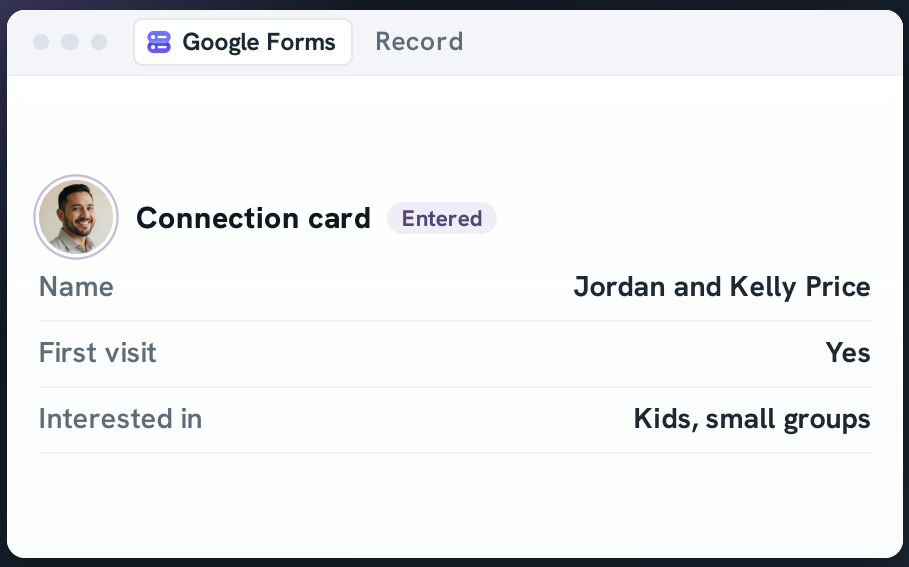


Supporter update letter drafts

Drafts monthly updates for supporters from field notes and photos, for staff to send.

Monthly WAITS FOR YOUR OK

NO. 3.13 FEATURED INCLUDE



Connection card entry

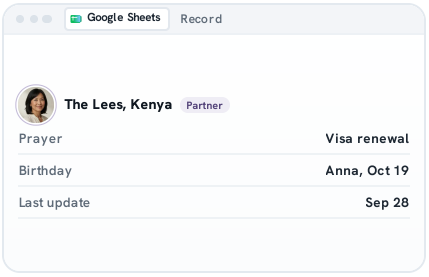
Reads paper or digital connection cards and enters each new name, request, and next step into your database.

THE PROBLEM
A stack of cards that sits for two weeks.

OFF YOUR PLATE
Typing every card into the database.

Weekly · Forms, Church database

NO. 3.16 INCLUDE

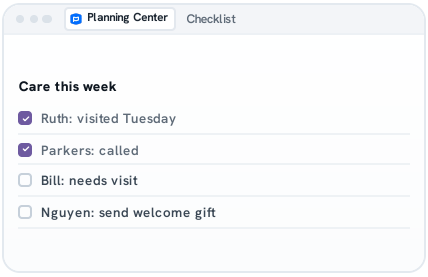


Missionary and partner tracking

Keeps track of missionaries and partners: birthdays, prayer needs, and field updates.

Monthly

NO. 3.17 INCLUDE

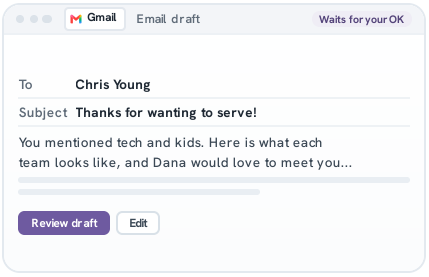


Weekly care summary

Gives pastors a weekly summary of open care needs and who has been reached.

Weekly

NO. 3.18 INCLUDE

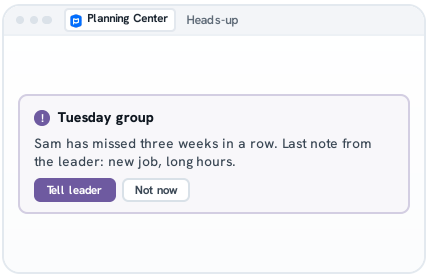


Serve form follow-up drafts

Drafts a follow-up to everyone who says they would like to serve, for staff to send, and lets the right team leader know.

Weekly WAITS FOR YOUR OK

NO. 3.19 ☐ INCLUDE



Group attendance alerts for leaders

Notices when someone misses their small group a few weeks running and lets the leader know.

Weekly

NO. 3.20 ☐ INCLUDE



Survey summary

Reads every open-ended survey answer and summarizes what your people are saying, with quotes.

Per survey

Anything else for John?

Write it in below, then add it on the plan form under “Add your own.” Rough hours and pay help us size it.

ADD YOUR OWN FOR JOHN

☐ _____ hrs per wk _____ $ per hr _____

☐ _____ hrs per wk _____ $ per hr _____

☐ _____ hrs per wk _____ $ per hr _____

☐ _____ hrs per wk _____ $ per hr _____

☐ _____ hrs per wk _____ $ per hr _____

☐ _____ hrs per wk _____ $ per hr _____



SECTION 4 · PHOEBE

Front office & email

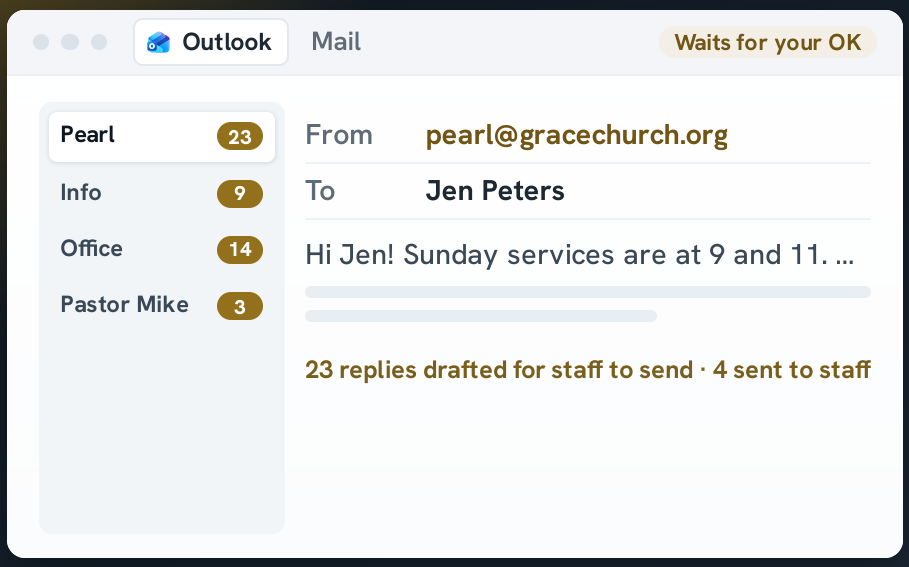
Phoebe keeps the front desk in order.

The inbox, voicemail, calendars, letters, and the hundred small questions that come in every week, sorted for staff.

20 WORKFLOWS ON THE NEXT FOUR PAGES

NO. 4.01 FEATURED

INCLUDE



A shared inbox staff can forward to

Your worker gets its own address, like pearl@yourchurch.org, that your staff can email or forward work to. It drafts replies in your voice for staff to send, files messages, and keeps track of what is still open.

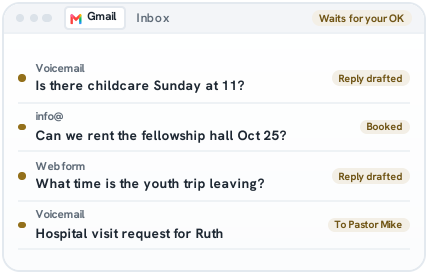
THE PROBLEM
No one person owns the general questions.

OFF YOUR PLATE
Answering routine email all day.

Daily · Email WAITS FOR YOUR OK

NO. 4.02

INCLUDE



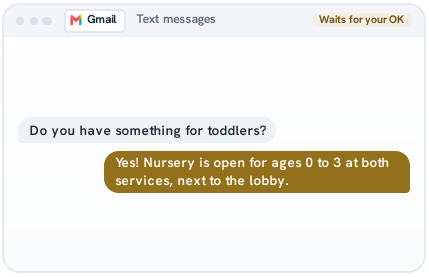
Front desk helper

Helps the front desk all day: sorts the info@ inbox and voicemail, drafts suggested replies for staff to send, books rooms and appointments, updates the calendar, and routes anything pastoral to the right person.

Daily WAITS FOR YOUR OK

NO. 4.03

INCLUDE



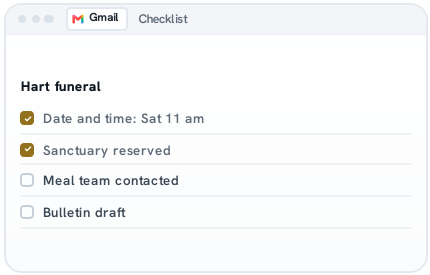
Common questions

Drafts answers to service times, directions, and childcare questions that come in by email, for staff to send.

Daily WAITS FOR YOUR OK

NO. 4.04

INCLUDE



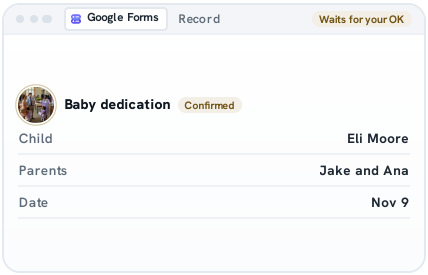
Weddings and funerals

Collects the details for wedding and funeral requests and starts the checklist for staff.

As needed

NO. 4.05

INCLUDE



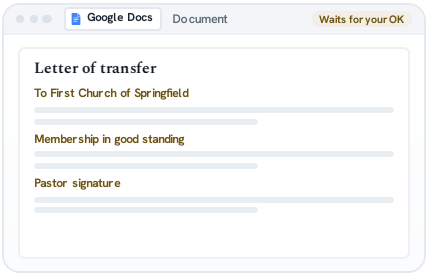
Baptism and dedication sign-ups

Takes sign-ups, collects the details, and drafts the date confirmation for staff to send.

As needed WAITS FOR YOUR OK

NO. 4.06

INCLUDE

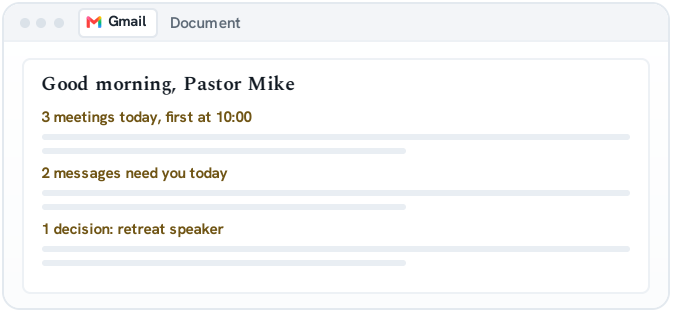


Letters and certificates

Drafts membership letters, baptism certificates, and transfer letters.

As needed WAITS FOR YOUR OK

NO. 4.07 RECOMMENDED ☐ INCLUDE

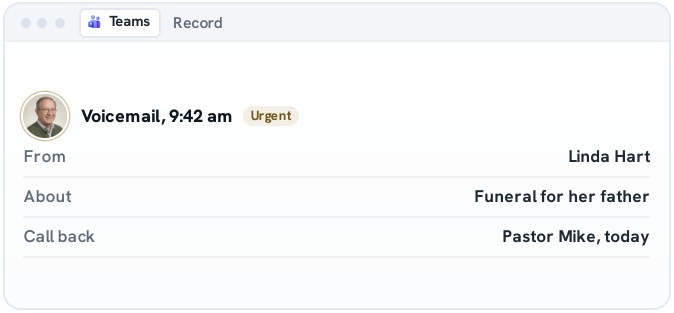


Daily briefing for the pastor

Sends the lead pastor a short morning note: today's schedule, urgent messages, and anything that needs a decision.

Daily · Email, Calendar

NO. 4.08 RECOMMENDED ☐ INCLUDE

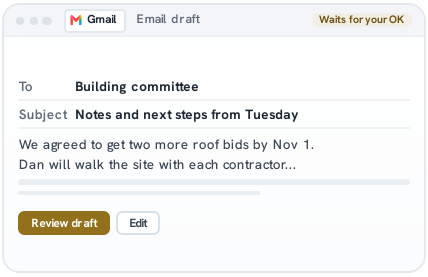


Voicemail summaries

Turns voicemails into short notes: who called, why, and who should call back.

Daily · Phone system, Email

NO. 4.09 ☐ INCLUDE

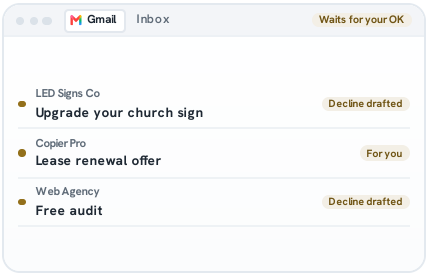


Meeting follow-ups

Drafts the follow-up email after a meeting with the notes and next steps.

Per meeting WAITS FOR YOUR OK

NO. 4.10 ☐ INCLUDE

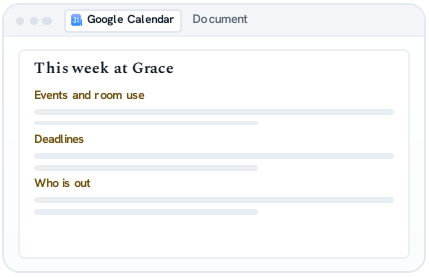


Vendor and sales reply drafts

Drafts polite replies to sales pitches for staff to send and passes along the few worth a look.

Daily WAITS FOR YOUR OK

NO. 4.11 ☐ INCLUDE

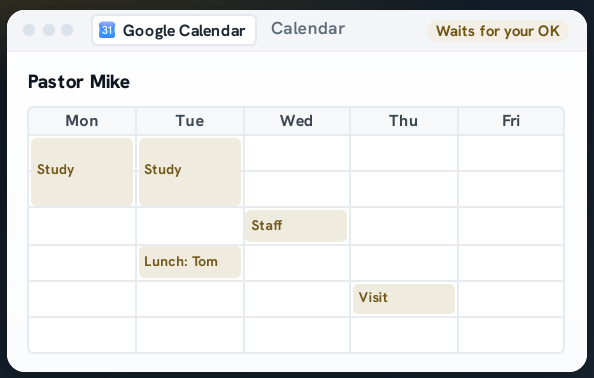


Monday staff digest

Sends staff a Monday summary of the week: events, deadlines, and who is out.

Weekly

NO. 4.12 FEATURED ☐ INCLUDE



Pastor and director calendars

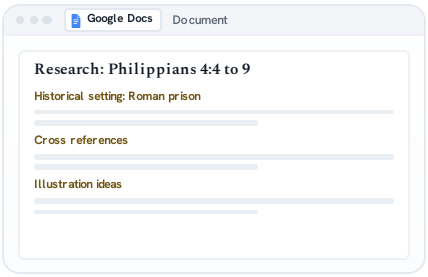
Finds meeting times for pastors and directors around their protected time, and drafts the invite for staff to send.

THE PROBLEM
Pastors double booked or never home.

OFF YOUR PLATE
Email back-and-forth to find a time.

Daily · Calendar, Email WAITS FOR YOUR OK

NO. 4.14 INCLUDE

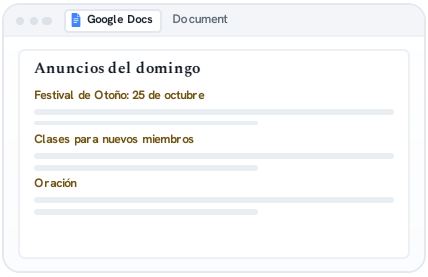


Sermon research

Gathers background notes, cross references, and illustrations for the preacher to use.

Weekly

NO. 4.15 INCLUDE

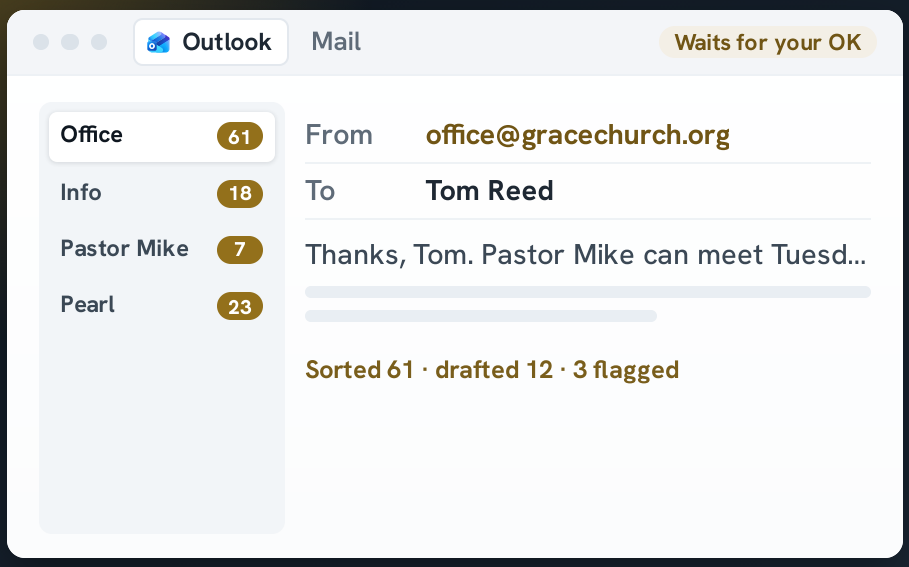


Translation

Translates letters, announcements, and forms for Spanish speakers and other language groups.

Weekly

NO. 4.13 FEATURED INCLUDE



Sorts your other inboxes

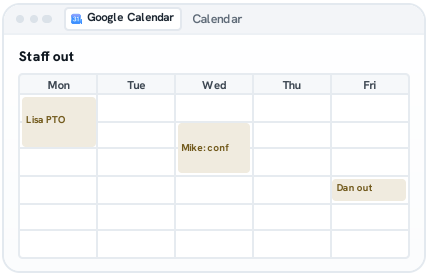
Works inside info@, office@, and the pastor's inbox with permission: sorts, drafts replies for staff to send, files, and flags what needs you.

THE PROBLEM
A shared inbox with hundreds unread.

OFF YOUR PLATE
Reading, sorting, and answering routine mail.

Daily · Outlook, Gmail WAITS FOR YOUR OK

NO. 4.16 INCLUDE

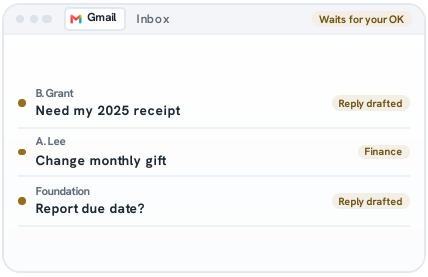


Staff time off and coverage

Tracks staff time off and who is covering each responsibility.

Weekly

NO. 4.17 INCLUDE

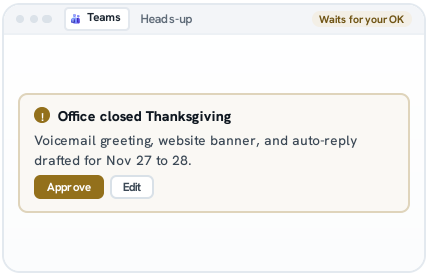


Supporter inquiries

Drafts answers to receipt and giving questions from supporters for staff to send, and passes complex ones to finance.

Daily WAITS FOR YOUR OK

NO. 4.18 INCLUDE

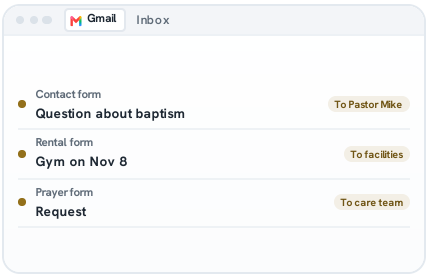


Closure and holiday notice drafts

Drafts voicemail, website, and email notices for holidays and weather closures, for staff to post.

As needed WAITS FOR YOUR OK

NO. 4.19 ☐ INCLUDE

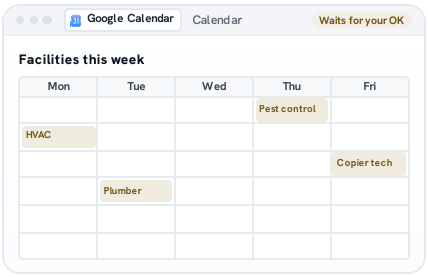


Form submissions to tasks

Routes every website form submission to the right person, logs it, and reminds that person if it sits too long.

Daily

NO. 4.20 ☐ INCLUDE



Contractor and repair visits

Drafts booking requests for repair and maintenance visits for staff to send, checks building access, and reminds whoever on staff is meeting them.

As needed WAITS FOR YOUR OK



Anything else for Phoebe?

Write it in below, then add it on the plan form under “Add your own.” Rough hours and pay help us size it.

ADD YOUR OWN FOR PHOEBE

☐ _____ hrs per wk _____ $ per hr _____

☐ _____ hrs per wk _____ $ per hr _____

☐ _____ hrs per wk _____ $ per hr _____

☐ _____ hrs per wk _____ $ per hr _____

☐ _____ hrs per wk _____ $ per hr _____

☐ _____ hrs per wk _____ $ per hr _____



SECTION 5 · LUKE

Records & research

Luke keeps records straight and digs up answers.

Your database, minutes, policies, compliance, and the research behind good decisions.

20 WORKFLOWS ON THE NEXT FOUR PAGES

NO. 5.01 Ffeatured

INCLUDE

Planning Center Spreadsheet Waits for your OK

12 records to review

Person	Issue	Fix
Tom Reed	Duplicate	Merge
L. Garcia	Old address	Update
Sam Cole	No email	Ask

Database cleanup

Finds duplicate people, old addresses, and missing details in your database and proposes the fixes.

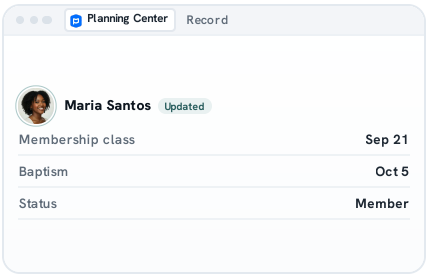
THE PROBLEM
Duplicate people and wrong addresses everywhere.

OFF YOUR PLATE
Finding and fixing records one by one.

Monthly · Church database WAITS FOR YOUR OK

NO. 5.02

INCLUDE



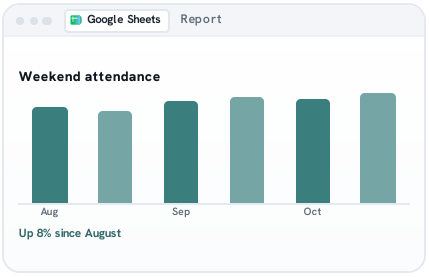
New member processing

Enters class attendance, baptism, and membership dates and updates each person's record.

Per class

NO. 5.03

INCLUDE



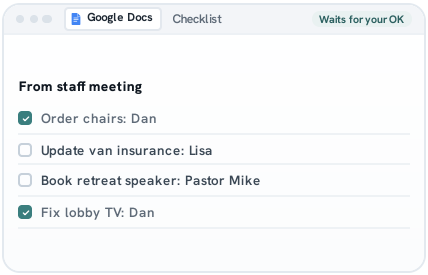
Attendance entry

Enters headcounts and check-in totals each week and keeps the attendance trend current.

Weekly

NO. 5.04

INCLUDE



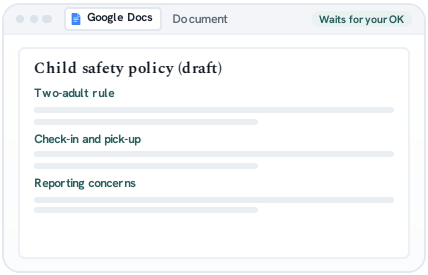
Action item tracking

Tracks who owes what after each meeting and drafts friendly reminders for staff to send.

Weekly WAITS FOR YOUR OK

NO. 5.05

INCLUDE



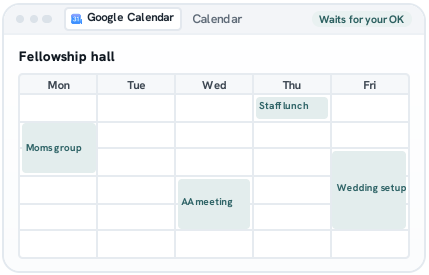
Policies and handbook

Drafts or updates policies and handbook sections from your notes, for leaders to approve.

As needed WAITS FOR YOUR OK

NO. 5.06

INCLUDE

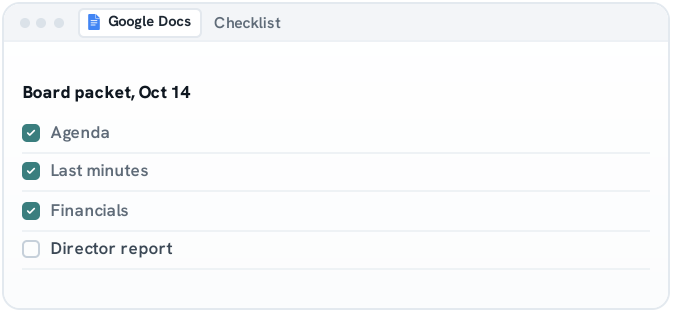


Room and facility requests

Takes room requests, checks the calendar for conflicts, and drafts a confirmation or another time for staff to send.

Daily WAITS FOR YOUR OK

NO. 5.07 RECOMMENDED ☐ INCLUDE



Board packet assembly

Collects reports and the agenda into the board packet a week before the meeting.

Monthly · Docs, Shared drive, Email

NO. 5.08 RECOMMENDED ☐ INCLUDE

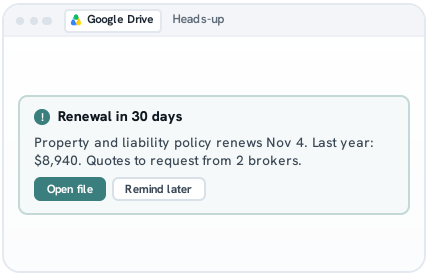


Background check tracking

Tracks who needs a background check or renewal before serving with children and youth.

Monthly · Spreadsheet, Church database

NO. 5.09 ☐ INCLUDE

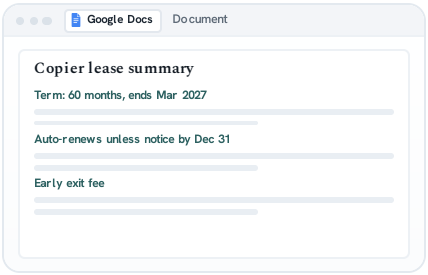


Insurance and certificates

Keeps certificates, renewals, and vendor insurance on file, with reminders before anything lapses.

Monthly

NO. 5.10 ☐ INCLUDE

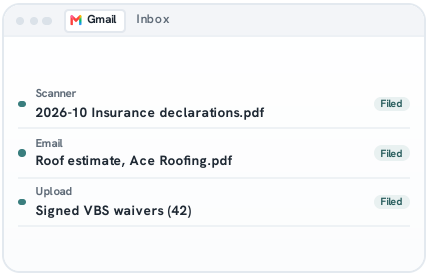


Contract summaries

Summarizes contracts and flags dates, renewals, and terms that need a decision.

As needed

NO. 5.11 ☐ INCLUDE

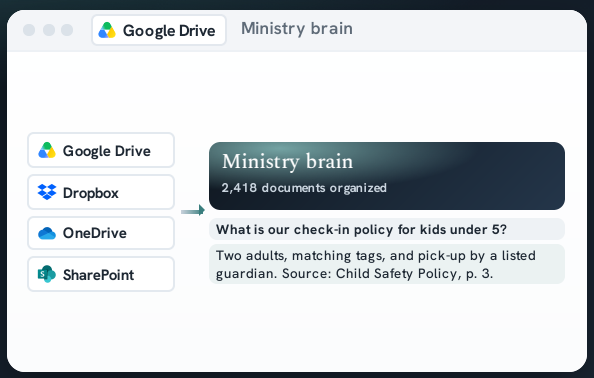


Document filing

Names and files incoming documents in the right shared folder so anyone can find them later.

Daily

NO. 5.12 FEATURED ☐ INCLUDE



Your ministry brain

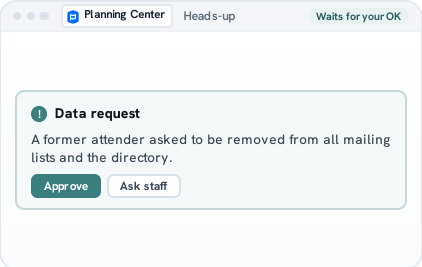
Gathers your policies, handbooks, minutes, and files into one organized brain in Google Drive, Dropbox, or SharePoint and OneDrive. Every worker answers from it, with sources.

THE PROBLEM
Answers live in one person's head or a dozen folders.

OFF YOUR PLATE
Hunting through folders for the right file.

Setup, then ongoing · Google Drive, Dropbox, SharePoint, OneDrive

NO. 5.14 ☐ INCLUDE

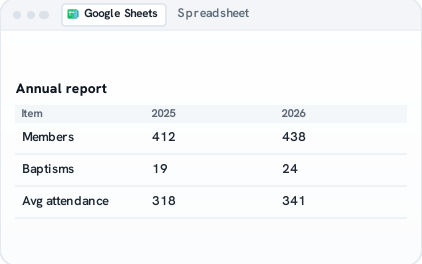


Personal data requests

Handles requests to update or remove someone's information, with a staff member signing off.

As needed WAITS FOR YOUR OK

NO. 5.15 ☐ INCLUDE

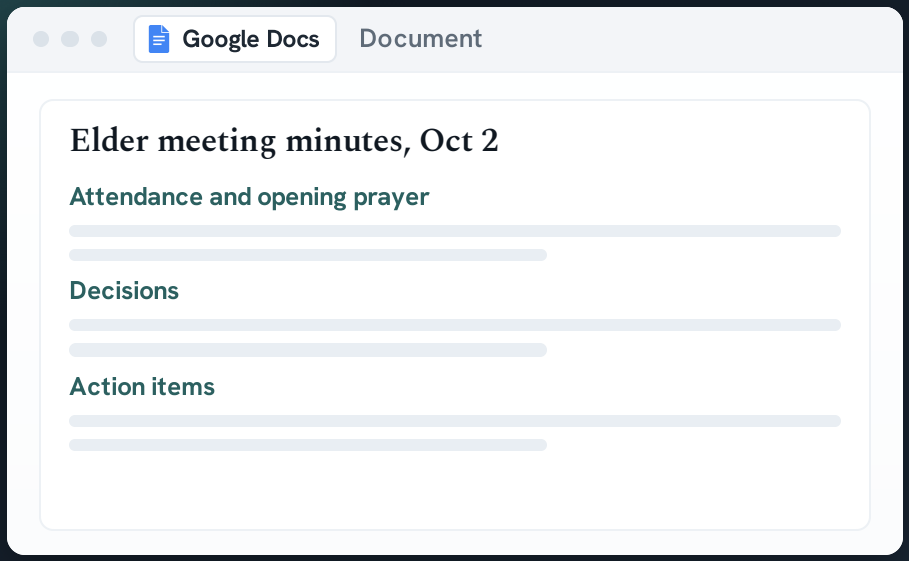


Annual statistical reports

Fills in the yearly report your denomination or network asks for, straight from your records.

Yearly

NO. 5.13 FEATURED ☐ INCLUDE



Meeting minutes

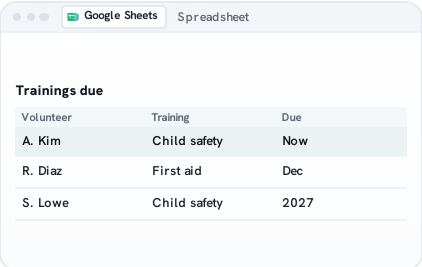
Turns the recording or notes from a board or staff meeting into minutes and an action list.

THE PROBLEM
Minutes weeks late or never written.

OFF YOUR PLATE
Turning notes into minutes and actions.

Per meeting · Docs, Recordings

NO. 5.16 ☐ INCLUDE

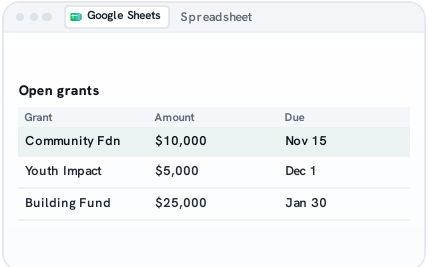


Training tracking

Tracks required trainings, such as child safety, and who is due to renew.

Monthly

NO. 5.17 ☐ INCLUDE



Grant research

Finds grants your ministry qualifies for, with deadlines, amounts, and what each one asks for.

Monthly

NO. 5.18 ☐ INCLUDE



Curriculum and resource comparison

Compares curriculum or software options side by side: cost, fit, and what other ministries say.

As needed

NO. 5.19 ☐ INCLUDE

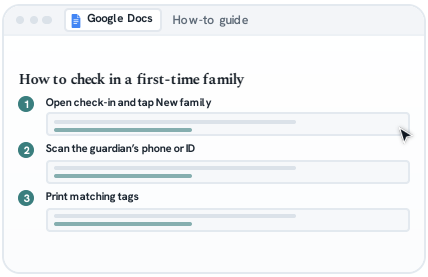


Policy and compliance lookups

Looks up current rules that affect you, such as child safety, food service, or nonprofit filings, and summarizes them.

As needed

NO. 5.20 ☐ INCLUDE



How-to guides and training docs

Writes step-by-step guides with screenshots for your own systems, so new staff and volunteers can do it right the first time.

As needed

Anything else for Luke?

Write it in below, then add it on the plan form under "Add your own." Rough hours and pay help us size it.

ADD YOUR OWN FOR LUKE

☐ _____ hrs per wk _____ $ per hr _____

☐ _____ hrs per wk _____ $ per hr _____

☐ _____ hrs per wk _____ $ per hr _____

☐ _____ hrs per wk _____ $ per hr _____

☐ _____ hrs per wk _____ $ per hr _____

☐ _____ hrs per wk _____ $ per hr _____



SECTION 6 · PEARL

Events, registration & volunteers

Pearl leads the crew and runs the big days.

Sign-ups, payments, forms, rooming, trips, and the volunteers who make every event happen.

20 WORKFLOWS ON THE NEXT FOUR PAGES

NO. 6.01 Ffeatured

INCLUDE

UltraCamp Checklist — Waits for your OK

Camp forms: 3 days left

- [x] Medical forms 58 of 61
- [x] Waivers 61 of 61
- [ ] Photo releases 52 of 61
- [ ] Reminders drafted for staff

Forms and waivers

Tracks missing medical forms, waivers, and photo releases before the deadline and drafts reminders for staff to send.

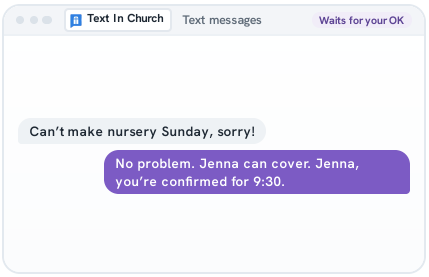
THE PROBLEM
Missing medical forms at check-in.

OFF YOUR PLATE
Chasing every missing form and waiver.

Per event · Registration system, Email — WAITS FOR YOUR OK

NO. 6.02

INCLUDE



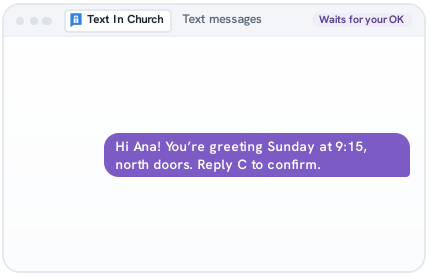
Swaps and fill-ins

When someone cannot serve, suggests a replacement and drafts the message to both people for staff to send.

As needed — WAITS FOR YOUR OK

NO. 6.03

INCLUDE



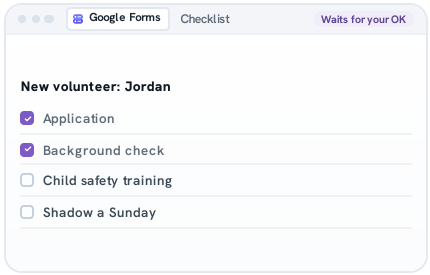
Serving reminder drafts

Drafts each person's reminder a few days before they serve, with where to be and when, for staff to send.

Weekly — WAITS FOR YOUR OK

NO. 6.04

INCLUDE



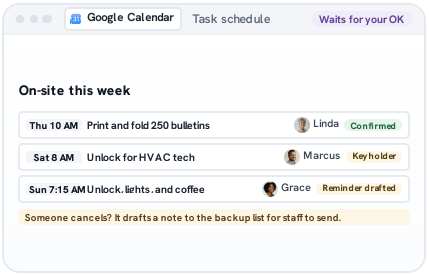
Volunteer onboarding tracker

Tracks new volunteers through forms, training, and background checks, drafts each next-step message for staff to send, then tells the leader they are ready.

As needed — WAITS FOR YOUR OK

NO. 6.05

INCLUDE



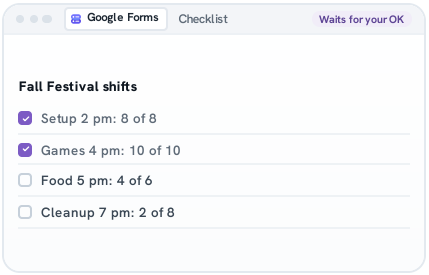
On-site task planning

Plans the hands-on work each week, like printing, folding, unlocking for services and repair visits, and room setup, and lines up real people for the days they can come in. Drafts confirmations and reminders for staff to send, and suggests a backup if someone cancels.

Weekly — WAITS FOR YOUR OK

NO. 6.06

INCLUDE

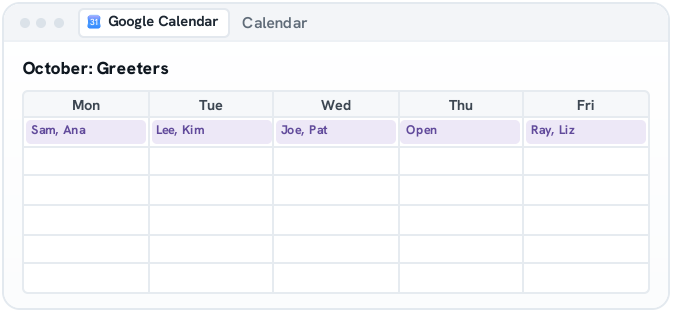


Event shift sign-ups

Builds the sign-up for each event, fills the gaps, and drafts every shift confirmation for staff to send.

Per event — WAITS FOR YOUR OK

NO. 6.07 RECOMMENDED ☐ INCLUDE

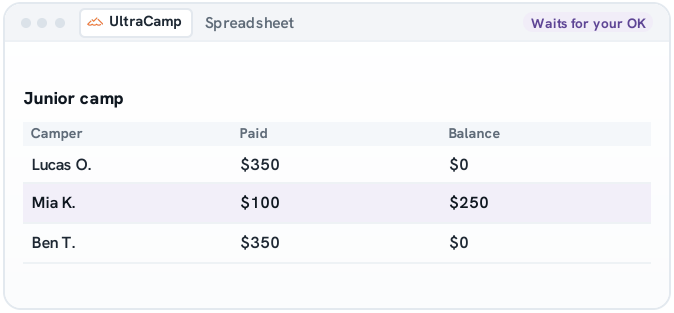


Volunteer schedules

Builds serving schedules around each person's availability and blackout dates.

Monthly · Scheduling, Calendar

NO. 6.08 RECOMMENDED ☐ INCLUDE

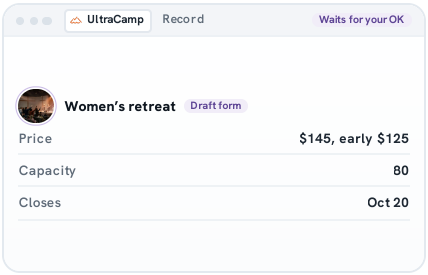


Payments and balances

Tracks who has paid, who still owes, and drafts kind reminders for staff to send.

Weekly · Registration system, Email WAITS FOR YOUR OK

NO. 6.09 ☐ INCLUDE

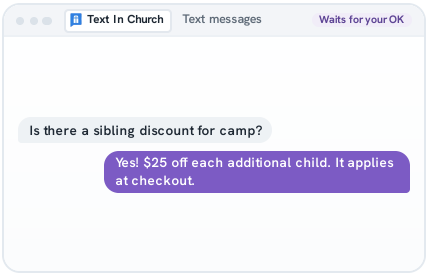


Registration setup

Builds registration forms, prices, and capacity limits from your event details.

Per event WAITS FOR YOUR OK

NO. 6.10 ☐ INCLUDE

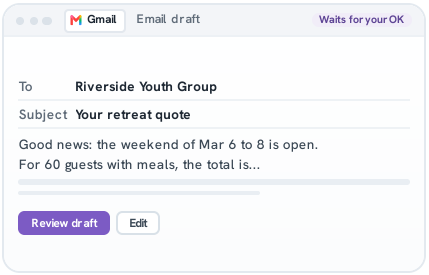


Registration questions

Drafts answers to common questions about dates, costs, and what to bring for staff to send, and passes anything unusual to staff.

Daily WAITS FOR YOUR OK

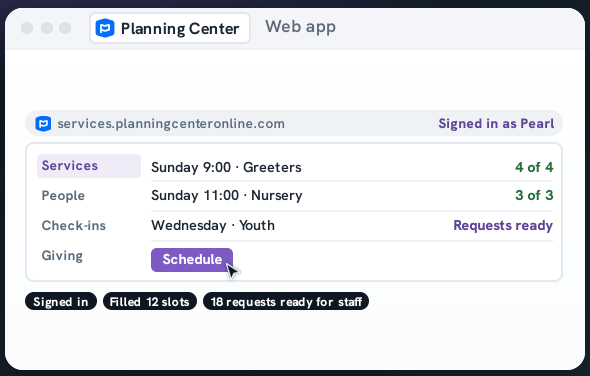
NO. 6.11 ☐ INCLUDE



Facility rental inquiries

Sorts rental inquiries, checks availability, and drafts replies and quotes for staff to send.

Daily WAITS FOR YOUR OK



NO. 6.12 FEATURED ☐ INCLUDE

Keeps Planning Center and your apps tidy

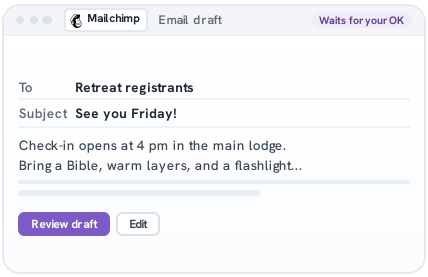
Signs in to Planning Center, Rock, Breeze, or your registration system and clicks through the work like a trained staff member.

THE PROBLEM
Your best software is only as good as the hours to run it.

OFF YOUR PLATE
Clicking through the same screens every week.

Weekly · Planning Center, Rock RMS, Breeze

NO. 6.14 INCLUDE

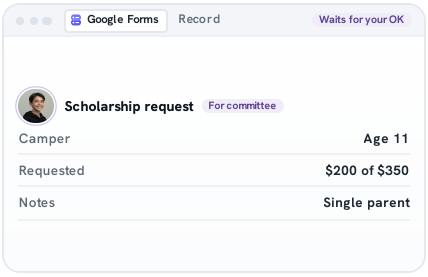


Event reminder drafts

Drafts the packing list, schedule, and directions before each event, for staff to send.

Per event WAITS FOR YOUR OK

NO. 6.15 INCLUDE

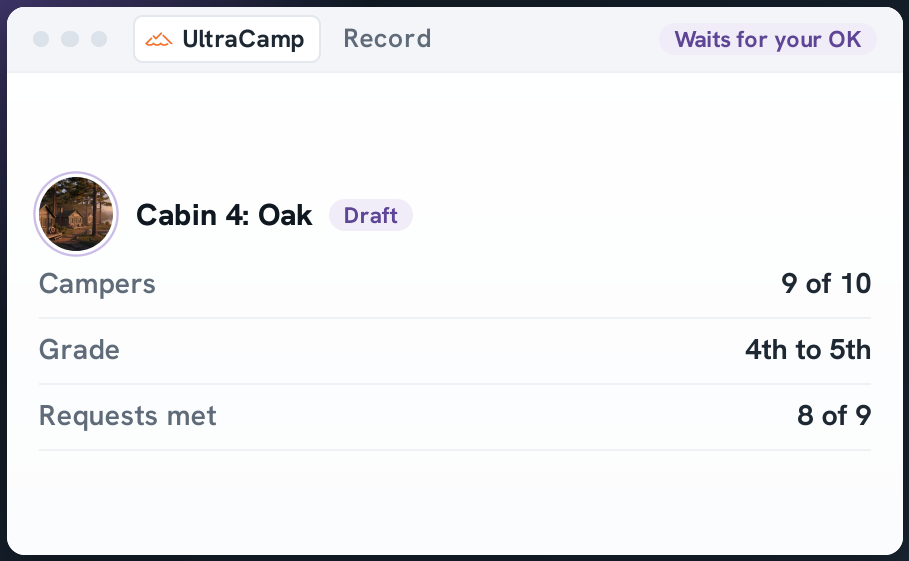


Scholarship requests

Collects scholarship applications and prepares them for the committee to decide.

Seasonal WAITS FOR YOUR OK

NO. 6.13 FEATURED INCLUDE



Rooming and cabins

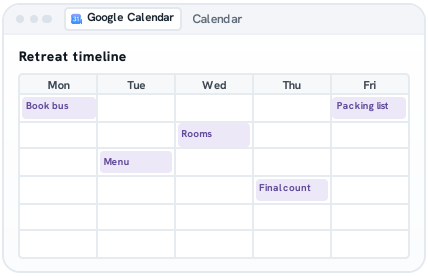
Drafts cabin, room, or table assignments by age, gender, and requests, for staff to adjust.

THE PROBLEM
Cabin assignments done at midnight.

OFF YOUR PLATE
Sorting campers by age, gender, and requests.

Per event · Registration system, Spreadsheet WAITS FOR YOUR OK

NO. 6.16 INCLUDE

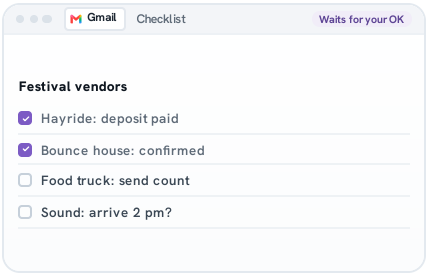


Trip and retreat logistics

Plans transport, lodging, and meals with a timeline of what is due when.

Per trip

NO. 6.17 INCLUDE

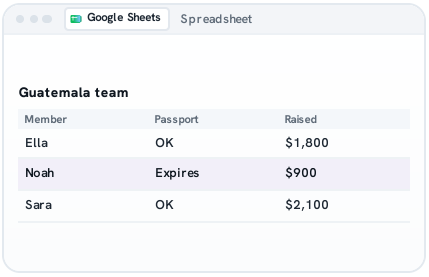


Vendor confirmation drafts

Drafts confirmations to caterers, rentals, and speakers with dates, counts, and deposits, for staff to send.

Per event WAITS FOR YOUR OK

NO. 6.18 INCLUDE

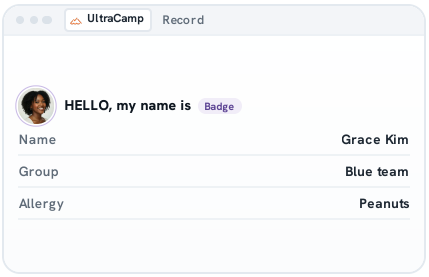


Mission trip coordination

Tracks passports, fundraising, trainings, and travel details for every trip member.

Per trip

NO. 6.19 ☐ INCLUDE

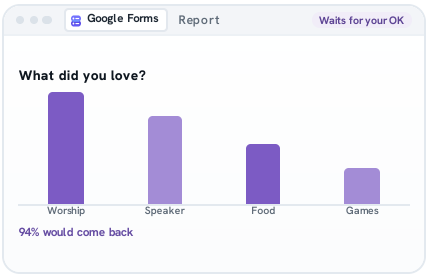


Check-in lists and badges

Prepares check-in lists and name badges the day before.

Per event

NO. 6.20 ☐ INCLUDE



Post-event survey

Drafts a short survey after each event for staff to send, and summarizes what people said.

Per event WAITS FOR YOUR OK



Anything else for Pearl?

Write it in below, then add it on the plan form under “Add your own.” Rough hours and pay help us size it.

ADD YOUR OWN FOR PEARL

☐ _____ hrs per wk _____ $ per hr _____

☐ _____ hrs per wk _____ $ per hr _____

☐ _____ hrs per wk _____ $ per hr _____

☐ _____ hrs per wk _____ $ per hr _____

☐ _____ hrs per wk _____ $ per hr _____

☐ _____ hrs per wk _____ $ per hr _____

YOUR NEXT STEP

Send us what you checked.

Scan or photograph the pages you marked, or save this PDF with your boxes checked. Then upload it when you start a plan session. A solution architect walks through every pick with you.

1

Check the boxes

Mark every workflow you want help with. Circle your favorites.

2

Upload your pages

At stabilsystems.com/plan, choose “Upload your marked-up catalog.” Add your own workflows there too.

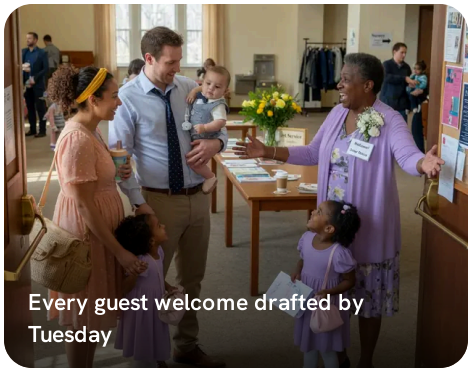
3

Meet your architect

A 45-minute call and a written plan: what to hand over, what it costs, and what waits for your yes.



Sunday’s sermon, edited and ready to post



Every guest welcome drafted by Tuesday



Camp forms in before the bus leaves

stabilsystems.com/plan

Messages to people are drafted for your staff to send, and anything touching money waits for a person’s yes.