

CFC Members Management Database Encoding Guidelines

Before encoding, make sure you have the complete details of all your members using the members profile form (v2).

1.) Encode **CFC Members Only**

Please encode CFC Members only, Family Ministries (SFC, YFC, KFC, HOLD and SOLD) have their own separate databases (adult ministries only). CFC serving in HOLD must be encoded in this database.

2.) **Search First** the Family Name and First Name of the member you are about to encode in the search box. To make sure that there is no duplication in the entry of our members. If it is already present, please do not continue with the encoding of that specific member. Use the search facility of the database.

3.) Encode ALL in **CAPITAL LETTERS**.

4.) Encode the **Right Spelling and Dates**

Please double-check the spelling and dates. Especially the Last Name, First Name, Nickname, Date of Birth and Gender, these fields will determine possible double entries in the database. Also this will determine the integrity of our data.

Auxiliary Name

Please encode the auxiliary names (if any) in the first name.

e.g. Juan Sr. / Juan Jr. / Juan II / Juan III

Use of Ñ

Please make use of this character. There are two ways:

1. Keyboard Shortcut: ALT+165
2. Character Map (Start > All Programs > Accessories > System Tools > Character Map)

No Exact Date Provided (Month/Year Only)

Some of our members already forgot the exact dates of their CLP's and sometimes their wedding dates. Our database only accepts whole calendar dates. If this is the case, please follow the examples below:

1. Month/Date Only > June 2000 = 06/01/2000
2. Year Only > 1999 = 01/01/1999

5.) Encoding the **Mission Core Group Members**

Please don't forget to check the MCG Member checkbox when encoding MCG members. Chapter Heads should be encoded in their respective chapters. Other leaders superior to Chapter Heads (Cluster Heads up) and those who are not member of a chapter have a separate account and must be encoded in the Mission Core Account of the Province/Sector for Manila(e.g. Sector MCG account).

6.) Encoding the other fields of the members personal information

Last Name*

Wives should use their husband's surname.

First Name*

Includes auxiliary names (if any). See general guidelines on the first page.

Middle Name

If possible, please provide full middle name.

For wives, input the maiden surname here.

Nickname*

Please input only one nickname. (for use with ID's name plate)

Date of Birth*/CLP Graduation Date/Wedding Date

Encode using this format: *mm/dd/yyyy* or use the calendar tool.

For incomplete dates please see general guidelines on the first page.

Phone Numbers (*Cellular and Residential*)

Please encode without dashes. (e.g. 09228983626 not 0922-898-36-26)

Please encode one phone number in each textbox.

Gender***MCG Member**

See general guidelines on the first page.

Occupation

Select one, you may also use the closest match or OTHERS if not in the list.

Formation

Check formation that has been attended. If not yet complete with the talks, please don't check it yet.

Spouse Name

If the spouse is already in the database, the name will appear in the selection box (opposite sex).

Notes

Citizenship

Address

Website (for those who have site, blogs, Facebook, etc)

Picture

Please use JPG format only with 120px x 120px dimensions

required fields*7.) Encoding of Family Members**

Family Members can now be encoded (via the Members listing under Family Column). Add the Full Name, Birthday, Relationship, and Family Ministry. Note that only Husbands/Male can only add family members. The spouses will automatically get whatever records their husbands will have.

SERVICE		DESCRIPTION
Member	MEMBER	All CFC members that don't have any pastoral responsibility. Or no lower HH. Members who just graduated in a CLP belong to this category.
Household Head	HH	Husband and Wife are HHs of the husband and wives respectively under their pastoral care.
Unit Head	UH	Husband and Wife are HHs of the husband and wives respectively under their pastoral care.
Chapter Head	CH	Leading the chapter pastorally. Husband and Wife are Both Chapter Head
Cluster Head	CLH	Leading a cluster pastorally. Husband and Wife are Both Cluster Heads
Sector Head	SH	Leading a Sector pastorally. Husband and Wife are Both Sector heads
Area Director	AD	Leading an Area (Province/Country). Husband and Wife are both Area Director
Area Head	AH	Leading an Area as Area Head. Both Provincial and International. Husband and wife are both area heads.
Regional Head	RH	Leading a region in the Philippine provinces. Husband and wife are both regional head
Regional Coordinator Foreign	RCF	Leading a region in the Foreign Areas. Husband and Wife are both regional coordinators.
Head of other Ministries	OTHERMIN	All CFC Ministries Coordinator in all levels. (Chapter, cluster, sector, provincial, international). Husband and Wife are both Ministries Coordinator.
		If a CFC is both HH head and an elder, please choose the higher position.

STATUS	DESCRIPTION
ACTIVE	CFC member that attends Household regularly and other CFC Activities.
IN-ACTIVE	CFC Member that has not been visible in the community in the past 6 months. Has been absent in the household consequently for 4 meetings. Has been one to one by the Pastoral Head about his/her absence.
MOVE TO HOLD	Actively serving HOLD and has no husband anymore active in CFC in the past 6 months.
MOVE TO SOLD	Actively serving in SOLD and has no wife anymore active in CFC in the past 6 months.
MOVE TO OTHER	Signified personally to the Household head to transfer to other community.

COMMUNITY	
DECEASED	Once a member died
	A member who transferred to another Chapter/Cluster/Sector/Country/Province must still be on active status but his/her record must be transferred to that chapter with proper endorsement (letter) received by the receiving chapter.

BLOOD TYPE	DESCRIPTION
O	All those O +/-
A	All those who has A type blood
B	All those who has B type blood
AB	All those who has AB type blood

CLP TYPE	DESCRIPTION
PARISH	All CLPs conducted in the parish
COMMUNITY	All CLPs conducted outside the parish including HOME CLPs, Barangay, and the like.
CORPORATE	All CLPs conducted in any corporation.
GOVERNMENT	All CLPs conducted in all government agencies and establishments.
ANCOP	All CLPs conducted in PRISON, REHAB, GK SITES.

ACTIVITY TYPE	DESCRIPTION
ASSEMBLY	All chapter, cluster, Unit, Sector, Provincial, National Prayer Assemblies
TEACHING	All Unit, Chapter, Cluster, Sector, Provincial, National Teachings
FELLOWSHIP	All types of fellowship in the HH, Unit, Chapter, Cluster, Sector, Provincial, National
ANCOP	All types of ANCOP activities (Prison, Education, Rehab and the like)
OTHERS	All other activities that are not in the above category
CONFERENCE	All types of Conferences Provincial, Sector, National level
TRAINING	All types of Training other than teachings.

CLP TEAM MEMBER	DESCRIPTION
DGL	Facilitator or Discussion Group Leader
MUSIC MINISTRY	All Music Ministry Members in the CLP
PRAYER WARRIOR	All Prayer Warriors and all those who supported the CLP in that capacity
SECRETARIAT	All those who takes charge in the registration of the CLP
TEAM LEADER	The Brother and Sister who are leading the CLPs.
TEAM SERVANT	The brother and sister who are assisting the CLP.

RELATIONSHIP TYPE	DESCRIPTION
BROTHER	Immediate brother
SISTER	Immediate Sister
FATHER	
MOTHER	
CHILDREN	

INDUSTRY TYPE
Accommodation and Food Services
Agriculture, Forestry, Fishing, Hunting
Arts, Entertainment and Recreation
Construction
Educational Services
Finance and Insurance
Health Care and Social Assistance

Manufacturing
Mining
Wholesale Trade
Professional, scientific and Technical Services
Public Administration
Retail Trade
Transportation and Warehousing
Utilities

Encoding of members is just the first module of the whole MMD (member's management database). We encourage regular updating of the other modules CLP, ACTIVITIES, TITHES, FORMATION to fully maximize the system.