

Church Office 8 User Guide

The PDS Church Office User Guide contains the following sections. Click a section title below or use the navigation menu on the left.

Get Started

Get started with your Church Office program. Learn about the basic features, how to navigate within the program, and how to customize the program to suit your parish's needs.

Families

Manage information about families in your parish. View each family's status, addresses, pictures, financial activity, and more.

Members

Manage information about members in your parish. View information specific to an individual as well as information about his or her family.


Funds and Contributions

Track donations, gifts, pledges, payments, charges, refunds, and more. Customize funds and assign them to families.

Sacramental Registers

Locate, view, manage, and print member sacrament records.

Useful Information

 To use the feature, you must purchase it by calling 800-892-5202. [Find out more about Sacramental Registers.](#)

Reports

Create and print reports, Easy Lists, letters, envelopes, and more. You can also learn how to use the Selection window, and manage report styles and settings.