

Church & ministry

Community / Core workflow guide

Organise members, groups and contributions.

BUILD STATUS

Development preview 0.1.0. These diagrams describe the shipped core records and state actions. They are not interface screenshots. Full UI walkthrough and live Hostinger acceptance are pending.

The record sequence

1

Groups

Create this reference data first.

2

Members

References: groups

3

Contributions

References: members

Follow the workflow

Create a group, register a member and verify a manual contribution.

BEFORE YOU BEGIN

Sign in, select your workspace and open this system. Create referenced records first. Use fictional data for testing and protect any personal or confidential information.

Know your records

Data reference / Inputs and computed values

Groups

Field	Input type	How to use it
Name	text	Plain text, up to 200 characters.
Leader	text	Plain text, up to 200 characters.

Members

Field	Input type	How to use it
Group id	ref	Select a workspace record from groups.
Name	text	Plain text, up to 200 characters.
Email	email	A valid email address; demo examples are fictional.
Phone	text	Plain text, up to 200 characters.

Contributions

Field	Input type	How to use it
Member id	ref	Select a workspace record from members.
Purpose	text	Plain text, up to 200 characters.
Date	date	Calendar date (YYYY-MM-DD).
Amount	money	Non-negative amount; at most two decimal places.
Reference	text	Plain text, up to 200 characters.

Every record also has a workspace identifier, state, version and timestamps. Reference selection and server checks prevent a record from linking to another workspace.

Operate with confidence

Actions, permissions and safe recovery

Available state actions

Record	States	Actions
Groups	active	Reference data; no state action.
Members	active	Reference data; no state action.
Contributions	pending > verified	verify to verified

Contribution records

- Members belong to a group; contribution records belong to a member in the same workspace.
- Verify records manual contribution confirmation by an owner or manager.
- Pastoral care records, donation gateway collection and statutory charity reports are not implemented by this core flow.

Roles and subscription access

Owners, managers and staff can create records while the subscription is active. Viewers can read. Approval, verification, publishing, payroll settlement and journal posting require an owner or manager. Entitlements and record quotas are enforced on the server. Expired subscriptions become read only.

Documents and recovery

- Use the record PDF action for a private document. CSV export requires an eligible plan. Attachments accept PDF/JPG/PNG up to 5 MB per file; demos cannot upload.
- A stale version or repeated action is rejected. Refresh, inspect the saved state and retry only when appropriate. Processed records cannot be edited as drafts.
- A PDF is a snapshot of recorded information. Ordinary business records do not receive the CEO signature, stamp or company seal automatically.