

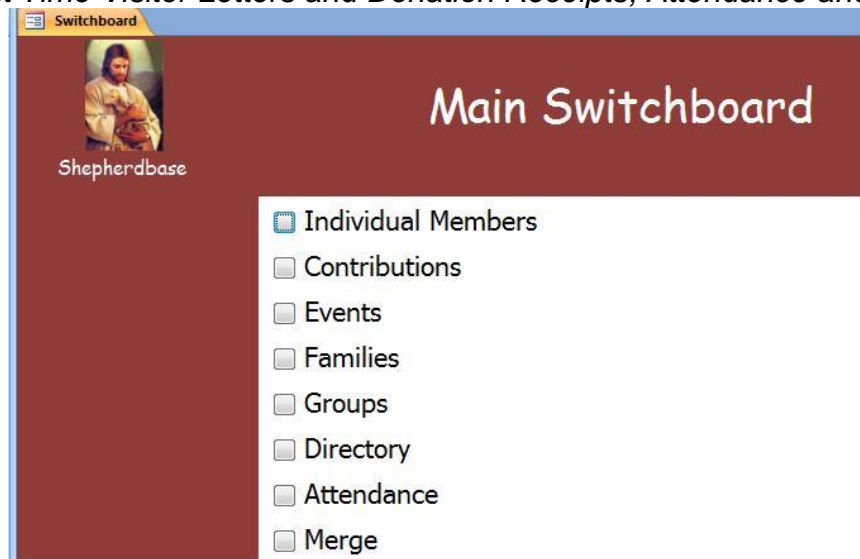
Shepherdbase (Church Membership Database) Screen Shots

Shepherdbase Screen Shots are available for FreeChurchForms.com visitors to view, download or print for their church/Pastor(s).

Shepherdbase was created to help small to medium-sized churches organize their church member's information. Shepherdbase is affordable enough so even small churches can purchase it and enjoy the benefits. 😊

Shepherdbase Screen Shots:

Shepherdbase Main Menu: *Provides Links to Membership Forms, Member's Directory and Reports, Contribution Reports, Events Reports, Groups Reports, Merging Annual Contribution Letters, First Time Visitor Letters and Donation Receipts, Attendance and much more.*



Individual Member's Forms: *View, edit and add member's name, address, phone...Groups (below) include member's picture, DOB, anniversary, member's groups & Events (below)...*

Envelope #	Date	Amount	Description	Method	Check#	Fund	Comments
30	7/1/2021	\$20.00	Offering	Check	0090	General	
31	7/1/2021	\$90.00	Tithes	Check	0093	General	
32	7/5/2021	\$270.00	Tithes	Check	0095	General	
* Total		\$380.00					

Individual Members/Groups Form (on Groups tab): View, edit and add groups, member's date of birth, anniversary date, picture, and important notes on member.

Contact Details Sue Benton


Go To: Type in Last Name

Save and New E-mail Save As Outlook Contact Previous Record Next Record Delete Record Save Close

Personal **Groups** Events

Group	Date	Comments
Recording Secretary	1/1/1998	Records church board minutes.
*		

Record: 1 of 1 Unfiltered Search

Picture: 

Birthdate:

Anniversary:

Notes: Sue is very happily married to Brian and enjoys staying at home taking care of her two beautiful children. She enjoys volunteering her time to the church as the recording secretary to help further the Gospel of Jesus Christ.

Individual Members/Events Form: View, edit and add member's events with the member's events listed with date, amount, registered, scholarship and notes.

Contact Details Sue Benton

Go To: Type in Last Name

Save and New E-mail Save As Outlook Contact Previous Record Next Record Delete Record Save Close

Personal Groups **Events**

Event	Date	Amount	Registered	Scholarship	Notes
Office 2010 Seminar	8/1/2010	\$100.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Attended a one day seminar.
*			<input type="checkbox"/>	<input type="checkbox"/>	

Record: 1 of 1 No Filter Search

Contributions Main Menu: View and print Weekly Contribution Reports, Family Itemized Contribution Statements/Reports that can be easily filtered to show just one member's contribution statement or filter by date for quarterly statement/reports... See below.

Switchboard

Shepherdbase

Contributions

- Weekly Contributions
- Family/IRS Contributions Statement
- Total Contributions
- Main Switchboard

Weekly Contribution Report: View and print Weekly Contribution Reports for bank deposits purposes...

Switchboard Weekly Contributions

Weekly Contributions
7/1/2021

Brian & Sue Benton

Member ID:	Envelope #:	Check	Fund	
101 Brian Benton	30	0090	General	\$20.00
101 Brian Benton	31	0093	General	\$90.00
102 Sue Benton	28	Cash	General	\$100.00

Sam Buford

Member ID:	Envelope #:	Cash	Fund	
103 Sam Buford	45	Cash	General	\$100.00

John & Jane Doe

Member ID:	Envelope #:	Check	Fund	
105 Jane Doe	48	2005	Missions	\$300.00
104 John Doe	49	2004	General	\$50.00
104 John Doe	50	2002	General	\$100.00

Weekly Contributions Total \$760.00

Page 1 of 1

Itemized Family IRS Contribution Statement: View and print Family Contributions Statements/Reports for quarterly or annual reports...

Church Contributions, 20__						
IRS Contribution Statement						
B						
Brian & Sue Benton						
4040 S. Harvard Ave.			77723 E 1440 RD			
Tulsa	OK	74104	Member ID:	101	Check #	Fund
Brian Benton		7/1/2021	Offering	\$20.00	0090	General
Brian Benton		7/1/2021	Tithes	\$90.00	0093	General
Brian Benton		7/5/2021	Tithes	\$270.00	0095	General
Total for Year: \$380.00						
Authorized Signature _____						
Brian & Sue Benton						
4040 S. Harvard Ave.			77723 E 1440 RD			
Tulsa	OK	74104	Member ID:	102	Check #	Fund
Sue Benton		7/1/2021	Tithes	\$100.00		General
Sue Benton		7/5/2021	Offering	\$20.00		General
Total for Year: \$120.00						

Family Contributions Statements/Report: Filtering family names, individual names, specific dates, quarterly statements...

Church Contributions, 20__						
IRS Contribution Statement						
Brian & Sue Benton						
Brian		8/12/2013		\$20.00		General
Brian		8/19/2013				General
Brian		8/25/2013				General
Total						
Authorized Signature _____						
Brian & Sue Benton						
Sue		8/19/2013		\$100.00		General
Total						
Authorized Signature _____						
John & Jane Doe						
John		8/19/2013		\$100.00		General

Equals...

Does Not Equal...

Before...

After...

Between...

Tomorrow

Today

Yesterday

Next Week

This Week

Last Week

Next Month

This Month

Last Month

Next Quarter

This Quarter

Last Quarter

Next Year

This Year

Year To Date

Last Year

Past

Future

All Dates In Period

Quarter 1

Quarter 2

Quarter 3

Quarter 4

January

February

March

April

May

June

July

August

September

October

November

December

Total Contributions Report: View and print Total Contributions Reports to get total contributions for the year at a glance or for generating quarterly or annual reports

Total Contributions Report										
Alpha	Family Name	Last Name	First Name	Date	Env #	Method	Check#	Fund	Description	Amount
B	Brian & Sue Benton									
		Benton	Brian	7/1/2021	30	Check	0090	General	Offering	\$20.00
		Benton	Brian	7/1/2021	31	Check	0093	General	Tithes	\$90.00
		Benton	Brian	7/5/2021	32	Check	0095	General	Tithes	\$270.00
	Brian & Sue Benton									
		Benton	Sue	7/1/2021	28	Cash		General	Tithes	\$100.00
		Benton	Sue	7/5/2021	29	Cash		General	Offering	\$20.00
	Brian & Sue Benton									
		Green	Sally	7/5/2021	41	Cash		General	Offering	\$10.00
	Brian & Sue Benton									
		Vance	Bobby	7/5/2021	42	Cash		General	Offering	\$2.00
	Sam Buford									
		Buford	Sam	7/1/2021	45	Cash		General	Tithes	\$100.00
D	John & Jane Doe									
		Doe	John	7/1/2021	49	Check	2004	General	Offering	\$50.00
		Doe	John	7/1/2021	50	Check	2002	General	Tithes	\$100.00
	John & Jane Doe									
		Doe	Jane	7/1/2021	48	Check	2005	Missions	Offering	\$300.00
Total Contributions: \$1,062.00										
Sunday, October 17, 2021										Page 1 of 1

Total Contributions Report (Filtering specific dates, etc. for reports)

Total Contributions Report										
Alpha	Family Name	Last Name	First Name	Date	Env #	Method	Check#	Fund	Description	Amount
B	Brian & Sue Benton									
		Benton	Brian	7/1/2021	30	Check	0090	General	Offering	\$20.00
		Benton	Brian	7/1/2021	31	Check	0093	General	Tithes	\$90.00
		Benton	Brian	7/5/2021	32	Check	0095	General	Tithes	\$270.00
	Brian & Sue Benton									
		Benton	Sue	7/1/2021	28	Cash		General	Tithes	\$100.00
		Benton	Sue	7/5/2021	29	Cash		General	Offering	\$20.00
	Brian & Sue Benton									
		Green	Sally	7/5/2021	41	Cash		General	Offering	\$10.00
	Brian & Sue Benton									
		Vance	Bobby	7/5/2021	42	Cash		General	Offering	\$2.00
	Sam Buford									
		Buford	Sam	7/1/2021	45	Cash		General	Tithes	\$100.00
D	John & Jane Doe									
		Doe	John	7/1/2021	49	Check				
		Doe	John	7/1/2021	50	Check				
	John & Jane Doe									
		Doe	Jane	7/1/2021	48	Check				
Total Contributions: \$1,062.00										
Sunday, October 17, 2021										View

Events Main Menu: View and print Events Reports.



Anniversary Report: List of member's Anniversary Report which can be filtered for Anniversary Reports by the month for Pastor(s), etc (pictured below).



Birthday Report: List of member's Birthday Report which can be filtered for Birthday Reports by the month for Pastor(s), etc (pictured below).

Switchboard Birthday Report

Birthday Report

Birthdate	Last Name	First Name
7/6/1959	Benton	Brian
7/25/1963	Benton	Sue
2/14/1980	Doe	Jane
12/30/1959	Doe	John
8/1/2003	Doe	Kaye
12/1/2005	Doe	Mary
5/15/2007	Green	Sally
7/9/1962	Smith	Joe
2/14/1964	Smith	Samantha
11/9/1943	Vance	Bobby

Navigation Pane

Thursday, December 7, 2017 Page 1 of 1

Birthday Report

Birthdate	Last Name
7/6/1959	Benton
7/25/1963	Benton
2/14/1980	Doe
12/30/1959	Doe
8/1/2003	Doe
12/1/2005	Doe
5/15/2007	Green
7/9/1962	Smith
2/14/1964	Smith
11/9/1943	Vance

Navigation Pane

Friday, December 7, 2017

Report View


- Equals...
- Does Not Equal...
- Before...
- After...
- Between...
- Tomorrow
- Today
- Yesterday
- Next Week
- This Week
- Last Week
- Next Month
- This Month
- Last Month
- Next Quarter
- This Quarter
- Last Quarter
- Next Year
- This Year
- Year To Date
- Last Year
- Past
- Future
- All Dates In Period

- Quarter 1
- Quarter 2
- Quarter 3
- Quarter 4
- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December

- Cut
- Copy
- Paste
- Insert
- Merge/Split
- Sort Oldest to Newest
- Sort Newest to Oldest
- Clear filter from Birthdate
- Date Filters
- Equals 7/9/1962
- Does Not Equal 7/9/1962
- On or Before 7/9/1962
- On or After 7/9/1962
- Change To
- Report Properties

Events Report: Lists member's events, date of event, scholarship and notes.

Switchboard Events

 **Events** [Close](#)

Office 2010 Seminar Scholarship Notes
8/1/2011

Sue Benton	<input type="checkbox"/>	Attended one day seminar.
------------	--------------------------	---------------------------

Thursday, September 08, 2011 Page 1 of 1

Events Payment Report: Lists all information above except payment also.

Switchboard Events

 **Event Payment** [Close](#)
Thursday, September 08, 2011

Office 2010 Seminar Scholarship Notes

Sue Benton	\$100.00	<input type="checkbox"/>	Attended one day seminar.
Total	\$100.00		

Families Main Menu: View and print family reports, access and insert "Family Additions", access "Individual Members" form from the "Family List". Also, Family Members and Individual Mailing Labels available. See below.

Switchboard

 **Families**
Shepherdbase

- Family Additions
- Family Report
- Family List
- Erase Individual Merge Choices
- Family Labels
- Individual Labels
- Main Switchboard

Family Additions Datasheet: Add, delete, edit and view family additions.

ID	Merge	Alpha	Contact Name	Member	Last Name	First Name	Spouse	Gender	Status
73	<input type="checkbox"/>	B	Brian & Sue Benton	<input checked="" type="checkbox"/>	Benton	Brian	Sue	M	Active
74	<input type="checkbox"/>	B	Brian & Sue Benton	<input checked="" type="checkbox"/>	Benton	Sue	Brian	F	Active
85	<input type="checkbox"/>	B	Joe & Samantha Benton	<input checked="" type="checkbox"/>	Benton	Joe	Samantha	M	Active
86	<input type="checkbox"/>	B	Joe & Samantha Benton	<input checked="" type="checkbox"/>	Benton	Samantha	Joe	F	Active
82	<input type="checkbox"/>	D	John & Jane Doe	<input checked="" type="checkbox"/>	Doe	John	Jane	M	Active
83	<input type="checkbox"/>	D	John & Jane Doe	<input checked="" type="checkbox"/>	Doe	Jane	John	F	Active
80	<input type="checkbox"/>	D	John & Jane Doe	<input checked="" type="checkbox"/>	Doe	Kaye		F	Active
78	<input type="checkbox"/>	D	John & Jane Doe	<input checked="" type="checkbox"/>	Doe	Mary		F	Active
84	<input type="checkbox"/>	B	Brian & Sue Benton	<input checked="" type="checkbox"/>	Green	Sally		F	Active
87	<input type="checkbox"/>	B	Brian & Sue Benton	<input checked="" type="checkbox"/>	Vance	Bobby		M	Active
*(New)	<input type="checkbox"/>			<input type="checkbox"/>					

Family Report: All reports can be filtered to print just one family or all families.

Church Families Close

B

Brian & Sue Benton

Assistant Pastor Brian Benton

Secretary Sue Benton

 Sally Green

 Bobby Vance

Sam Buford

Deacon Sam Buford

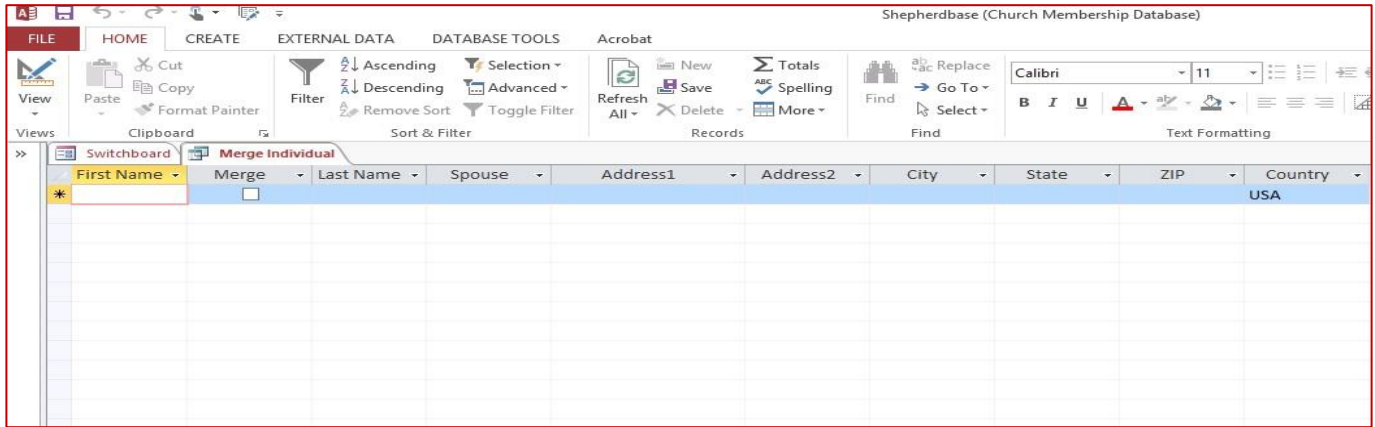
D

John & Jane Doe

Mr. John Doe

Mrs. Jane Doe

Family Erase Individual Merge Choices Datasheet: *This is where if you had any members merged you can delete or erase the merge easily here.*



Family Member's Labels *(Ready to print)*



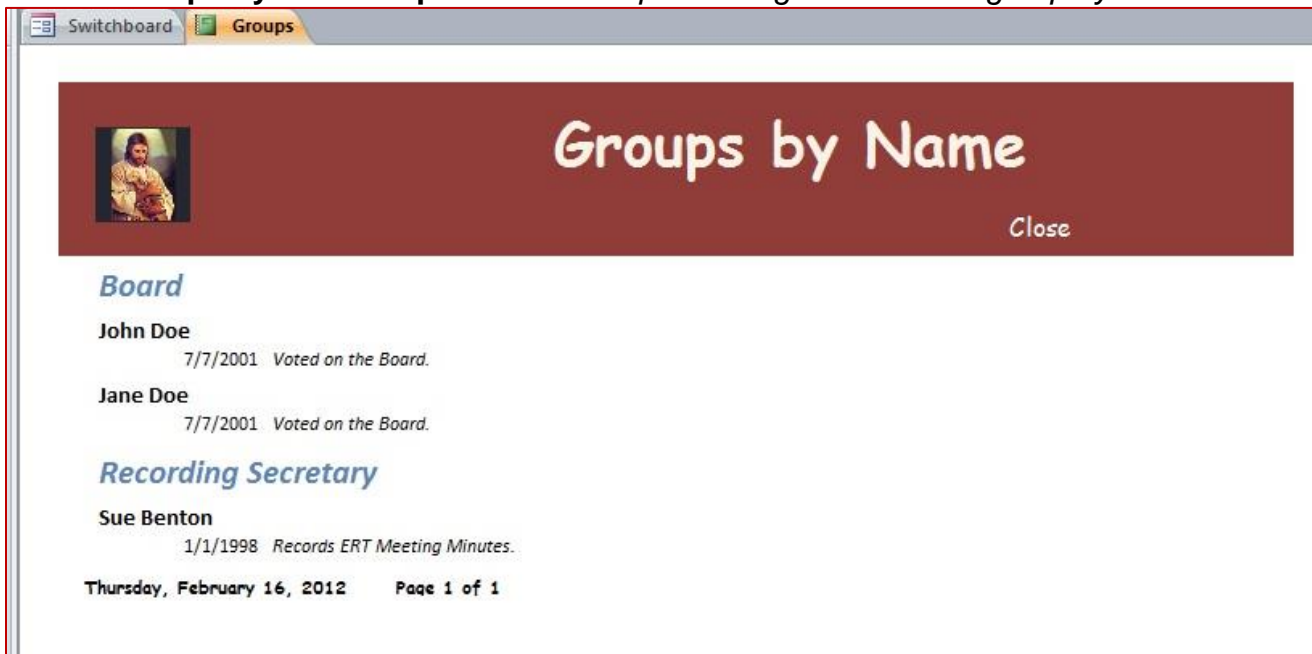
Individual Member's Labels *(Ready to print)*



Groups Main Menu: View and print Group Reports. Access "Group by Name" reports, "Groups By Person" reports, "Choose a Group" reports and "Member Group" reports. See below.



Groups by Name Report: View and print listing of member's group by name.



Groups by Person Report: View and print listing of members with their group(s) under name.



Choose a Group Report: *View and print reports of the group you choose.*

Switchboard Choose Group

Board [Close](#)

Friday, December 8, 2017

Brian Benton	7/3/2016	Active Board Member since 07/03,
Jane Doe	7/7/2001	Voted on the Board.
John Doe	7/7/2001	Voted on the Board.

Member Group Report: *View and print reports on all members listed in a group.*

Switchboard Member

Members [Close](#)

Navigation Pane

- Brian Benton
- Joe Benton
- Samantha Benton
- Sue Benton
- Jane Doe
- John Doe
- Kaye Doe
- Mary Doe
- Sally Green
- Bobby Vance

Directory (2): *View and print a directory (2 available – Simple Directory and Photo Directory) of individual members listed alphabetically by family’s last name with information such as address, phone, email, birth date, and anniversary.*

Simple Directory

Switchboard Contacts Phone Book

Directory [Close](#)

B

Brian & Sue Benton	Brian Benton	4040 S. Harvard Ave.	Tulsa	OK 74104	brianbenton@yahoo.com	
Home: (918) 749-2211	Mobile: (918) 749-2211	Birthdate: 7/6/1959	Anniversary: 7/29/1979	<input checked="" type="checkbox"/> Member	Role: Head of Household	
Brian & Sue Benton	Sue Benton	4040 S. Harvard Ave.	Tulsa	OK 74104	suebenton@yahoo.com	
Home: (918) 749-2211	Mobile: (918) 749-5005	Birthdate: 7/25/1963	Anniversary: 7/29/1979	<input checked="" type="checkbox"/> Member	Role: Head of Household's Spouse	

Navigation Pane

Directory with Photos, Etc.

Directory


Close

B

Brian & Sue Benton
Title: Assistant Pastor

Role: Head of Household
 Member Member ID: 101

Notes: Brian is happily married to Sue and very much enjoys his 2 children. He volunteers his time to the church as an active board member. He also enjoys hunting, fishing, and camping out at the lake with his wife and kids for their quiet time.




Brian Benton
Birthday: 7/6/1980
Anniversary: 7/29/1999

4040 S. Harvard Ave.
77723 E 1440 RD
Tulsa OK 74104
Home Phone: (918) 749-2211
Cell Phone: (918) 749-2211
Email: brianbenton@yahoo.com

Title: Secretary

Role: Head of Household's Spouse
 Member Member ID: 102

Notes: Sue is very happily married to Brian and enjoys staying at home taking care of her two beautiful children. She enjoys volunteering her time to the church as the recording secretary to help further the Gospel of Jesus Christ.



Sue Benton
Birthday: 7/25/1981
Anniversary: 7/29/1999

4040 S. Harvard Ave.
77723 E 1440 RD
Tulsa OK 74104
Home Phone: (918) 749-2211
Cell Phone: (918) 749-5005
Email: suebenton@yahoo.com

Title:

Role: No. 1 Dependent

Tuesday, November 6, 2012
Page 1 of 4

Attendance: *View and print Church Attendance Reports.*




The screenshot shows a 'Switchboard' window with a 'Shepherdbase' logo and a large 'Attendance' title. Below the title are three menu items: 'Attendance Input' (checked), 'Attendance Report', and 'Main Switchboard'.

Attendance Input Form: *View, edit, add attendance.*

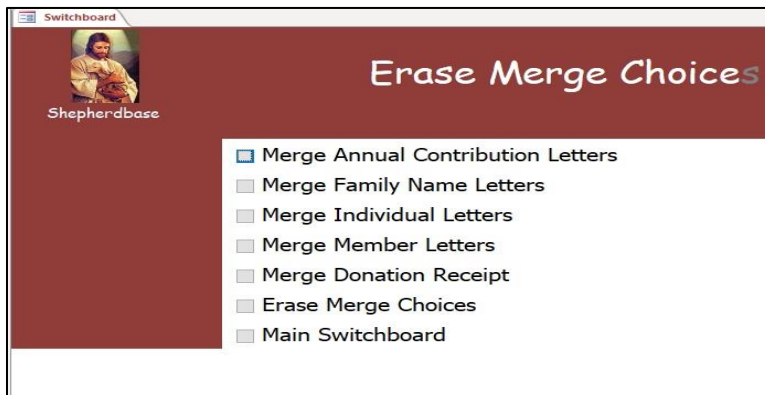
Church Attendance Register 20__					Delete Record	Close
Member Last Name	Member First Name	Service Date	Mark Register	Comment		
Benton	Brian	11/29/2020	Present			
Benton	Sue	11/29/2020	Absence	Called for prayer for her children		
Green	Sally	11/29/2020	Sick	Mother called for prayer		
Vance	Bobby	11/29/2020	Sick	Mother called for prayer		
Doe	John	11/29/2020	Present			
Doe	Jane	11/29/2020	Present			
Buford	Sam	11/29/2020	Present			

Attendance Report: View, filter, print attendance.

Service Date by Month	Service Date	Member Last Name	Member First Name	Mark Register	Comment
Attendance Report 20__ Print Report  Close					
November 2020	11/29/2020	Benton	Brian	Present	
	11/29/2020	Benton	Sue	Absence	Called for prayer for her children
	11/29/2020	Buford	Sam	Present	
	11/29/2020	Doe	Jane	Present	
	11/29/2020	Doe	John	Present	
	11/29/2020	Green	Sally	Sick	Mother called for prayer
	11/29/2020	Vance	Bobby	Sick	Mother called for prayer
December 2020	12/2/2020	Benton	Brian	Present	
	12/2/2020	Benton	Sue	Present	
	12/2/2020	Buford	Sam	Present	
	12/2/2020	Doe	Jane	Absence	On Family Vacation
	12/2/2020	Doe	John	Absence	On Family Vacation
	12/2/2020	Green	Sally	Present	
	12/2/2020	Vance	Bobby	Present	

Friday, November 20, 2020 Page 1 of 1

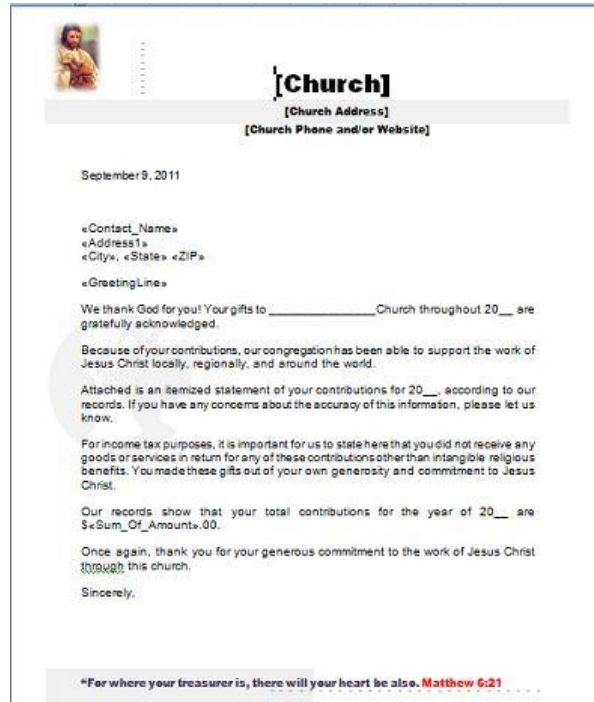
Merge Main Menu: *This is where you will merge your church member's name, address, contributions into the Annual Contribution Letters (letters included in the Shepherdbase Package) at the end of the year. These letters are available with the families or individual members. Also merge new members into the First Time Visitor Letter.*



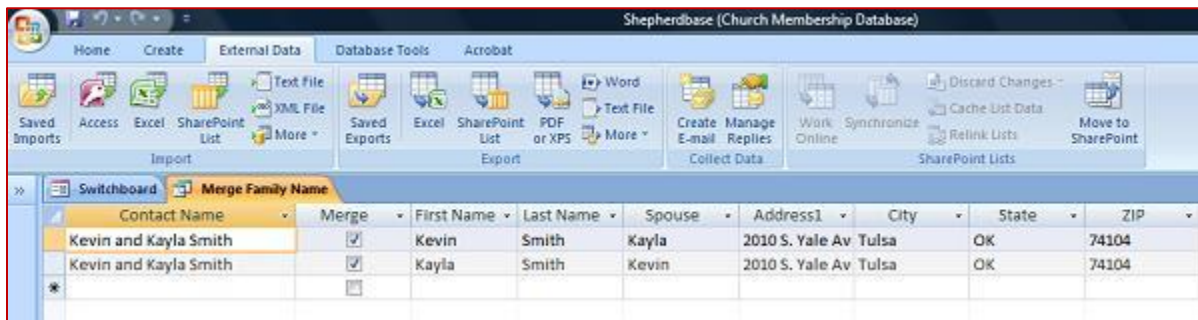
Merge Annual Contribution Letters: *Step by step instructions in Concise User Guide.*

Contact Name	First Name	Last Name	Address1	Address2	City	State	ZIP	Sum Of Amc	Count Of Co
Brian and Sue Benton	Brian	Benton	4040 S. Harvard		Tulsa	OK	74104	\$360.00	2
John and Jane Doe	John	Doe	Rt. 2, Box 775		Kiefer	OK	74114	\$150.00	2
Kevin and Kayla Smith	Kevin	Smith	2010 S. Yale Av		Tulsa	OK	74104	\$275.00	2

Annual Contribution Letter: *Shepherdbase merges members and contributions with a few clicks into this letter that is included in the Shepherdbase Package.*



Merge Family Name Letters: *Use this for specific letters addressed to the family with only the family name. Step by step instructions in Concise User Guide.*



Merge Individual Letters: *Use this for specific letters addressed to the individual with only the individual's name. Step by step instructions in Concise User Guide.*



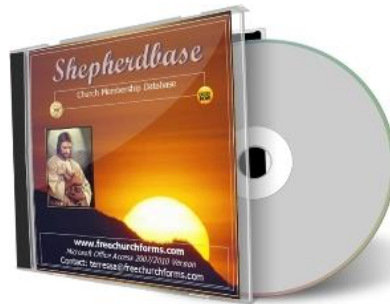
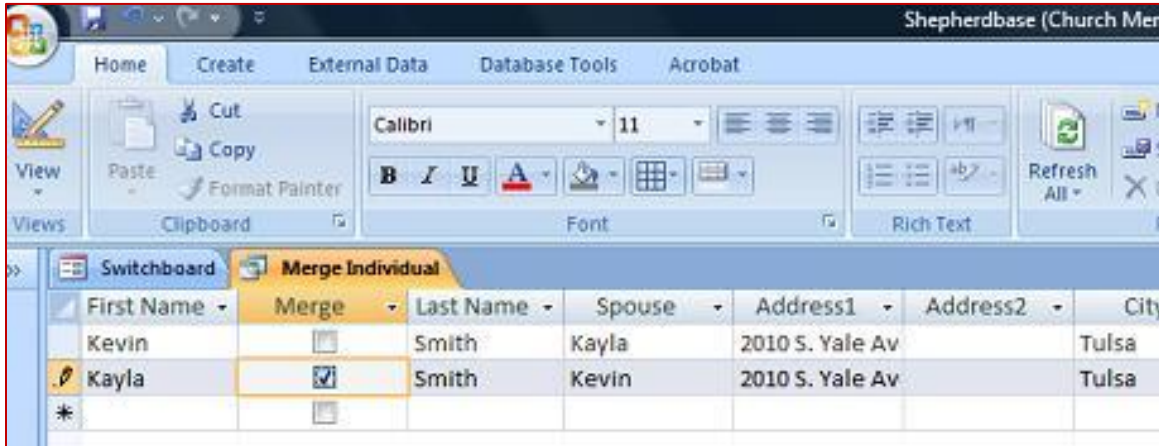
Donation Receipt

The image shows the Microsoft Word Mail Merge interface. The ribbon includes File, Home, Insert, Draw, Design, Layout, References, Mailings, Review, View, Help, Tell me, and Share. The Mailings tab is active, showing options like Envelopes, Labels, Start Mail Merge, Select Recipients, Edit Recipient List, Highlight Merge Fields, Write & Insert Fields, Preview Results, Find Recipient, Check for Errors, and Finish & Merge. A 'Mail Merge' task pane is open on the right, with 'Select recipients' options: 'Use an existing list' (selected), 'Select from Outlook contacts', and 'Type a new list'. Below this, it says 'Use an existing list' and 'Our recipients are in: [list] in "Shepherdbase" or a different list... recipient list...'. The main document area contains a 'DONATION RECEIPT' title in a red box. Below it are various merge fields: Receipt # 2021-«ID», «GreetingLine», Donated by: «First_Name» «Last_Name», Street Address: «Address1», City: «City» State: «State» Zip Code: «ZIP», Date of Donation: «Date», Donation Method: «Method» Donation Value: \$«Sum_Of_Amount».00, Check Number: #«Check_Number», Recorded as «Description» towards «Fund». A paragraph of text follows: 'Be Blessed for your faithful commitment to the Work of The Lord Jesus Christ through the church and thank you for supporting this ministry and its global needs and missions. Your generosity is prayerfully appreciated!'. Below that is 'Authorized Stamp and/or Signature:'. At the bottom, there are three boxes for church information: '[Insert Church Telephone #s]', '[Insert Church Address] [City, State and Zip Code]', and '[Insert Church Website]'. Two callout boxes with arrows point to specific elements: one points to the date 'October 17, 2021' with the text 'Automatically puts current date.', and another points to the church information boxes with the text 'Insert your church name, phone, address, email and website.'

Automatically puts current date.

Insert your church name, phone, address, email and website.

Erase Merge Choices: Use this for specific letters addressed to the individual name and you can easily erase the merge choices. Step by step instructions in Concise User Guide.



Shepherdbase is affordable and is designed to work with the Microsoft Office Access 2007 or higher version program (2010, 2013, 2016, 2019 or higher) and will save you huge amounts of time out of your hard workday at the office. Shepherdbase has an illustrated Shepherdbase Concise User Guide full of pictures like the ones above that will step you through the setting up process of your members which is really simple.

You can purchase Shepherdbase today by simply going back to the Shepherdbase page and go to the "Buy Now" button to receive the Shepherdbase CD mailed to you or the "Instant Download" (no shipping and handling costs) on my Shepherdbase page at <http://www.freechurchforms.com/churchmembershipdatabase.html>.

May God Richly Bless You & Your Ministry,

Terressa Pierce

Editor and Owner of:
FreeChurchForms.com