

Church Software Feature Priorities Checklist

A quick worksheet to decide what matters most for **your** church before you compare a single product.

STEP 1		Know your church (this changes everything below)	
Our size roughly how many people? _____	Our country do we need Gift Aid / GDPR handling? _____		
Our budget model flat fee, per-module, or one-time? _____	Our existing tech are we already on WordPress? _____		

STEP 2		Score each feature for your church		
Feature / factor	Must-have	Nice to have	Not needed	
People & membership records Families, custom fields, easy segmenting	☐	☐	☐	
Giving & online donations Built-in vs add-on, fees, Gift Aid (UK)	☐	☐	☐	
Communication (email & SMS) Message a specific group, not just everyone	☐	☐	☐	
Volunteer scheduling (rotas) Reminders and self-service swaps	☐	☐	☐	
Groups & events Leader access, events on your website	☐	☐	☐	
Child check-in & safeguarding Only matters if you run kids' work	☐	☐	☐	
Mobile access What can people actually do in the app?	☐	☐	☐	
Data ownership & privacy Where it's stored, GDPR, export if you leave	☐	☐	☐	
Pricing model & how cost scales Per-module creep vs flat vs one-time	☐	☐	☐	
Setup, migration & support Data import and real response times	☐	☐	☐	

Be ruthless. If you don't run kids' work, check-in is *Not needed*, full stop. A system that nails your *Must-haves* beats one that does thirty things adequately.

STEP 3**Ask every shortlisted vendor these questions**

- ☐ Can I group people by family, tag them freely, and pull a filtered list in a couple of clicks?
- ☐ Is giving included in the base price, what are the fees per donation, and is Gift Aid supported?
- ☐ Can I message a specific group in under a minute, and are SMS costs reasonable?
- ☐ Are rotas included, can volunteers see their own schedule, and can they request swaps?
- ☐ Can group leaders manage their own group, and do events flow onto our website automatically?
- ☐ Does check-in meet our safeguarding requirements, and what does the hardware cost?
- ☐ What can people actually do in the app versus the desktop version?
- ☐ Where is our data stored, do we own it, and how easily can we export it if we leave?
- ☐ What will this cost us in two years if we grow by 50%?
- ☐ How do we import our current data, and what is the typical support response time?

STEP 4**Compare your shortlist (must-haves only, score 1-5)**

Your must-have features	System 1	System 2	System 3
Total			

Add up each column across your must-haves only. The highest total wins, not the longest feature list.

Ready to compare the actual systems?

See how Church Admin, Planning Center and Breeze stack up side by side on price, data control and included features:

churchadminplugin.com/which-church-management-system-is-best-for-my-church