



Mapping Your Congregation

Why map your congregation?

Mapping your congregation using Google Maps offers a visual representation of where your congregation lives, which has many possibilities. Knowing where households are clustered can help you:

- Build a small group ministry based on gathering people who live in proximity to each other
- Know who in your congregation might be able to teach others about ministry opportunities in particular neighborhoods
- Create a care ministry based on proximity
- Empower members to reach out to new visitors or members that live nearby them
- Analyze growth and retention over time by comparing regular attendees, inactive members, and visitors

The first step to mapping where your members live requires downloading all home addresses into a .csv file. If you are using ACS, pages 1-3 of this document will guide you through those steps, for those using other data management systems skip to page 4. For congregations using ACS Technologies to manage their membership data, here are the steps required for downloading that information:

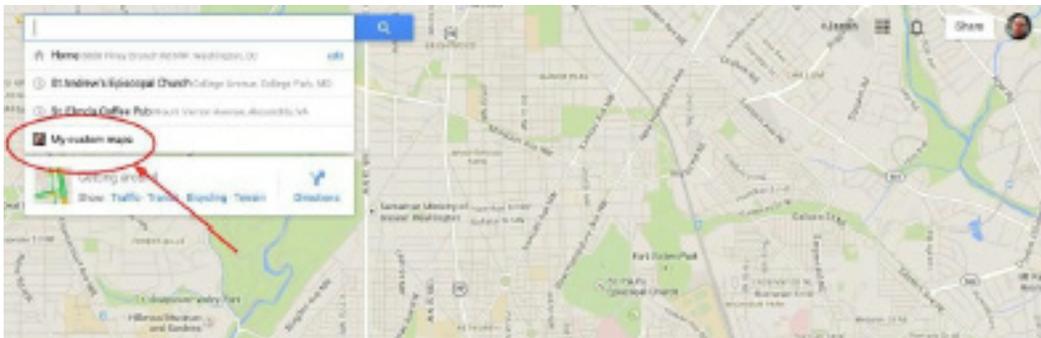
- Open the ACS People Suite Main Menu
- Select the “People” tab
- In the Output box, select Searches
- On the Search Information tab make sure that
- “All Records” is selected in the Search On box
- “Meet Criteria for all Field Areas (And)” is selected in the Includes Records That box
- “Matching Individuals” is selected in the Search Output Flag box
- Select New Search
- Now you are in the Search Criteria tab
- Click the plus sign next to Individual
- Click the plus sign next to Lists
- Click Active
- Select “A” in the box that opens if you only want active individuals
- Select “A” and “D” if you want both active and deactivated individuals
- Click OK
- Click Process at the bottom of the Search Criteria tab
- Now move to the Results tab
- Click Customize a box called “Customize Results Grid” will open
- Now you select the criteria that you would like to export Let’s say I would like to export addresses.
- Click the plus sign next to Address in the “Available Fields” box
- Click the plus sign next to Field



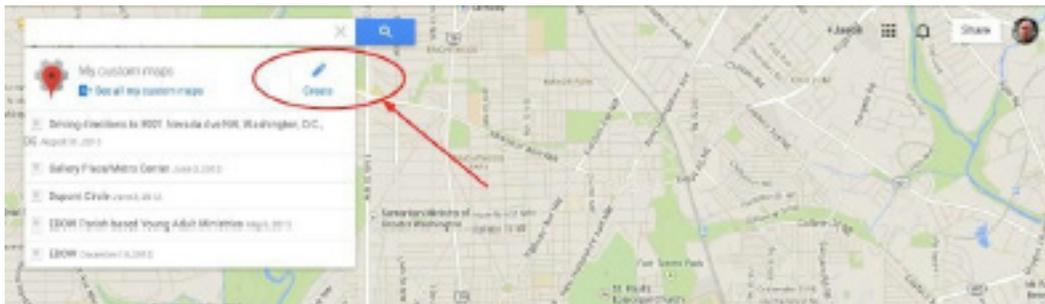
Episcopal Diocese of Washington

- Select Address Line 1 and click the red arrow pointing towards the “Selected Fields” box
- Repeat the same process for Address Line 2, City, State, and Zip Code
- Click OK
- Now you are back in the Results Tab
- Right click any name all of the search information will be exported
- Select Export to Excel
- A “Save As” box will open
- In the “Save in” field, make sure that Client C (J) is selected, if you do not do this, the document will not be saved on your hard drive
- Select the place that you would like to save the document in, rename the document as necessary, and click Save
- A version of Excel called Open Office will open. Close out of that and open the document that you saved to make changes in the normal Microsoft Excel as needed. (from the ACS Technologies wiki page)

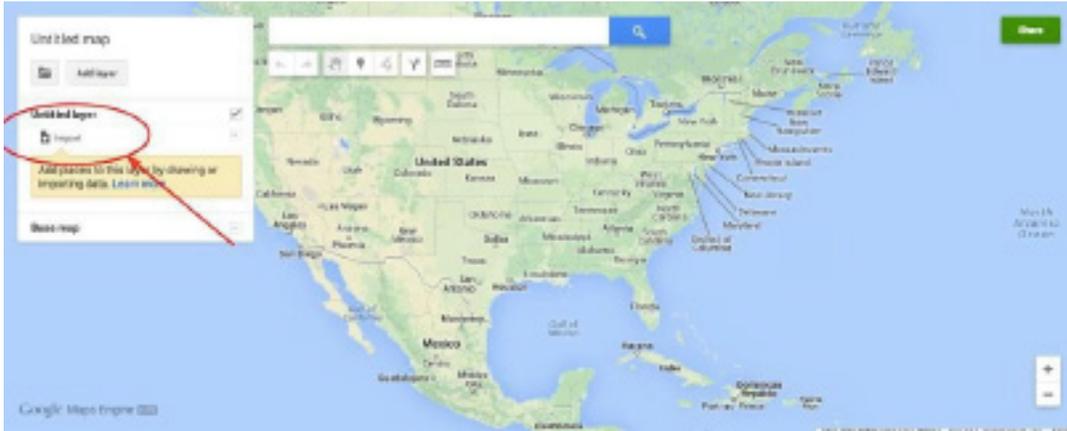
After you have saved your .csv file go to maps.google.com and click on My custom maps:



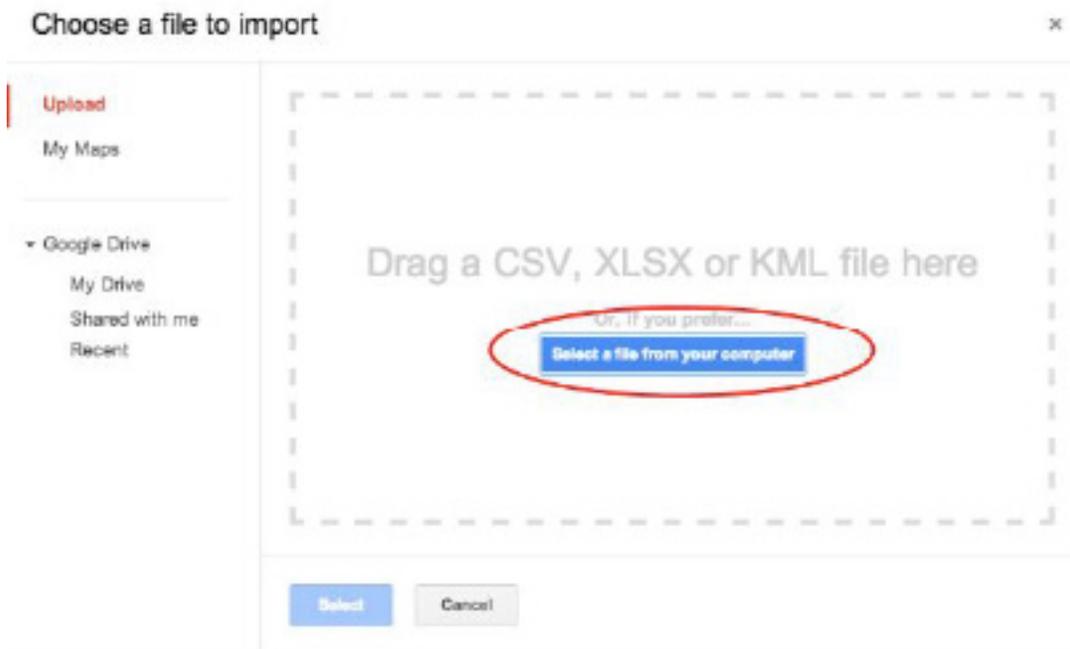
On the next screen you will select Create:



You can now import the .csv file you downloaded. Select Import:



After you select Import, the following window will appear in order to upload the database:





Episcopal Diocese of Washington

Depending on how many lists you upload, your map will look something like this:

