

Flags and Details

Located under CARE NOTES in Rock

What Flags exist:

- Family Ministry Serving
 - This is used if we have a concern about them serving with children or students under the age of 18
- Safety Threat
 - This is used for people who are an actual safety threat to our buildings, staff or attendees.
- Volunteer Serving
 - This is used if we have a general concern or note regarding them serving in any ministry at any campus
- Family Ministry Care Note
 - This is used if a student or child has shared something with us that requires our direct prayer or care. This includes Child Service calls.

It is important that both a flag and a detail note are BOTH added to a person's account when appropriate. The flag will appear near a person's name at the top of their profile and allow a user to ask for more information when needed. The details of the flag should include the actual details of the situation.

Flag and Detail Permissions:

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| • Who can see these notes: | ◦ Ministries Assistant |
| ◦ Directors | ◦ Ministries Project M. |
| ◦ Project Managers | • Who can see Background Checks |
| ◦ Data Entry Staff | ◦ Executive Directors |
| • Who can edit these notes: | ◦ Senior Directors |
| ◦ Executive Directors | ◦ Associate Pastors |
| ◦ Senior Directors | ◦ Data & Analytics Director |
| ◦ Associate Pastors | ◦ IT Director |
| ◦ Data & Analytics Director | ◦ Ministries Assistant |
| ◦ IT Director | ◦ Ministries Project M. |