# Post-Update Checklist for Ministry Teams

## 💰 Finance

☐ **Financial Accounts**: Ensure all financial accounts are functioning properly and verify that the settings align with your organization's needs.

☐ **Transactions and Batches**: Review recent transactions to confirm they are processing correctly and that batches are being created as expected.

☐ **Giving**: Review any pages using the Transaction Entry block—such as online giving pages—to ensure all settings are configured correctly and functions are working as intended.

☐ **Reports**: Test any financial reports to ensure they are generating correctly and reflect the most current data.

☐ **Permissions and Roles**: Review user permissions to ensure that the appropriate staff have access to the financial features they need.

## 🧒 Children’s Ministries

☐ **Check-In Systems**: Verify that the check-in process is functioning correctly, including any hardware integrations like printers or scanners.

☐ **Volunteer Management**: Review Serving Teams and scheduling tools to ensure all volunteer information is current and that volunteers have the necessary access—if applicable.

☐ **Communication Tools**: Test any communication tools or messaging features to ensure they are operational for reaching out to parents and guardians.

☐ **Event Registrations**: Check that any upcoming events or activities for children are set up correctly and that registration processes are functioning as expected.

## 👥 Small Groups

☐ **Group Management**: Ensure that all small groups are set up correctly, including group types, leaders, and members.

☐ **Communication Tools**: Test communication features for group leaders and members to ensure they can easily connect and share updates.

☐ **Event and Activity Scheduling**: Check that any scheduled events or activities for small groups are set up correctly and that registration processes are working smoothly.

☐ **Attendance Tracking**: Review attendance tracking features to ensure they are capturing participation accurately for each group.

☐ **Resources and Materials**: Verify that any resources or materials shared with small groups are accessible and functioning properly.

☐ **Reporting Features**: Check any reports related to group attendance, engagement, or participation to ensure they are generating accurate data.

☐ **Volunteer Management**: If applicable, review any volunteer roles related to small groups to ensure assignments and permissions are correct.

## 🧑‍🏫 Adult Ministries

☐ **Ministry Group Management**: Ensure that all adult ministry groups are correctly set up, including group leaders, members, and any specific settings related to group types.

☐ **Event Planning and Registration**: Check that all upcoming events, classes, or activities are properly scheduled and that registration processes are functioning as expected.

☐ **Communication Features**: Test communication tools to ensure that leaders can effectively communicate with group members and share important updates.

☐ **Attendance Tracking**: Review attendance tracking systems to confirm that they are accurately capturing participation for adult ministries.

☐ **Resource Access**: Verify that any resources, materials, or study guides provided to adult ministries are accessible and functioning correctly.

☐ **Reporting Capabilities**: Check reports related to participation, engagement, and attendance to ensure they are generating accurate and useful data.

☐ **Volunteer Assignments**: Review any volunteer roles associated with adult ministries to ensure that assignments and permissions are up to date.

## 🖥️ Rock Team

☐ **System Performance**: Monitor the overall performance of Rock to ensure that it is running smoothly and efficiently.

☐ **Integration with Third-Party Tools**: Test any integrations to ensure they are functioning correctly and syncing data as expected.

☐ **Review Plugins**: Review Plugin purchases to see if any plugin updates are needed.

☐ **Error Logs and Notifications**: Check exception logs for any new issues or warnings generated after the update.

☐ **User Feedback**: Gather feedback from users to identify issues or changes since the update.