



WatuChurch

Church Management System

Complete User Manual & Training Guide

VERSION 2.0 — APRIL 2026

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Version 2.1 • English Edition • Confidential • For authorized users only

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★ What's New in v2.1:

- **Receipts System**
 - auto-generated receipts for every tithe, income, pledge payment, and guest offering, delivered via Print, SMS, WhatsApp, or Email.
- **Payment Vouchers**
 - auto-generated printable vouchers for every expense, with signature blocks and the same multi-channel delivery.
- **Configurable numbering**
 - customise receipt and voucher number formats in Settings.
- **Protected deletion**
 - deleting a source transaction voids its receipt/voucher instead of orphaning it, preserving the audit trail.
- **Certificates & Letters**
 - issue certificates and letters to members from a library of templates with church logo.
- **Event Invitation Cards**
 - 20+ templates, send bulk invites to members, partners, or guests via SMS with clickable link.
- **Audit Log**
 - complete activity trail for all admin actions.
- **Backup & Export**
 - scheduled daily / weekly / monthly database backups.
- **Bulk operations**
 - bulk delete members, bulk invite to events.
- **SMS balance enforcement**
 - the system blocks sends once local balance is exhausted.
- **Editable finance records**
 - income, tithes, expenses, and pledges can be edited after creation.
- **Gender restricted to Male/Female only**
 - across all forms (church system standard).

Getting Started

System overview, access points, user roles, and initial setup.

1.1 System Overview

WatuChurch is a comprehensive, cloud-based church management system designed for churches of all sizes. Built with modern web technologies, it provides a full suite of tools for managing members, finances, events, communications, human resources, and much more.

Technology Stack

COMPONENT	TECHNOLOGY	DETAILS
Backend	PHP 8.3	Server-side logic, API endpoints, form processing
Database	MySQL 5.7	Relational data storage with InnoDB engine
Frontend	Bootstrap 5.3.2	Responsive UI framework with custom theming
Icons	Font Awesome 6.5.0	Comprehensive icon library for navigation and UI
PWA	Service Worker + Manifest	Installable app with offline capabilities

Key Features



Bilingual Support

Full English and Swahili interface with per-user language preference.



Multi-Tenant

Each church gets its own isolated database and branding.



PWA-Ready

Install on any device as a native-like app with offline support.



Role-Based Access

Six distinct user roles with granular permission controls.

1.2 Four Access Points

WatuChurch provides four distinct access points, each tailored to a specific audience:

#	ACCESS POINT	URL PATH	AUDIENCE	AUTHENTICATION
1	Public Page	<code>/member/</code>	Anyone on the internet	None required
2	Admin Panel	<code>/admin/</code>	Church staff & administrators	Email + Password
3	Pastor Panel	<code>/pastor/</code>	Senior pastor	Email + Password
4	Member Portal	<code>/portal/</code>	Registered church members	Phone + PIN



TIP:

Bookmark each access point on your device for quick access. On mobile devices, you can install WatuChurch as a PWA for an app-like experience (see Chapter 19).

1.3 User Roles & Permissions

WatuChurch implements six user roles with progressively increasing levels of access. Each role is assigned when creating an admin user account.

ROLE	MEMBERS	FINANCE	TITHES	EVENTS	SMS	HR/PAYROLL	REPORTS	SETTINGS
super_admin	✓	✓	✓	✓	✓	✓	✓	✓
admin	✓	✓	✓	✓	✓	✓	✓	✗
treasurer	⊖	✓	✓	✗	✗	✗	✓	✗
pastor	✓	⊖	⊖	✓	✓	✗	⊖	✗
data_entry	✓	✓	✓	✓	✗	✗	✗	✗
viewer	⊖	⊖	⊖	⊖	✗	✗	⊖	✗

✓ = Full Access ⊖ = View Only / Limited ✗ = No Access



IMPORTANT:

Only the `super_admin` role can access the Settings page. Assign this role carefully, as it controls church branding, SMS configuration, payment integrations, and system-wide preferences.

1.4 Installing as a PWA

WatuChurch can be installed on your device as a Progressive Web App (PWA), giving you an app-like experience with fast loading, home-screen access, and offline support.

Android (Chrome)

- 1 Open **Chrome** and navigate to your WatuChurch URL.
- 2 Tap the **three-dot menu** (☰) in the top-right corner.
- 3 Select "**Install app**" or "**Add to Home screen**".
- 4 Confirm the installation by tapping "**Install**".
- 5 The WatuChurch icon will now appear on your home screen. Tap it to launch the app.

iPhone / iPad (Safari)

- 1 Open **Safari** (this does not work in Chrome on iOS) and navigate to your WatuChurch URL.
- 2 Tap the **Share** button (🔗) at the bottom of the screen.
- 3 Scroll down and tap "**Add to Home Screen**".
- 4 Optionally edit the name, then tap "**Add**".
- 5 The WatuChurch icon now appears on your home screen like any other app.



WARNING:

On iPhone, only Safari supports PWA installation. If you use Chrome or Firefox on iOS, the "Add to Home Screen" option will create a simple bookmark, not a full PWA.

1.5 First-Time Setup Checklist

After your WatuChurch instance has been provisioned, follow this checklist to configure your church:

- Log in to [/admin/](#) with your super_admin credentials
 - Go to **Settings** and upload your church logo and banner image
 - Fill in church name, address, phone number, email, and registration number
 - Set the default language (English or Swahili)
 - Configure **Departments** (e.g., Worship, Youth, Children)
 - Configure **Ministries** (e.g., Ushering, Choir, Media)
-

- Create **Cell Groups** if your church uses small groups
- Add **Branches** if your church has multiple locations
- Set up **Income Categories** (e.g., Tithes, Offerings, Donations)
- Set up **Expense Categories** (e.g., Rent, Utilities, Staff)
- Add **Bank Accounts** and **Mobile Money Accounts**
- Configure **SMS Provider** settings (API key, sender ID)
- Configure **WhatsApp** integration if applicable
- Set up **Social Media** links and YouTube channel
- Add Pastor information under **Pastor & About**
- Create your first **admin users** with appropriate roles
- Begin adding **members** (manually or via CSV bulk import)
- Create your first **budget** for the current fiscal year



TIP:

Complete the Settings configuration before adding members or recording transactions. This ensures all dropdown options (departments, ministries, cell groups) are available during data entry.

1.6 Admin Login Screen

Below is a visual reference for the admin login interface:



yourchurch.watuchurch.com/admin/login.php



Welcome Back

Sign in to your WatuChurch admin account

EMAIL ADDRESS

admin@mychurch.org

PASSWORD

.....

Remember me

[↪](#) Sign In

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Admin Dashboard

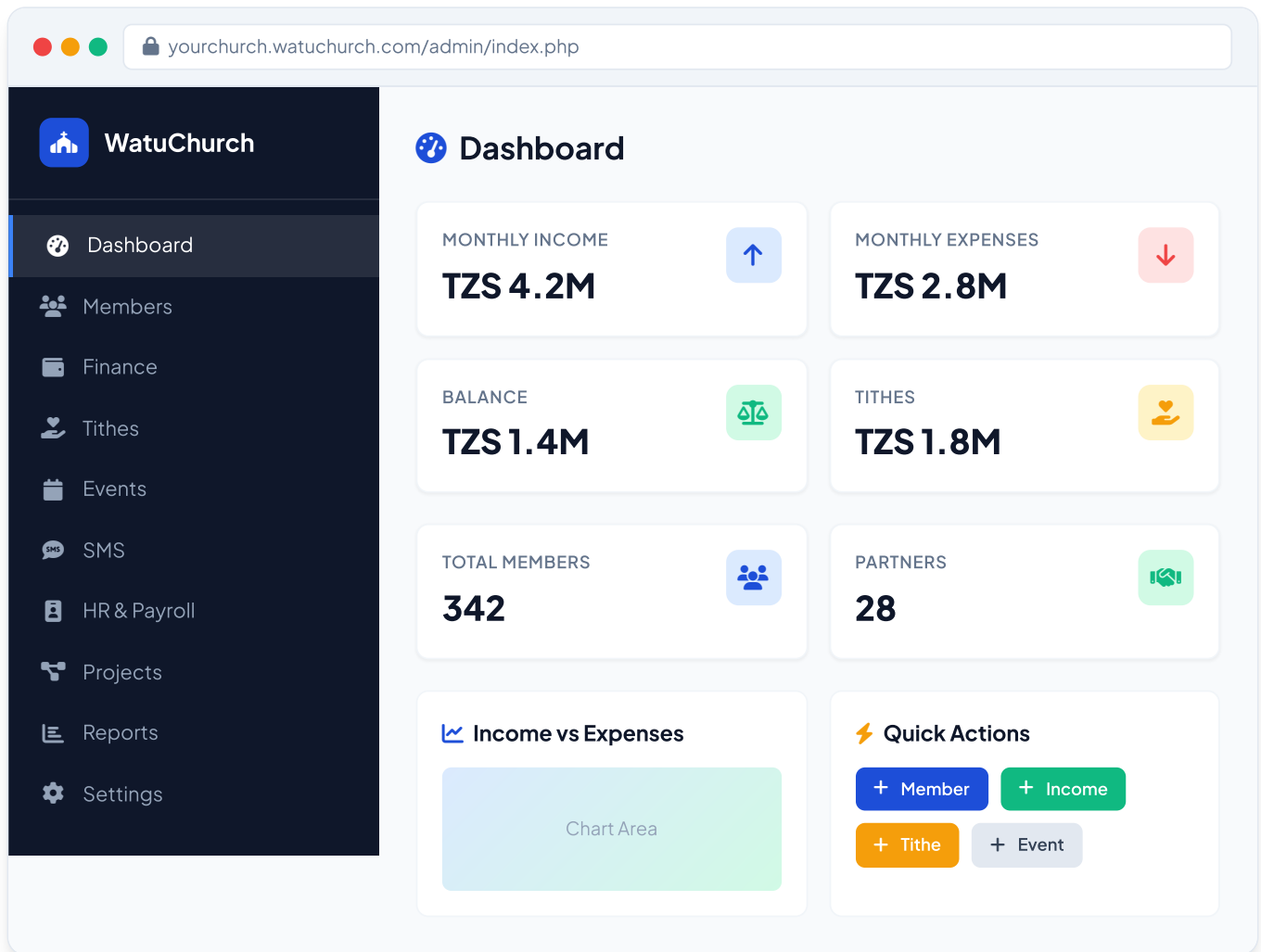
Your command center for real-time church metrics and quick actions.

[Admin](#) > [Dashboard](#)

The Admin Dashboard is the first screen you see after logging in. It provides a comprehensive overview of your church's current status across finances, membership, and operations.

2.1 Statistics Cards

The top section displays key performance indicators (KPIs) for the current month:



The screenshot shows the Admin Dashboard interface. On the left is a dark sidebar with the 'WatuChurch' logo and a list of navigation items: Dashboard, Members, Finance, Tithes, Events, SMS, HR & Payroll, Projects, Reports, and Settings. The main content area is titled 'Dashboard' and features six statistics cards in a 3x2 grid:

- MONTHLY INCOME**: TZS 4.2M (upward trend icon)
- MONTHLY EXPENSES**: TZS 2.8M (downward trend icon)
- BALANCE**: TZS 1.4M (scales icon)
- TITHES**: TZS 1.8M (hand holding heart icon)
- TOTAL MEMBERS**: 342 (group of people icon)
- PARTNERS**: 28 (handshake icon)

At the bottom of the dashboard, there are two sections:

- Income vs Expenses**: A placeholder for a chart labeled 'Chart Area'.
- Quick Actions**: A collection of buttons to add new records: '+ Member' (blue), '+ Income' (green), '+ Tithe' (orange), and '+ Event' (grey).

Dashboard Cards Explained

CARD	DATA SOURCE	DESCRIPTION
Monthly Income	<code>income</code> table	Sum of all income entries for the current calendar month
Monthly Expenses	<code>expenses</code> table	Sum of all expense entries for the current calendar month
Balance	Calculated	Income minus Expenses for the current month
Monthly Tithes	<code>tithes</code> table	Sum of all tithe records for the current month
Total Members	<code>members</code> table	Count of all registered members (active status)
Partners	<code>members</code> table	Count of members flagged as partners/supporters

2.2 Annual Summary

Below the stat cards, the dashboard displays an annual summary showing cumulative income, expenses, and tithes for the current year. This provides at-a-glance year-to-date financial health.

2.3 Charts

Interactive charts visualize trends over time:





- **Income vs Expenses:** A line or bar chart comparing monthly income and expenses over the past 12 months.
- **Tithe Trends:** Monthly tithe collection trends.
- **Member Growth:** New members added per month.

2.4 Recent Transactions

A table listing the most recent income and expense entries, showing the date, description, category, amount, and payment method. Click any row to view or edit the transaction.

2.5 Quick Actions

Shortcut buttons allow you to quickly navigate to common tasks:

-  **Add Member** — Jump to the member registration form
-  **Record Income** — Open the income entry form
-  **Record Tithe** — Open the tithe entry form
-  **Create Event** — Set up a new church event

2.6 Upcoming Events

A list of events scheduled within the next 7 days, showing event name, date, time, and type. Helps leadership stay aware of what is coming.

2.7 Low Inventory Alerts

If inventory tracking is enabled, items that have fallen below their minimum stock threshold are highlighted here with a warning badge.

2.8 Recent Members

The latest members added to the system are displayed with their name, phone number, and registration date.

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Member Management

Register, search, manage, and export your church membership database.

[Home](#) [Admin](#) > [Members](#)

3.1 Adding a New Member

To register a new member in the system:

- 1 Navigate to **Admin > Members** and click the **+ Add Member** button.
- 2 Fill in the **Personal Information** section: first name, middle name, last name, gender, date of birth, and marital status.
- 3 Fill in **Contact Details**: phone number (required for portal login), email address, and physical address.
- 4 Assign **Church Information**: member number (auto-generated), department, ministry, cell group, branch, and membership date.
- 5 Set **Spiritual Details**: salvation status, baptism status, baptism date if applicable.
- 6 Optionally upload a **Profile Photo** (JPG/PNG, max 2MB).
- 7 Set **Language Preference**: English or Swahili (used for SMS messages and portal interface).
- 8 Click **Save Member** to complete registration.



Add New Member

Personal Information

FIRST NAME *

e.g., John

MIDDLE NAME

e.g., Michael

LAST NAME *

e.g., Mwangi

PHONE NUMBER *

e.g., 0712345678

GENDER

Male

DATE OF BIRTH

YYYY-MM-DD

DEPARTMENT

-- Select Department --

MINISTRY

-- Select Ministry --

CELL GROUP

-- Select Cell Group --

LANGUAGE PREFERENCE

English


 Save Member

 Cancel

Member Form Fields Reference

First Name *	Legal first name of the member
Middle Name	Optional middle name
Last Name *	Family name / surname
Phone *	Primary phone number, also used for portal login and SMS
Email	Email address for digital communications
Gender	Male or Female
Date of Birth	Format: YYYY-MM-DD
Marital Status	Single, Married, Widowed, Divorced
Department	Select from configured departments (see Settings)
Ministry	Select from configured ministries (see Settings)
Cell Group	Select from configured cell groups (see Settings)
Branch	Church branch (for multi-branch setups)
Member Number	Auto-generated unique identifier
Language Preference	English (en) or Swahili (sw) — affects SMS language and portal UI
Profile Photo	Optional photo upload (JPG/PNG, max 2MB)

3.2 Editing a Member

- 1 Navigate to **Admin > Members** to view the members list.
- 2 Find the member using the search box or filters (department, ministry, cell group).
- 3 Click the **Edit** button () next to the member's name.
- 4 Update any fields as needed.
- 5 Click **Save Changes** to apply updates.

3.3 Search & Filter Members

The members list page provides powerful filtering options:

- **Text Search:** Search by name, phone number, or member number.
- **Department Filter:** Show only members in a specific department.
- **Ministry Filter:** Filter by ministry assignment.
- **Cell Group Filter:** Filter by cell group membership.
- **Status Filter:** Filter by active/inactive status.

3.4 Member ID Cards

[Home](#) > [Admin](#) > [Members](#) > [View Member](#) > [ID Card](#)

- 1 Open a member's profile by clicking their name in the members list.
- 2 Click the **ID Card** button.
- 3 The system generates a printable member ID card with the member's photo, name, member number, and church details.
- 4 Use your browser's print dialog (Ctrl+P or Cmd+P) to print.

3.5 Certificates

[Home](#) > [Admin](#) > [Members](#) > [View Member](#) > [Certificate](#)

WatuChurch can generate the following certificates:

CERTIFICATE TYPE	PURPOSE	KEY FIELDS
 Baptism	Proof of baptism	Member name, baptism date, officiating pastor
Marriage	Church marriage certificate	Couple names, wedding date, witnesses
 Membership	Confirms church membership	Member name, membership date, member number
 Transfer	For members transferring to another church	Member name, destination church, transfer date

3.6 Bulk Import via CSV

[Home](#) > [Admin](#) > [Members](#) > [Bulk Import](#)

- 1 Navigate to **Admin > Members > Bulk Import**.
- 2 Download the **CSV template** to see the required column format.
- 3 Fill the CSV file with member data. Required columns: `first_name` , `last_name` , `phone` .
- 4 Upload the completed CSV file.
- 5 Review the preview table showing which records will be imported and any validation errors.

6

Click **Import** to process the file.

7

A summary shows how many records were imported successfully and how many had errors.



WARNING:

Ensure phone numbers in your CSV are in the correct format (e.g., 0712345678 or 255712345678). Duplicate phone numbers will be flagged during import. Always review the preview before confirming.

3.7 Member Families

You can group members into families to track family relationships:

1

Open a member's profile and navigate to the **Family** tab.

2

Click **Add Family Member** to link an existing member to this family.

3

Define the relationship (spouse, child, parent, sibling, etc.).

4

Family members can view each other's basic information in the member portal.

3.8 Public Member Search

The public church page at </member/> includes a member search feature that allows visitors to verify church membership by searching for a member by name. Only basic information (name and photo) is displayed publicly to protect privacy.


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Finance

Manage income, expenses, bank accounts, mobile money, and budgets.

4.1 Recording Income

[Home](#) [Admin](#) > [Finance](#) > [Income](#)

- 1 Navigate to **Admin > Finance > Income**.
- 2 Click .
- 3 Select the **Income Category** from the dropdown (e.g., Offerings, Donations, Fundraising).
- 4 Enter the **Amount** in your local currency.
- 5 Enter the **Date** of the income.
- 6 Select the **Payment Method**: Cash, Bank Transfer, Mobile Money, Cheque.
- 7 If Bank Transfer, select the **Bank Account** to link the transaction.
- 8 If Mobile Money, select the **Mobile Money Account**.
- 9 Optionally link to a **Member** (useful for tracking who contributed).
- 10 Add a **Description** or notes about the income.
- 11 Click **Save Income**.

yourchurch.watuchurch.com/admin/finance/income.php

Income + Add Income

CATEGORY *
Offerings

AMOUNT (TZS) *
500,000

DATE *
2026-04-06

PAYMENT METHOD *
Mobile Money

MOBILE MONEY ACCOUNT
M-Pesa - 0712345678

MEMBER (OPTIONAL)
Search member...

DESCRIPTION
e.g., Sunday service offering

Save Income Cancel

4.2 Recording Expenses

[Admin](#) > [Finance](#) > [Expenses](#)

Recording expenses follows the same process as income:

- 1 Navigate to **Admin > Finance > Expenses**.
- 2 Click + Add Expense.
- 3 Select the **Expense Category** (e.g., Rent, Utilities, Equipment, Events).
- 4 Enter the **Amount**, **Date**, and **Payment Method**.

- 5 Link to the appropriate **Bank Account** or **Mobile Money Account** if applicable.
- 6 Add a **Description** explaining what the expense was for.
- 7 Click **Save Expense**.

**TIP:**

Always link bank and mobile money transactions to the correct account. This enables accurate account-level reconciliation in reports.

4.3 Bank Account Management

[Home](#) [Admin](#) > [Banks](#)

- 1 Navigate to **Admin > Banks**.
- 2 Click **Add Bank Account**.
- 3 Enter the **Bank Name**, **Account Name**, **Account Number**, and **Branch**.
- 4 Set the **Opening Balance** if this is an existing account.
- 5 The system automatically tracks the running balance based on linked income/expense transactions.

4.4 Mobile Money Accounts

[Home](#) [Admin](#) > [Mobile Money](#)

Similar to bank accounts, mobile money accounts track balances for mobile payment services:

- 1 Navigate to **Admin > Mobile Money**.
- 2 Click **Add Mobile Money Account**.
- 3 Enter the **Provider** (e.g., M-Pesa, Tigo Pesa, Airtel Money), **Account Name**, and **Phone Number**.
- 4 Set the **Opening Balance**.
- 5 Save the account. It will now appear in payment method dropdowns.

4.5 Budgets

[Home](#) [Admin](#) > [Finance](#) > [Budgets](#)

- 1 Navigate to **Admin > Finance > Budgets**.
- 2 Click **Create Budget**.
- 3 Set the **Fiscal Year** (e.g., 2026).
- 4 Add **Budget Items** by category: for each income and expense category, enter the budgeted amount.
- 5 The system tracks **actual vs. budgeted** amounts throughout the year.
- 6 A visual progress bar shows how much of each budget line has been utilized.



WARNING:

Budget categories must match your income and expense categories. Create all categories in **Settings** before setting up your budget.

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Tithes & Offerings

Record individual tithes and generate giving statements for members.

5.1 Recording a Tithe

[Home](#) [Admin](#) > [Finance](#) > [Tithes](#)

- 1 Navigate to **Admin > Finance > Tithes**.
- 2 Click **Add Tithe**.
- 3 Select the **Member** from the searchable dropdown.
- 4 Enter the **Amount**.
- 5 Set the **Date** (the date the tithe was received).
- 6 Set the **Month** and **Year** the tithe applies to (these may differ from the payment date if a member is paying for a prior month).
- 7 Select the **Payment Method** (Cash, Bank Transfer, Mobile Money).
- 8 Add optional **Notes**.
- 9 Click **Save Tithe**.



IMPORTANT:

The tithe record uses three date-related fields: `date` (when the money was received), `month` (which month the tithe covers), and `year` (which year). For example, a tithe paid on April 5 for March would have `date = 2026-04-05`, `month = March`, `year = 2026`.

5.2 Viewing Tithe Records

The tithes list shows all recorded tithes with filtering options:

- **By Member:** Search for a specific member's tithe history.
- **By Month/Year:** Filter to see all tithes for a particular period.
- **By Payment Method:** Filter by cash, bank, or mobile money.

5.3 Giving Statements

[Home](#) [Admin](#) > [Reports](#) > [Giving Statements](#)

Generate comprehensive giving statements for individual members or all members:

- 1 Navigate to **Admin > Reports > Giving Statements**.
- 2 Select the **Member** (or leave blank for all members).
- 3 Choose the **Date Range** (e.g., January 2026 to December 2026).
- 4 Click **Generate Statement**.
- 5 The statement shows a month-by-month breakdown of tithes and offerings, with totals.
- 6 Use the **Print** button to create a printable version, or **Download PDF**.



TIP:

Giving statements are commonly needed at year-end for member tax purposes. Generate these in December or January and distribute to members. Members can also access their own giving history through the Member Portal.

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Events & Attendance




Schedule events, track attendance by headcount or roll call, and manage cell groups.

6.1 Creating an Event

[Admin](#) > [Events](#)

- 1 Navigate to **Admin > Events**.
- 2 Click **Add Event**.
- 3 Enter the **Event Name** (e.g., "Sunday Service", "Youth Night").
- 4 Select the **Event Type** from one of seven predefined types.
- 5 Set the **Start Date/Time** and **End Date/Time**.
- 6 Add a **Location** or venue.
- 7 Write a **Description** with details about the event.
- 8 Click **Save Event**.

Event Types

TYPE	ICON	DESCRIPTION
Sunday Service		Regular Sunday worship services
Midweek Service		Wednesday or midweek prayer/Bible study
Youth Event		Youth-focused gatherings and activities
Conference		Multi-day conferences and seminars
Workshop		Training and educational sessions
Fellowship		Social gatherings and community events
Special Event		Holiday celebrations, dedications, special services

6.2 Attendance Tracking

[Home](#) [Admin](#) > [Attendance](#)

WatuChurch supports two methods for recording attendance:

Method 1: Headcount

Use headcount for large services where individual check-in is impractical:

- 1 Navigate to **Admin > Attendance** and select an event.
- 2 Choose **Headcount Mode**.
- 3 Enter the **total number of attendees**: men, women, children, visitors.
- 4 Click **Save Attendance**.

Method 2: Roll Call

Use roll call for smaller meetings or when you need individual tracking:

- 1 Navigate to **Admin > Attendance** and select an event.
- 2 Choose **Roll Call Mode**.
- 3 The system displays a list of all members. Check the box next to each member who is present.
- 4 Use the search filter to quickly find members.
- 5 Click **Save Attendance**.

6.3 Cell Group Attendance

[Home](#) [Admin](#) > [Cell Groups](#)

Track attendance for cell group (small group) meetings separately:

- 1 Navigate to **Admin > Cell Groups**.
- 2 Select a cell group.
- 3 Click **Record Attendance**.
- 4 Enter the meeting date and check off members who attended.
- 5 View attendance history and trends for each cell group.



TIP:

Regular attendance tracking helps identify members who may need pastoral care. Use the Reports section to view attendance trends and identify members who have missed multiple weeks.

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SMS & WhatsApp Messaging

Communicate with your congregation through bulk SMS, WhatsApp messages, campaigns, and scheduling.

7.1 Sending Bulk SMS

[Home](#) Admin > SMS

yourchurch.watuchurch.com/admin/sms/

Compose SMS

SENDER ID
MYCHURCH

TARGET AUDIENCE
All Members

MESSAGE
Dear {name}, you are invited to our Easter Service this Sunday at 9:00 AM. God bless you! - MYCHURCH

124/160 characters (1 SMS)

{name} {first_name} {phone} {member_no}

Send Now Schedule

Message Preview

MYCHURCH

Dear John, you are invited to our Easter Service this Sunday at 9:00 AM. God bless you! - MYCHURCH

Today 10:30 AM

Recipients: **342**
Estimated Cost: **342 credits**

1

Navigate to **Admin > SMS**.

2

Select the **Sender ID** from configured options (see Settings).

3

Choose the **Target Audience**: All Members, Specific Department, Specific Ministry, Specific Cell Group, Specific Branch, Custom Selection, or Individual.

- 4 Compose your **Message**. Use placeholders to personalize the message.
- 5 Review the **Preview** panel to see how the message will appear.
- 6 Click **Send Now** to dispatch immediately, or **Schedule** to send later.

Available Placeholders

PLACEHOLDER	REPLACED WITH	EXAMPLE
{name}	Full name (first + last)	John Mwangi
{first_name}	First name only	John
{last_name}	Last name only	Mwangi
{phone}	Phone number	0712345678
{member_no}	Member number	MEM-0042

7.2 SMS Campaigns

Campaigns let you organize and track related SMS messages:

- 1 Create a new campaign with a name (e.g., "Easter Week Campaign").
- 2 Add multiple messages to the campaign, each with its own schedule.
- 3 Track delivery rates and engagement per campaign.

7.3 Scheduling Messages

To schedule an SMS for future delivery:

- 1 Compose your message as usual.
- 2 Instead of "Send Now," click **Schedule**.
- 3 Select the **Date and Time** for delivery.
- 4 The scheduled message will appear in the queue and can be edited or cancelled before the send time.

7.4 SMS Credits

Each SMS consumes one credit per 160 characters per recipient. Your credit balance is displayed at the top of the SMS page. To purchase credits, contact WatuChurch support.

 **IMPORTANT:**

Messages longer than 160 characters will be split into multiple SMS parts, each consuming one credit. The character counter in the composer shows you the number of parts your message will use.

7.5 WhatsApp Messaging

[Home](#) Admin > WhatsApp

WatuChurch integrates with WhatsApp Business API for rich messaging:

- 1 Navigate to **Admin > WhatsApp**.
- 2 Select the target audience (same options as SMS).
- 3 Compose your message. WhatsApp supports longer text, links, and formatting.
- 4 Send immediately or schedule for later.

 **TIP:**

WhatsApp messages typically have higher read rates than SMS. Use WhatsApp for important announcements and detailed messages, and SMS for short, urgent notifications.

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HR & Payroll

Manage church staff, salary structures, payroll processing, leave, loans, and Tanzania-compliant statutory deductions.

8.1 Staff Management

[Admin](#) > HR

- 1 Navigate to **Admin > HR**.
- 2 Click **Add Staff**.
- 3 Fill in personal details: name, phone, email, ID number.
- 4 Select the **Staff Type**.
- 5 Set employment details: hire date, contract type, department.
- 6 Click **Save**.

Staff Types

TYPE	DESCRIPTION	PAYROLL
Full-Time	Regular salaried employees	Monthly payroll
Part-Time	Employees with reduced hours	Pro-rated payroll
Contract	Fixed-term contract workers	Contract-based pay
Intern	Training/internship positions	Stipend (optional)
Volunteer	Unpaid service workers	No payroll

8.2 Salary Structures

[Admin](#) > Payroll

Each staff member can have a salary structure defining their compensation:

Basic Salary The base monthly pay before additions or deductions

Allowances	Additional compensation components (see 8.3)
Gross Salary	Basic + all allowances
Statutory Deductions	NSSF, NHIF, PAYE (automatically calculated)
Net Salary	Gross salary minus all deductions

8.3 Allowance Types

ALLOWANCE	DESCRIPTION
Housing	Housing or rent allowance
Transport	Daily or monthly transportation costs
Medical	Health-related allowance beyond NHIF
Communication	Phone and internet allowance
Hardship	Allowance for difficult working conditions
Responsibility	Additional pay for leadership roles
Other	Custom or miscellaneous allowances

8.4 Payroll Processing

[Home](#) Admin > Payroll

yourchurch.watuchurch.com/admin/payroll/

Payroll — April 2026

Process Approve

STAFF NAME	BASIC	ALLOWANCES	GROSS	NSSF (10%)	NHIF (3%)	PAYE	NET PAY	STATUS
Pr. James Kato	1,200,000	350,000	1,550,000	155,000	46,500	138,600	1,209,900	A
Mary Mduma	800,000	200,000	1,000,000	100,000	30,000	72,000	798,000	P
John Msigwa	600,000	100,000	700,000	70,000	21,000	33,000	576,000	P
TOTALS	2,600,000	650,000	3,250,000	325,000	97,500	243,600	2,583,900	

Statutory Deductions (Tanzania)

DEDUCTION	EMPLOYEE RATE	EMPLOYER RATE	CALCULATION BASE
NSSF (National Social Security Fund)	10%	10%	Gross Salary
NHIF (National Health Insurance Fund)	3%	3%	Gross Salary
PAYE (Pay As You Earn)	Progressive brackets	N/A	Taxable Income (Gross - NSSF employee)

PAYE Tax Brackets

PAYE is calculated using progressive tax brackets stored in the `paye_brackets` database table, keyed by `effective_year`. The system automatically applies the correct bracket for the current year. Tax is computed on **taxable income**, which equals Gross Salary minus the employee's NSSF contribution.

TIP:

NSSF and NHIF rates are stored in system settings as whole numbers (e.g., `10` for 10%, `3` for 3%). If rates change, update them in Settings before processing the next payroll.

Payroll Processing Steps

1

Navigate to **Admin > Payroll**.

- 2 Select the **Month and Year** for processing.
- 3 Click **Process Payroll**. The system automatically calculates all salaries, allowances, and deductions.
- 4 Review each employee's payslip for accuracy.
- 5 Click **Approve** to finalize the payroll. Approved payrolls cannot be edited.
- 6 Generate payslips and distribute to staff.

8.5 Approval Workflow

Payroll follows a two-step workflow:

STATUS	DESCRIPTION	WHO CAN ACT
Pending	Payroll has been processed but not yet approved	data_entry, admin
Approved	Payroll has been reviewed and approved for payment	admin, super_admin

8.6 Leave Management

[Home](#) [Admin](#) > [HR](#) > [Leave](#)

Leave Types

LEAVE TYPE	DEFAULT DAYS	DESCRIPTION
Annual	28	Standard vacation / holiday leave
Sick	126	Medical leave with certificate
Maternity	84	Maternity leave for female employees
Paternity	3	Paternity leave for male employees
Compassionate	4	Bereavement or family emergency
Study	Varies	Educational leave for approved courses
Sabbatical	Varies	Extended leave for pastoral rest or study
Unpaid	Varies	Leave without pay

- 1 Navigate to **Admin > HR > Leave**.
- 2 Click **Request Leave**.

- 3 Select the **Staff Member** and **Leave Type**.
- 4 Set the **Start Date** and **End Date**.
- 5 Add a **Reason** for the leave.
- 6 Submit the request. It enters "Pending" status until approved by an admin.

8.7 Loans & Advances

[Home](#) [Admin](#) > [HR](#) > [View Staff](#)

Staff members can receive salary advances or loans that are automatically deducted from future payrolls:

- 1 Open a staff member's profile.
- 2 Click **Add Loan/Advance**.
- 3 Enter the **Amount**, **Repayment Period** (months), and **Start Date**.
- 4 The system calculates monthly deduction amounts.
- 5 Deductions are automatically applied to each month's payroll until fully repaid.

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Projects & Pledges

Create church projects, track donations, and manage member pledges with payment tracking.

9.1 Creating a Project

Admin > Projects

- 1 Navigate to **Admin > Projects**.
- 2 Click **Add Project**.
- 3 Enter the **Project Name** and **Description**.
- 4 Set the **Target Amount** (fundraising goal).
- 5 Set the **Start Date** and **End Date**.
- 6 Choose the **Visibility** level to control who can see this project.
- 7 Optionally upload a **Cover Image**.
- 8 Click **Save Project**.

Visibility Levels

LEVEL	WHO CAN SEE	WHERE IT APPEARS
Public	Anyone on the internet	Public church page, member portal
Members	Logged-in portal members only	Member portal only
Partners	Members flagged as partners	Partner portal view only

9.2 Progress Tracking

Each project displays a progress bar showing how much of the target has been raised. The system automatically calculates the progress based on linked donations and pledge payments.

9.3 Project Donations

Donations can be linked to a specific project:

- 1 Open a project's detail page.
- 2 Click **Add Donation**.
- 3 Enter the donor's name, amount, date, and payment method.
- 4 The donation is added to the project's total raised amount.

9.4 Member Pledges

[Home](#) Admin > Pledges

- 1 Navigate to **Admin > Pledges**.
- 2 Click **Add Pledge**.
- 3 Select the **Member** and **Project**.
- 4 Enter the **Pledged Amount**.
- 5 Save the pledge. The member can now make payments toward this pledge.

9.5 Recording Pledge Payments

- 1 Open a pledge record.
- 2 Click **Add Payment**.
- 3 Enter the **Amount**, **Date**, **Payment Method**, and a **Reference** note.
- 4 The system tracks total paid vs. pledged amount, showing the remaining balance.



TIP:

The `reference` field in pledge payments (varchar 100) can be used to store transaction reference numbers from banks or mobile money services for reconciliation purposes.

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Blog & Audio Sermons

Publish bilingual blog posts and share sermon audio/video via Google Drive.

10.1 Blog Posts

[Admin](#) > [Blog](#)

- 1 Navigate to **Admin > Blog**.
- 2 Click **Add Post**.
- 3 Enter the **Title** in English and optionally in Swahili for bilingual display.
- 4 Write the **Content** in English and optionally in Swahili using the rich text editor.
- 5 Select a **Category** for the post.
- 6 Upload a **Cover Image** (recommended 1200×630px).
- 7 Set the **Status**: Draft or Published.
- 8 Click **Save**. Published posts immediately appear on the public church page.



TIP:

When both English and Swahili content are provided, the public page displays the version matching the visitor's browser language. If only one language is available, it shows that version regardless.

10.2 Audio Sermons

[Admin](#) > [Audio](#)

WatuChurch uses Google Drive as the storage backend for sermon audio and video files. This avoids large file uploads to your server while providing reliable streaming.

- 1 Upload your sermon audio or video file to **Google Drive**.
- 2 Set the file's sharing to **"Anyone with the link can view"**.
- 3 Copy the **file ID** from the Google Drive sharing URL.
- 4 Navigate to **Admin > Audio** and click **Add Sermon**.

- 5 Enter the **Title**, **Speaker**, **Date**, and **Description**.
- 6 Paste the **Google Drive File ID**.
- 7 Select whether this is an **Audio** or **Video** file.
- 8 Save. The sermon appears on the public page with an inline player.

Player Features

- **Audio mode:** Displays an inline audio player with play/pause, seek, and volume controls.
- **Video mode:** Displays an embedded video player.
- **Toggle:** Visitors can switch between audio and video views if both are available.

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Testimonies & Prayer Requests

Manage public testimony submissions and prayer request tracking with approval workflows.

11.1 Testimonies

[Home](#) [Admin](#) > [Prayer \(Testimonies section\)](#)

Public Submission

Visitors and members can submit testimonies through the public church page:

- 1 On the public page, scroll to the **Testimonies** section.
- 2 Click **Share Your Testimony**.
- 3 Enter your **Name**, **Phone** or **Email**, and your **Testimony** text.
- 4 Submit the form. The testimony enters a moderation queue.

Admin Approval

- 1 Navigate to the testimonies management page in the admin panel.
- 2 View pending testimonies in the queue.
- 3 Read each testimony and decide to **Approve** or **Reject**.
- 4 Approved testimonies appear on the public church page for all visitors to see.
- 5 Rejected testimonies are archived with an optional reason.

11.2 Prayer Requests

[Home](#) [Admin](#) > [Prayer Requests](#)

Public Submission

Anyone can submit a prayer request via the public church page:

- 1 On the public page, find the **Prayer Requests** section.

- 2 Click **Submit Prayer Request**.
- 3 Enter your **Name**, **Contact** information, and your **Prayer Request**.
- 4 Submit the form.

Status Tracking

Prayer requests flow through a lifecycle:

STATUS	DESCRIPTION
Pending	Newly submitted, awaiting review
In Prayer	Being actively prayed for by the prayer team
Answered	Marked as answered with a note
Closed	Closed without further action

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Guest Offerings

Accept and manage offerings from non-members through the public church page.

[Admin](#) > [Guest Offerings](#)

12.1 How Guest Offerings Work

The Guest Offerings feature allows visitors who are not registered members to give financially to the church through the public church page. This is especially useful for online visitors, occasional attendees, and people who discover the church through its website.

12.2 Public Submission Process

- 1 The visitor navigates to the **Giving** section on the public church page.
- 2 They enter their **Name, Phone Number** or **Email**.
- 3 They select the **Payment Method** (Cash, Mobile Money, Bank Transfer).
- 4 They enter the **Amount** and optionally add a **Note**.
- 5 They submit the form. The offering enters a confirmation queue.

12.3 Admin Confirmation

- 1 Navigate to **Admin > Guest Offerings**.
- 2 Review pending guest offering submissions.
- 3 For each submission, verify the payment was received.
- 4 Click **Confirm** to accept the offering and add it to the church's income records.
- 5 Or click **Reject** if the payment could not be verified.

**WARNING:**

Always verify that the payment has actually been received (check your bank or mobile money account) before confirming a guest offering. The confirmation adds the amount to your income records.

Assets & Inventory

Register church assets and track consumable inventory with stock level alerts.

13.1 Asset Registration

[Home](#) Admin > Assets

- 1 Navigate to **Admin > Assets**.
- 2 Click **Add Asset**.
- 3 Enter the **Asset Name** (e.g., "Sound System - Main Hall").
- 4 Select the **Category** (e.g., Electronics, Furniture, Vehicles, Musical Instruments).
- 5 Enter the **Purchase Date** and **Purchase Price**.
- 6 Set the **Location** (where the asset is physically located).
- 7 Add the **Condition** (New, Good, Fair, Poor).
- 8 Optionally add a **Serial Number** or **Asset Tag**.
- 9 Click **Save Asset**.

13.2 Inventory Tracking

[Home](#) Admin > Inventory

Inventory tracking is designed for consumable items that need to be restocked:

- 1 Navigate to **Admin > Inventory**.
- 2 Click **Add Item**.
- 3 Enter the **Item Name** (e.g., "Communion Cups", "Printing Paper").
- 4 Set the **Current Quantity**.
- 5 Set the **Minimum Stock Level** (threshold for low-stock alerts).
- 6 Enter the **Unit** (pieces, boxes, reams, etc.).

7

Save the item.

Stock Alerts

When an inventory item's quantity drops below its minimum stock level:

- A **Low Stock** badge appears next to the item in the inventory list.
- The item appears in the **Low Inventory Alerts** section of the Admin Dashboard.
- Admins are notified of items that need restocking.

Recording Stock Changes

Update inventory quantities when items are consumed or restocked:

1

Open an inventory item.

2

Click **Add Stock** (for restocking) or **Reduce Stock** (for consumption).

3

Enter the quantity and a note explaining the change.

4

The system maintains a complete audit trail of all stock movements.

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Reports

Generate financial reports, giving statements, growth analytics, and annual summaries.

[Home](#) Admin > Reports

14.1 Financial Reports

[Home](#) Admin > Reports > Financial

Financial reports provide detailed breakdowns of income and expenses:

- **Income Report:** Breakdown by category, payment method, and time period.
- **Expense Report:** Breakdown by category with budget comparison.
- **Income vs. Expense:** Side-by-side comparison showing net surplus or deficit.
- **Bank Account Statements:** Transaction history for each bank account.
- **Mobile Money Statements:** Transaction history for each mobile money account.

All financial reports support date range filtering and can be exported or printed.

14.2 Giving Statements

[Home](#) Admin > Reports > Giving Statements

Generate individual or bulk giving statements (see Chapter 5.3 for detailed steps). Giving statements include tithes and any income entries linked to a member.

14.3 Growth Reports

[Home](#) Admin > Reports > Growth

Track your church's membership growth over time:

- **New Members per Month:** Bar chart showing registration trends.
- **Total Members Over Time:** Cumulative growth line chart.
- **Demographics:** Gender, age, and marital status distribution.
- **Department Distribution:** How members are spread across departments.
- **Ministry Distribution:** Participation levels in each ministry.

14.4 Annual Reports

[Home](#) [Admin](#) > [Reports](#) > [Annual](#)

The annual report combines all metrics into a comprehensive yearly overview:

- Total income, expenses, and net balance for the year.
- Month-by-month financial breakdown.
- Total tithes collected and top contributors.
- Membership statistics (new, active, total).
- Event attendance summary.
- Budget vs. actual comparison.



TIP:

Print the annual report for your church's annual general meeting (AGM). It provides all the data leadership needs for accountability and planning.

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Settings

Configure every aspect of your WatuChurch installation, from branding to integrations.

[Admin](#) > Settings



IMPORTANT:

Only users with the `super_admin` role can access Settings. This page controls critical system configuration.

15.1 Church Information

Church Name Official name displayed across all pages and documents

Logo Upload your church logo (PNG/JPG, used in headers, ID cards, certificates)

Banner Image Hero image for the public church page

Address Physical address of the main church building

Phone Primary contact phone number

Email Primary contact email address

Registration No. Official church registration or tax ID number

15.2 System Settings

Default Language English or Swahili (applies to new members)

Currency Display currency for all financial data (e.g., TZS, KES, USD)

Date Format How dates are displayed throughout the system

NSSF Employee Rate Stored as whole number (e.g., `10` for 10%)

NSSF Employer Rate Stored as whole number (e.g., `10` for 10%)

NHIF Employee Rate Stored as whole number (e.g., `3` for 3%)

NHIF Employer Rate Stored as whole number (e.g., `3` for 3%)

15.3 Departments

Create and manage church departments. Each department can have a name and description. Members are assigned to departments during registration.

- 1 Click **Add Department**.
- 2 Enter the **Name** (e.g., "Worship", "Youth", "Children", "Outreach").
- 3 Optionally add a **Description**.
- 4 Click **Save**.

15.4 Ministries

Similar to departments, ministries are service groups within the church:

- 1 Click **Add Ministry**.
- 2 Enter the **Name** (e.g., "Ushering", "Choir", "Media Team", "Sunday School").
- 3 Click **Save**.

15.5 Cell Groups

Set up small groups / cell groups for fellowship and discipleship:

- 1 Click **Add Cell Group**.
- 2 Enter the **Group Name**, **Leader** (link to a member), and **Meeting Location**.
- 3 Click **Save**.

15.6 Branches

For multi-campus churches, create branches to track membership and activities separately:

- 1 Click **Add Branch**.
- 2 Enter the **Branch Name** and **Location**.
- 3 Click **Save**.

15.7 Income & Expense Categories

Create the categories used when recording income and expenses. These categories are also used in budget creation and financial reports.

15.8 SMS Configuration

SMS Provider	Select your SMS gateway provider
API Key	Authentication key from your SMS provider
Sender ID	The name that appears as the sender (e.g., "MYCHURCH"). Must be registered with your provider

15.9 WhatsApp Configuration

WhatsApp API	WhatsApp Business API endpoint and credentials
Phone Number	The WhatsApp Business phone number

15.10 Social Media & YouTube

Facebook	Facebook page URL
Instagram	Instagram profile URL
Twitter/X	Twitter/X profile URL
YouTube Channel	YouTube channel URL (enables live service detection on the public page)
YouTube API Key	Required for live stream detection feature

15.11 Pastor & About

Configure the information displayed on the public page's "About" section:

Pastor Name	Senior pastor's full name
Pastor Photo	Upload pastor's professional photo
Pastor Bio	Short biography in English and/or Swahili
Church History	About the church (bilingual)
Vision / Mission	Church vision and mission statements

15.12 AI Configuration

WatuChurch includes AI-powered features that can be configured here:

AI Provider	Select the AI service provider
API Key	API key for the AI service
Features	Enable/disable specific AI features

15.13 Language Settings

Control the system-wide default language and manage translation preferences for the bilingual interface.

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+ Pastor Panel

A dedicated interface for the senior pastor with pastoral tools and oversight.

16.1 Accessing the Pastor Panel

yourchurch.watuchurch.com/pastor/

- 1 Navigate to `/pastor/` in your browser.
- 2 Enter your **Email** and **Password** (same credentials as admin login).
- 3 You must have the `pastor` or `super_admin` role to access this panel.

16.2 Pastor Dashboard

The pastor dashboard provides a pastoral perspective of the church, including:

- **Membership Overview:** Total members, new members this month, birthdays this week.
- **Financial Summary:** Quick view of income, expenses, and tithes (view-only).
- **Prayer Requests:** Recent prayer requests submitted by members and visitors.
- **Upcoming Events:** Events scheduled in the coming week.
- **Attendance Trends:** Recent service attendance numbers.

16.3 Pastoral Features

- **Member Directory:** Search and view member profiles with contact information.
- **Prayer Request Management:** Review, respond to, and update prayer request statuses.
- **Testimony Review:** Approve or reject submitted testimonies.
- **Announcements:** Create and publish church announcements.
- **SMS/WhatsApp:** Send pastoral messages to the congregation.

**TIP:**

The Pastor Panel provides a simplified, focused interface compared to the full Admin Panel. Pastors who also serve as administrators can use either panel.

Member Portal

Self-service portal for church members to access their profile, giving history, projects, and more.

17.1 Portal Login

 yourchurch.watuchurch.com/portal/

The Member Portal uses a **Phone + PIN** authentication system, separate from the admin email/password login:

- 1 Navigate to `/portal/`.
- 2 Enter your registered **Phone Number**.
- 3 Enter your **PIN** (member number serves as the initial PIN).
- 4 Click **Login**.



IMPORTANT:

Members should change their PIN after first login. The initial PIN is the member number, which may be known to others. The portal uses the `portal_member_id` session key, completely separate from the admin `user_id` session.

17.2 Portal Dashboard

After login, members see their personal dashboard with:

- **Welcome message** with their name and profile photo.
- **Church projects** filtered by visibility level (public projects visible to all, member-only projects visible to logged-in members, partner projects visible only to partners).
- **Recent giving history** summary.
- **Announcements** from the church.
- **Quick links** to common actions.

17.3 Giving History

 [Portal](#) > [Giving](#)

Members can view their complete giving history including tithes, offerings, and project donations. The history can be filtered by date range and exported.

17.4 Submit Giving

[Portal](#) > [Submit Giving](#)

Members can submit giving records that are then reviewed by an admin:

- 1 Click **Submit Giving** in the portal menu.
- 2 Select the **Type** (Tithe, Offering, Project Donation).
- 3 Enter the **Amount** and **Date**.
- 4 Select the **Payment Method** and add a **Reference** number.
- 5 Submit. The giving entry goes to the admin for confirmation.



TIP:

Admin staff review submitted givings at **Admin > Finance > Member Givings**. They can confirm or reject submissions after verifying payment receipt.

17.5 Profile Management

[Portal](#) > [Profile](#)

Members can update their own profile information:

- Update contact details (phone, email, address)
- Change profile photo
- Update language preference
- Change PIN

17.6 Family

[Portal](#) > [Family](#)

View family members linked to your profile. See basic information about your spouse, children, and other linked family members.

17.7 Announcements

[Portal](#) > [Announcements](#)

View church announcements published by the admin team. Announcements can include text, images, and attached files.

17.8 Documents

[Portal](#) > Documents

Access church documents shared with members. Documents have access levels that control who can view them:

ACCESS LEVEL	WHO CAN VIEW
all	All portal users
admin	Admin users only
pastor	Pastor and admin users
treasurer	Treasurer and admin users

17.9 Prayer Requests

[Portal](#) > Prayer Requests

Members can submit prayer requests directly from the portal. These enter the same moderation queue as public submissions but are automatically linked to the member's profile.

17.10 AI Usage

[Portal](#) > AI

If AI features are enabled, members can access AI-powered tools such as Bible study assistance, sermon notes, and spiritual guidance features.

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Public Church Page

Your church's public-facing website with all essential information for visitors and members.

 `yourchurch.watuchurch.com/member/`

The public church page is the primary website for your church, accessible to anyone on the internet without login. It is a single-page design with multiple sections that scroll vertically.

18.1 Hero Section

The top of the page features a full-width hero banner with:

- Church banner image (configured in Settings)
- Church name in large text
- A welcome message or tagline
- Call-to-action buttons (e.g., "Join Us This Sunday", "Give Online")

18.2 About Section

Displays the church's story, vision, mission, and leadership information including the pastor's bio and photo (all configured in Settings).

18.3 Events Section

Upcoming events are automatically displayed from the events module. Visitors can see event names, dates, times, locations, and descriptions.

18.4 YouTube Live Detection

If a YouTube channel and API key are configured in Settings, the public page automatically detects when the church is broadcasting live on YouTube. When a live stream is detected:

- A prominent "LIVE NOW" badge appears.
- The YouTube live stream player is embedded directly on the page.
- When no live stream is active, the most recent uploaded video may be displayed instead.



TIP:

Ensure your YouTube API Key has sufficient quota for live detection checks. The system polls the YouTube API periodically to check for active live streams.

18.5 Blog Section

Recent blog posts are displayed with their cover images, titles, and excerpts. Visitors can click through to read the full post. Posts are displayed in the visitor's preferred language if bilingual content is available.

18.6 Audio Player Section

Sermon audio and video files from Google Drive are presented with an inline player. Visitors can browse sermons by date and speaker, and listen/watch directly on the page.

18.7 Giving Form

The online giving form allows visitors and members to submit offerings (see Chapter 12: Guest Offerings). This section displays giving instructions, available payment methods, and bank/mobile money account details.

18.8 Project Pledges

Public-visibility church projects are displayed with their progress bars, descriptions, and target amounts. Visitors can pledge to support projects directly from the public page.

18.9 Prayer Requests

A submission form for prayer requests (see Chapter 11.2). Visitors can share their prayer needs confidentially.

18.10 Testimonies

Approved testimonies are displayed for visitors to read. A "Share Your Testimony" button opens the submission form.

18.11 Member Search

A search feature allowing visitors to verify if someone is a member of the church. Displays only basic public information (name and photo).

18.12 Contact Section

Church contact information including address, phone number, email, and an optional Google Maps embed showing the church location.

18.13 Social Media Links

Links to all configured social media profiles (Facebook, Instagram, Twitter/X, YouTube) appear in the footer of the public page.

Progressive Web App (PWA)

Technical details on the PWA implementation, service worker, and offline capabilities.

19.1 Web App Manifest

WatuChurch includes a `manifest.json` file that enables PWA installation. The manifest defines:

- **App Name:** Your church name (from Settings).
- **Short Name:** Abbreviated name for home screen icons.
- **Icons:** Multiple icon sizes (72x72 to 512x512) for different devices.
- **Theme Color:** Matches your church's primary color.
- **Background Color:** Splash screen background.
- **Display Mode:** Standalone (app-like, no browser chrome).
- **Start URL:** The page that loads when the app is launched.

19.2 Service Worker

The service worker manages caching and offline functionality:

Caching Strategies

STRATEGY	USED FOR	BEHAVIOR
Cache First	Static assets (CSS, JS, images)	Serves from cache immediately; updates cache in background
Network First	API calls, dynamic pages	Tries network first; falls back to cache if offline
Stale While Revalidate	Font files, icons	Serves cached version while fetching update in background

19.3 Offline Page

When the user is offline and requests a page not in the cache, WatuChurch displays a custom offline page informing the user of the connectivity issue and suggesting they try again when connected.

19.4 Icon Generation

For the best PWA experience, generate app icons in the following sizes from your church logo:

SIZE	PURPOSE
72x72	Low-resolution home screen
96x96	Standard home screen
128x128	Web store / install dialog
144x144	Windows tile
152x152	iOS home screen
192x192	Android home screen
384x384	High-resolution display
512x512	Splash screen / store listing

**TIP:**

Use a tool like realfavicongenerator.net to generate all required icon sizes from a single high-resolution image. Upload the generated icons to your server.

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Receipts & Payment Vouchers

Auto-generated receipts for money received and payment vouchers for money paid out — printable, shareable, and audit-safe.



Accounting logic:

A *Receipt* is issued to someone who paid the church. A *Payment Voucher* is issued when the church pays someone. WatuChurch now generates both automatically as side effects of recording an income or expense transaction — you never have to remember to create them.

20.1 Receipts — Overview

Every time money is received, a Receipt is automatically created. Receipts are generated for the following transaction types:

- **Income** records (both member-linked and guest income)
- **Tithes**
- **Pledge Payments**
- **Guest Offerings** (once confirmed by admin)
- **Project Donations**

Each receipt gets a unique number (e.g. `RCT-2026-0001`), a secure public URL with a 40-character token, and is attached to its source transaction.

20.2 Receipt Layout

The public receipt page displays:

- Church logo, name, address, phone, and email (from Settings)
- Unique receipt number and date
- Donor name and contact (phone / email)
- Amount paid in large coloured type
- Payment method (Cash, Bank, M-Pesa, Airtel, HaloPesa, Mixx, etc.)
- Reference / transaction ID (if entered)
- Purpose and notes
- Verification badge and Bible verse
- Print and Share buttons (hidden when printed)

20.3 Donor Info for Non-Member Income

When recording income that is not linked to a registered member (e.g. guest contributions, external donations), the Income form now includes three optional fields:





- **Donor Name**

- **Donor Phone** (enables SMS / WhatsApp delivery)
- **Donor Email** (enables email delivery)

These fields are only shown when no member is linked. They ensure non-member donors still get a proper receipt.

20.4 Delivering a Receipt

Every row on the Receipts page has four delivery actions, available when the relevant contact is on file:

METHOD	HOW IT WORKS	REQUIREMENT
 Print	Opens the receipt page; browser print dialog produces a clean printable layout.	Always available
 SMS	Sends an SMS to the donor with a link to open the receipt. Uses your Wanzago SMS balance.	Donor phone number on file
 WhatsApp	Opens WhatsApp (wa.me) with a pre-filled thank-you message and the receipt link, ready to send.	Donor phone number on file
 Email	Sends a styled HTML email with the receipt details and a "View Full Receipt" button linking to the public page.	Donor email on file

20.5 Receipts Management Page

Navigate to **Finance** → **Receipts**. From here you can:

- See all receipts ever issued, sorted by date
- View totals: total receipts, total amount, SMS sent, email sent, not yet sent
- Filter by type (Income, Tithe, Pledge Payment, Guest Offering), date range, or status (Valid / Voided / SMS sent / SMS not sent / Email sent)
- Search by receipt number, donor name, or phone
- Resend any receipt via SMS, WhatsApp, or Email at any time
- Click the eye icon to open and view or re-print the receipt

20.6 Configurable Receipt Numbering

Go to **Settings** → **Numbering Formats** to customise the receipt number format:

- **Prefix** — your custom 2–5 letter prefix (default: **RCT**). Churches often use letters from their name (e.g. **DFC** for Disciples Fellowship Church).
- **Format template** — combine placeholders to build any format.
- **Reset sequence** — *Every Year* or *Never*.

Available placeholders:

PLACEHOLDER	MEANING	EXAMPLE
{PREFIX}	Your custom prefix	RCT
{YYYY}	4-digit year	2026
{YY}	2-digit year	26
{MM}	2-digit month	04
{SEQ}	Sequence (no padding)	1, 2, 3...
{SEQ4}	4-digit padded	0001
{SEQ5}	5-digit padded	00001
{SEQ6}	6-digit padded	000001

Examples:

- {PREFIX}-{YYYY}-{SEQ4} → RCT-2026-0001
- {PREFIX}/{YY}/{SEQ4} → RCT/26/0001
- R{YY}{MM}{SEQ5} → R260400001

! Changing the format only affects new receipts.
Existing receipt numbers are preserved.

20.7 Protected Deletion — Voiding Receipts

When a tithe, income, pledge payment, or guest offering is deleted, the system follows **Protected Deletion**:

1. The source record is deleted normally.
2. The associated receipt is **NOT** deleted — instead it is **VOIDED** with the reason automatically noted.
3. The voided receipt keeps its number forever and appears with a red **VOIDED** badge.

This preserves the audit trail so no receipt number is ever lost or unaccounted for, which is critical during audits. Admins (super_admin and admin) can also void any receipt manually:

1. Open **Finance** → **Receipts**.
2. Click the red ban icon (🚫) next to the receipt.
3. Enter a reason for voiding (required).
4. Click **Void Receipt**. The entry is logged to the Audit Log.

20.8 Payment Vouchers — Overview

On the expense side, every time money is paid out a **Payment Voucher** is automatically created. A payment voucher is the formal internal document showing that a payment was authorised and delivered. Auditors expect it.

Each voucher gets a unique number (e.g. `VCH-2026-0001`), a secure public URL, and is linked to its source expense.

20.9 Voucher Layout

The public voucher page is styled in red tones (to distinguish it from receipts) and includes:

- Church letterhead with logo and contact details
- Voucher number and date (top-right)
- Payee details (name, phone, email)
- Amount in figures **and in words** (e.g. *"Five hundred thousand only"*)
- Payment method, category, reference, and description
- Three signature blocks: **Prepared By**, **Approved By**, **Received By**
- Print and Share buttons
- If voided: a large `VOIDED` watermark diagonally across the page

20.10 Capturing Payee Contacts

The Expense form (**Finance** → **Expenses** → **Record Expense**) now includes two optional fields alongside the existing Payee field:

- **Payee Phone** — enables SMS and WhatsApp delivery of the voucher.
- **Payee Email** — enables email delivery.
- **Payment Reference** — optional transaction ID, cheque number, or similar.

If a payee is paid regularly (staff, recurring supplier), enter their phone/email once and the voucher will be sendable every time you record a new payment to them.

20.11 Supplier Receipt Upload

The Expense form already supports uploading a photo or PDF of the supplier's original receipt or invoice. This remains unchanged. With vouchers now auto-generated, every expense has **two** supporting documents:

- **Our Payment Voucher** — the document we issue, signed by the payee
- **The Supplier Receipt** — the document given to us, uploaded and attached

20.12 Delivering a Voucher

Vouchers can be delivered exactly the same way as receipts: Print, SMS, WhatsApp, or Email. Actions are available from the Vouchers management page.

20.13 Vouchers Management Page

Navigate to **Finance** → **Payment Vouchers** (new menu item under Finance). Features:

- List of all vouchers ever issued
- Stats: total vouchers, valid amount, SMS sent, email sent, voided
- Filter by status (Valid / Voided / SMS sent / SMS not sent / Email sent), date range
- Search by voucher number, payee name, or phone
- Resend or re-print any voucher
- Manual void (admin / super_admin only) with required reason

A **View Vouchers** quick link also appears at the top of the Expenses page, and a money-check icon is shown on each expense row linking directly to its voucher.

20.14 Configurable Voucher Numbering

Under **Settings → Numbering Formats**, voucher numbering is configured independently from receipts. All the same placeholders apply. Default: `VCH-2026-0001` .

20.15 Protected Deletion — Voiding Vouchers

When an expense is deleted:

1. The expense record is removed from the expenses table
2. Any bank or mobile-money transactions tied to it are reversed (balance is restored)
3. The attached supplier receipt file (if any) is deleted from disk
4. The associated voucher is **VOIDED** — its number and row remain in the Vouchers page, flagged with a red **VOIDED** watermark and the reason shown in the banner



Why this matters for audits:

An auditor asking "show me proof of every payment this quarter" can filter the Vouchers page by date and see a numerically continuous, unbroken sequence of vouchers — with voided ones clearly marked and explained. This is the same standard expected of any formal accounting system.

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Certificates & Letters

Issue formal certificates and letters to members from a template library, with church logo and signatures.

21.1 Overview

The Certificates module lets you issue two distinct kinds of documents:

- **Certificates** — achievement / membership / milestone documents (Baptism, Confirmation, Marriage, Membership, Dedication, etc.)
 - **Letters** — formal written correspondence (Recommendation, Introduction, Ordination, Transfer, etc.)
- Both use the church's logo, header styling, and the senior pastor's name and signature block. Both are stored and can be re-printed at any time.

21.2 Issuing a Certificate

- 1 Navigate to **Certificates** → click **Issue Certificate**.
- 2 Select the member (or type a name for a non-member).
- 3 Choose a certificate template from the dropdown (Baptism, Marriage, etc.).
- 4 Fill in any template-specific fields (e.g. baptism date, spouse name, witness name).
- 5 Click **Preview** to see the generated certificate with church logo and styling.
- 6 Click **Issue & Print**. The record is saved and a printable page opens.

21.3 Issuing a Letter

- 1 Navigate to **Certificates** → click **Issue Letter**.
- 2 Select the recipient and letter template.
- 3 The letter editor opens with the template pre-filled. Edit the body as needed.
- 4 Add the recipient address, reference number, and salutation.
- 5 Preview and print.



Certificates vs Letters

have different layouts. Certificates use a large decorative format with borders and calligraphy; letters use a standard business-letter format on church letterhead.

21.4 Issued History

The **Certificates** → **Issued** tab shows every certificate and letter ever generated, with filters by type, member, and date. You can re-open, re-print, or revoke any issued document.

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Event Invitation Cards

Send beautiful invitation cards for any event via SMS – to members, partners, or guests – choosing from 20+ templates.

22.1 Overview

When you create an event, the system can generate a unique invitation card link for every recipient. Recipients receive an SMS containing a personalised message and a clickable link. When they tap the link, a full-screen, beautifully-designed invitation card opens in their browser.

22.2 Card Templates

Over **20 professionally-designed card templates** are bundled with the system, covering different occasions:

- General Sunday Service, Midweek Service
- Conference / Convention / Crusade
- Wedding / Baby Dedication / Funeral Service
- Youth Meeting / Women's Fellowship / Men's Fellowship
- Christmas / Easter / New Year
- Fundraising / Harvest / Thanksgiving
- Graduation / Baptism / Ordination
- ...and more

You select the template when creating or editing the event – a thumbnail preview is shown so you can pick the right visual style.

22.3 Recipient Groups

When sending invitations, you choose one or more recipient groups:

- **Members** – all registered members with a phone number
- **Partners** – members flagged as partners (is_partner = 1)
- **Non-members / Guests** – a list of phone numbers pasted or imported

22.4 Sending Invitations

- 1 Create or edit an event under **Events → Events**.
- 2 Select the invitation card template.
- 3 Click **Send Invitations**.
- 4 Choose recipient groups and/or paste guest phone numbers.

5

Review the SMS preview (message + link) and the estimated cost against your SMS balance.

6

Click **Send**. A progress bar shows delivery; each recipient gets a unique link.

22.5 Tracking

Each invitation card link is tokenised and tracked. From the event page you can see:

- Total invitations sent
- How many cards were opened (link clicked)
- Responses: *Attending / Maybe / Not Attending* if the card has RSVP buttons



Testing your send:

Use the "Send to single number" option to send a test invitation to your own phone before a bulk send. Bulk sends cannot be recalled once processed.

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Audit Log, Backup & Bulk Operations

System-wide improvements for accountability, resilience, and efficient data management.

23.1 Audit Log

Every important action taken by an admin user is recorded in the Audit Log. This includes:

- Creating, editing, or deleting records (members, income, tithes, expenses, pledges, etc.)
- Voiding receipts and vouchers
- Issuing certificates and letters
- Sending bulk SMS / WhatsApp / invitations
- Changing critical settings
- Login / logout events

Access the log via **Settings** → **Audit Log**. Each entry shows:

- Timestamp (date and time)
- User (who did it)
- Action type (create / edit / delete / void / send / login / etc.)
- Target table and record ID
- Before / after values (for edits)



Audit logs cannot be edited or deleted

from the admin interface — they are write-only evidence of system activity.

23.2 Database Backup

The system includes scheduled database backups configured under **Settings** → **Backup**.

- **Daily** — a full DB dump every night
- **Weekly** — once per week on the configured day
- **Monthly** — on the 1st of each month

All three frequencies are handled by a single cron job running daily at 02:00. The script checks the configured frequency internally and produces the backup on the appropriate schedule. Backups are stored in a secured folder outside the public web root, named with timestamps (e.g. `backup-2026-04-16-02-00.sql.gz`).

Manual backup & download

You can also trigger a backup on demand:

- 1 Go to **Settings** → **Backup**.
- 2 Click **Generate Backup Now**.
- 3 Once complete, click **Download** to save the SQL file locally.

23.3 Export Data (CSV / Excel)

Most list pages now include an **Export** button for offline analysis. Supported exports:

- Members (CSV)
- Income / Tithes / Expenses / Pledges (CSV & Excel)
- Receipts and Vouchers (CSV)
- Attendance reports (CSV)
- Financial statements (PDF & Excel)

23.4 Bulk Delete Members

When preparing to import a fresh member list (e.g. first-time import), you may need to clear existing members. The **Members** page has a bulk selection feature:

- 1 Use the checkboxes to select multiple members (or **Select All**).
- 2 The selection counter updates live (e.g. "12 selected").
- 3 Click **Delete Selected** in the bulk actions dropdown.
- 4 Confirm the deletion dialog. Action is logged to Audit Log.



Bulk delete is irreversible.

Always take a backup before a large bulk delete. Deleting a member does NOT automatically delete their past tithes, income records, or attendance — those become unlinked orphan records with the member ID set to null.

23.5 Editable Finance Records

All finance records can be edited after creation (previously some were read-only):

- **Income** — edit amount, category, date, donor info
 - **Tithes** — edit amount, month, year, payment method
 - **Expenses** — edit amount, category, payee, description (bank/mobile-money balances are re-calculated automatically)
 - **Pledges & Pledge Payments** — edit amount, due date, payment reference
- Each edit is recorded in the Audit Log with the before/after values for full traceability.

23.6 Pledge Payment Automation

When a pledge payment is recorded, the system now automatically:

1. Creates a row in `pledge_payments`
 2. Creates a corresponding **Income** record under the "Pledge Payment" income category (auto-created if missing)
 3. Generates a **Receipt** tied to the payment
 4. Updates the pledge's running total and status (partial / fully paid)
- This eliminates manual double-entry and ensures pledge payments show up in your income reports automatically.

23.7 Gender Restriction (Male / Female only)

Gender fields across the entire system (member registration, staff HR, payroll, public giving form, portal profile, etc.) accept only **Male** or **Female**. The "Other" option has been removed, reflecting the standard practice of church record-keeping.

23.8 SMS Balance Enforcement

The system tracks a local SMS balance in the `settings` table. Previously SMS sends were attempted regardless of balance, causing silent failures when the external provider ran out of credit. Now:

- Every send decrements the local balance (one credit per recipient per segment)
- Sends are **blocked client-side AND server-side** once the balance is 0
- A prominent banner on SMS pages warns when balance is low (`< 100`)
- When topping up with Wanzago, update the balance in **Settings** → **SMS Configuration** to match

23.9 WhatsApp Module Removed

The standalone WhatsApp bulk SMS page has been removed in favour of simpler, per-contact WhatsApp sharing built into receipts, vouchers, and invitation cards. Each of those pages has a green WhatsApp button that opens `wa.me` with the link pre-filled. This works for any phone with WhatsApp installed and does not require a WhatsApp Business API account.

23.10 Announcements & Member Portal Updates

Administrators can publish **Announcements** (text + images + attachments) that appear on the Member Portal and are optionally SMS'd to all members. Members see them on their Portal dashboard.

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Support & Troubleshooting

Common issues, solutions, and how to get help.

20.1 Common Issues

ISSUE	POSSIBLE CAUSE	SOLUTION
Cannot log in to Admin	Wrong email or password; account locked	Double-check credentials. Contact super_admin to reset your password. Clear browser cache and cookies.
Cannot log in to Portal	Wrong phone number or PIN	Verify phone number matches the one in the member database. Initial PIN is the member number. Contact admin to reset PIN.
SMS not sending	Invalid API key; insufficient credits; provider downtime	Check SMS configuration in Settings. Verify API key. Check credit balance. Contact SMS provider if service is down.
WhatsApp messages failing	Invalid API configuration; phone number not registered	Verify WhatsApp Business API settings. Ensure the WhatsApp number is properly registered and verified.
Payroll calculations seem wrong	Incorrect NSSF/NHIF rates; outdated PAYE brackets	Check NSSF and NHIF rates in Settings (stored as whole numbers, e.g., 10 for 10%). Verify PAYE brackets in the database are current for the effective year.
Member photo not uploading	File too large; wrong format; server permission	Ensure photo is JPG or PNG and under 2MB. Check server upload directory permissions.
YouTube live detection not working	Invalid API key; quota exceeded; wrong channel ID	Verify YouTube API key and channel URL in Settings. Check Google Cloud Console for API quota usage.
CSV import errors	Wrong column names; encoding issues; duplicate data	Download and use the provided CSV template. Ensure UTF-8 encoding. Check for duplicate phone numbers.
Reports show wrong data	Incorrect date filters; uncategorized transactions	Verify the date range. Ensure all income/expenses have categories assigned. Check if transactions are linked to the correct bank/mobile money accounts.
PWA not installing	Not served over HTTPS; manifest errors	PWA requires HTTPS. On iOS, use Safari only. Check browser console for manifest errors.
Audio sermons not playing	Google Drive sharing settings; invalid file ID	Ensure the Google Drive file is shared as "Anyone with the link." Verify the file ID is correct.

ISSUE	POSSIBLE CAUSE	SOLUTION
Giving statement shows incomplete data	Tithes not linked to member; date filter too narrow	Ensure tithes are recorded with the correct member selected. Widen the date range. Check that income entries linked to the member have proper dates.
Settings page not accessible	Insufficient permissions	Only the <code>super_admin</code> role can access Settings. Contact your super admin to get access or make changes.
Budget not matching actuals	Categories mismatch; uncategorized entries	Ensure budget categories exactly match the income/expense categories used for transactions.
Slow page load times	Large images; many records; server resources	Optimize uploaded images. Clear old data exports. Contact support if server resources need upgrading.

20.2 Getting Help

If you encounter an issue not covered above, or if the suggested solution does not resolve the problem, contact WatuChurch support:



Phone Support

+255 756 24 02 02

Available Monday-Friday, 8:00 AM - 6:00 PM (EAT)



Email Support

sales@watuchurch.com

Response within 24 hours on business days



Website

www.watuchurch.com

Knowledge base, updates, and online chat



WhatsApp Support

+255 756 24 02 02

Quick responses for urgent issues

20.3 Requesting New Features

WatuChurch is continuously improving. To request a new feature or enhancement:

- 1 Email sales@watuchurch.com with the subject line "Feature Request."
- 2 Describe the feature you need and how it would benefit your church.
- 3 Our team will review the request and respond with a timeline if the feature will be added.

20.4 System Requirements

COMPONENT	MINIMUM REQUIREMENT
Browser	Chrome 90+, Firefox 88+, Safari 14+, Edge 90+
Internet	Stable broadband connection (1+ Mbps)
Screen	Responsive design works on 320px+ width screens
JavaScript	Must be enabled in browser
Cookies	Must be enabled for session management



TIP:

For the best experience, use the latest version of Google Chrome or Microsoft Edge. These browsers offer the best support for PWA features and modern web standards used by WatuChurch.

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Church Management System — User Manual v2.1

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