

EPARCHY OF SASKATOON
EPARCHIAL DATA MANAGEMENT SYSTEM REPORT
TO STEWARDSHIP CONFERENCE
OCTOBER 23, 2021
Presented by: Morris Smysnuik

In early 2021 the Eparchy of Saskatoon decided to implement a data management system. Information on the rationale and motivation leading up to the decision is provided below under the document called “Frequently Asked Questions”.

The following is a progress report on the work that has been done regarding the Eparchy of Saskatoon’s conversion to the Plexcan Data Management System.

- All the Parish Church information has been entered into the database.
- Using the information from the Ukrainian Catholic Foundation Database, all the Parish Family information has now been transitioned to the Plexcan Database Management System.
- From June to August 2021, the Ukrainian Catholic Foundation (UCFSask) hired one of our seminarians, Jonathan Lashyn, , to update the Parish Family Units membership database. Jonathan was able to connect with over 80% of our membership and was able to update their current contact information, including their email addresses.
- The UCFSask’s financial data donation information has been converted to the Plexcan Data Management System.
- Currently work is being done on establishing reporting requirements and matching them with the reports available on the Plexcan Data Management System.

Next Steps:

- The next step will be to roll out the Plexcan system to a pilot parish. Dormition of the Blessed Mother of God in Saskatoon has agreed to be the pilot parish. We are most grateful to Dormition Parish and thank them very much for allowing us to work with them to roll out the data management system to the Parishes.
- As we transition them to the Plexcan system, this will give us the opportunity to develop new processes and procedures as they will be related to the parish functions. When the pilot project is completed, we will proceed to roll the system out to the rest of the parishes. The plan would be to have all the parishes on the data management system converted by early 2022.

If you have further questions or require more clarification, please call Morris Smysnuik at 306-280-8514 or email him at admin.skeparchy@sasktel.net

EPARCHY OF SASKATOON

EPARCHIAL DATA MANAGEMENT SYSTEM

FREQUENTLY ASKED QUESTIONS

Why does the Eparchy of Saskatoon need to implement a data management system?

The Eparchy still maintains some of its administrative processes as it applies to data management and reporting requirements using manual systems that were put into place when the Eparchy was instituted in 1956. Current technological resources will allow the Eparchy to handle some of these administrative functions more efficiently and effectively. In addition, the Eparchy has certain administrative obligations and requirements, both for internal processes and external expectations that require a more sophisticated data management system to provide this information.

Why does the Data Management System need to be an “Eparchial Wide System”?

A number of these Eparchial administrative functions require the participation and input from the Parishes. To make these administrative functions most effective and efficient, it would be extremely beneficial to have **ALL** the Parishes from within the Eparchy on the same system, which would be the most ideal environment. In addition, the ideal environment would not only have ALL the Parishes and the Eparchy on the same data management system, but also using the same processes and following the same procedures as it applies to the management of data. Being on one system would also create a significant cost saving to both the Eparchy and the Parishes.

Why did the Eparchy choose to implement the Plexcan Diocese Data Management System (DDMS)?

After an exhaustive and comprehensive search for data management system that would meet the needs of the Eparchy and the needs of the Parishes/Missions in the Eparchy, a committee consisting of Eparchial staff and appointed parish administrators selected the Plexcan Diocese Data Management System for the following reasons:

- Plexcan already had installations in several Roman Catholic Dioceses across Canada.
- Plexcan had more relevant functionality that met the needs of the Eparchy and Parishes than any other system that was vetted.
- Plexcan was the only system with a comprehensive and robust Safeguarding module.
- Plexcan was the only Canadian company, with headquarters in London Ontario. The storage of all the Eparchial data would be based in Canada under an extremely strict and comprehensive security system.
- The committee personally contacted two of the Dioceses using the Plexcan system. Both were very complementary of not only the functionality of the system, but also with their good relationship with Plexcan. They reported that Plexcan was easy to work with and very accommodating.
- The committee was impressed and extremely comfortable with the security protocols of the Plexcan system.
- Plexcan was the most affordable given the functionality it provided.
- At a high level, Plexcan’s functionality includes:
 - ✓ Membership Module, which will provide all the contact and family information for each parishioner in the Parish, including children. In addition, Parishes will be able to manage their Parish volunteer base through this module. This module will allow Parishes to effectively communicate with their Parishioners on either a group basis or an individual one-on-one basis.
 - ✓ Safeguarding Module, will allow each Parish to efficiently maintain their Covenant of Care database of volunteers, including keeping track of all registration information and various checks that are required (i.e.: police checks). The data management system will allow the Eparchial Covenant of Care Co-ordinator to oversee this process from the Eparchial office.

- ✓ Sacrament Module allows Parishes to keep track of all the sacraments performed in the Parish under one system, which then will tie into the membership module. Eparchial staff will have access to this information for reporting purposes. This will alleviate the need for the Parish to report on Sacraments to the Eparchy.
- ✓ Financial Module will allow Parishes to record charitable, non-charitable and special event revenue sources. The Parish will use this system to send out charitable donation receipts. The Eparchial staff will have access to the revenue totals (not individual donations, just the totals) they need to provide reports to the Nuncio. Currently, this information needs to be assembled by the Parish and sent to the Eparchy in a timely fashion.
- ✓ Cemetery Module will allow Parishes to keep a comprehensive detailed track of all the individuals buried in their cemetery. In addition, it will allow the Eparchy to keep track of all the Cemeteries in the Eparchy.

How can we be sure that all the information on the system will be secure and our privacy not compromised?

Security at Plexcan: Plexcan has a very sophisticated state-of-the art security system. Their system is a web database application that is hosted on their own servers hosted at the Rogers Datacentres located in London Ontario with SOC2 Security protocols. This security operation centre has security, intrusion detection and firewall systems in place to prevent cyberattacks and as a safeguard to protect customer data and to maintain the privacy of this data information. The Eparchial data belongs to the Eparchy. Should the Eparchy ever need to change to another data management system, Plexcan is obliged by contract to give the Eparchy access to our data.

Internal Security: Access to all information on the Eparchial Data Management System will be driven by “permission” levels accessed by secure passwords. An individual’s access to the data will be determined by the “permission” level assigned to them. As an example, the Pastor of a Parish will have access to all the data for his Parish, however, he will not have access to the data from another Parish in the Eparchy. The Pastor may in turn assign certain “permission” levels to the Parish administrative staff for them to carry out their duties. Consequently, the administrative staff in the Parish may only have access to assigned data and not to all the data in the Parish.

We are a small Parish, and do not have the resources or the expertise to manage a data management system in our Parish.

The Eparchy recognized that not all Parishes in the Eparchy will have the resources or the expertise to manage the data management system. Therefore, the Eparchy created the concept of “Principal Parishes” and “Subsidiary Parishes”, divided by Deanery and Districts. The Principal Parishes will be responsible to perform all the data management functions for the Subsidiary Parishes under their jurisdiction. Every Principal Parish will appoint a Parish Data Management Systems Co-ordinator. This individual(s) will be responsible to receive information from the Subsidiary Parishes and to input this information into the Plexcan system for the Subsidiary Parish. This will include information for all the modules of the system. For a list of Principal Parishes and which parishes are Subsidiary Parishes under a particular Principal Parish is provided in Appendix 1.

In addition, the Eparchy will employ a part-time Eparchial Data Management System Co-ordinator who will provide technical support and training to the Parish Data Management Coordinators and become the liaison between Plexcan and the Eparchy/Parishes.

If your Parish is listed as a Subsidiary Parish but feel like you have the resources and expertise to have your Parish run its own data management system, we would have no issues in making your Parish an additional Principal Parish. Your Parish would need to appointment a Parish Data Management System Co-ordinator to work with the Implementation Team.

Who will be responsible to help us to convert the data from our Parish to the new Plexcan system? Who will help us if new procedures and processes need to be put in place because of the new system?

The Eparchy has established an Eparchial Data Management System Implementation Team that will be responsible to look after all the aspects associated with the conversion of data, establishing any new processes and procedures that might be necessary and to provide any training that will be required at the Parish level. All of this will be done in conjunction with and the assistance from the Parish Data Management System Co-ordinators in the Principal Parishes.

Will the Plexcan Data Management System create more work for the Parishes?

Principal Parishes might see a modest increase in their workload since there will be additional work as it relates to receiving information from the Subsidiary Parishes and inputting this information into the data management system. However, the data management system will provide some time saving in other areas currently performed on a manual basis.

Subsidiary Parishes should see no increase in their workloads, and in fact, they should see a decrease in the workload as it relates to the reporting requirements to the Eparchy.

Consideration should also be given that while the workload will be the same, or modestly increase or decrease, how the workload is accomplished might be different.

What is the cost of the Eparchial Data Management System?

The current cost of the Plexcan system will be \$19,950.00 per annum, GST included. In addition, the Eparchy will become the liaison between Plexcan and the Parishes/Eparchy. Therefore, there will be an additional cost associated with hiring of a part-time Eparchial Data Management System Co-ordinator. This cost has not yet been fully confirmed as it will depend on the amount of work that will be required to perform the duties required of this position. However, we are confident that it will not exceed \$30,000 per annum, and more likely will be in the \$20,000 to \$24,000 range.

The cost of the conversion and implementation of the system will be determined by the amount of conversion/implementation work required by the Eparchy. However, it is estimated that the conversion cost will be approximately \$20,000.00.

Who will pay for the cost of the Eparchial Data Management System? Can we afford the cost of a data management system?

The Eparchy will pay for the cost conversion and implementation costs of the system. In addition, the Eparchy has agreed to pay for the entire cost of the Eparchial Data Management System for the first 3 years. After 3 years, the Eparchy will review this policy, and it may continue to pay for the entire cost of the system, or it may ask the Parishes to contribute to some of the cost of the system.

The sources of funds to pay for the costs of the Eparchial Data Management System will come from an allocation from the Ukrainian Catholic Foundation's Grant Fund and some from the general Eparchial operating funds. There is some discussion around setting an Eparchial Data Management System goal as part of the Annual Eparchial Appeal.

The Ukrainian Catholic Foundation currently pays a third-party supplier over \$3,000 per year for a basic system. The Foundation will now pay the Eparchy instead.

On the other hand, one could ask if can we afford not to have a data management system in place? As the data management and reporting requirements continue to increase for both the Eparchy and the Parishes, and if we continue to do this work manually, there will be a need to hire additional staff, or increase the compensation amounts for the current staff to put in extra time to get this work done. Automating these processing and reporting requirements as much as possible, will serve to limit or alleviate some of the costs, and improve the level of accuracy and information on these requirements.

How will the Eparchial Data Management System be of benefit to my Parish?

Individual Parishes will receive benefits by being part of the global Eparchial system. The technology associated with the Plexcan data management system will allow the Parishes to be more efficient and effective. Some of the reporting currently required for the Parish to provide to the Eparchy would now be accessed directly from the system by the Eparchial staff. This would apply to the reporting requirements for membership lists, covenant of care, sacraments, and financial information. Having the Parishes providing this information to the Eparchy is not new and has always been mandatory. Having the data management system in place will make this reporting much easier, more efficient, and less costly.

The membership module will give the Parish an opportunity to gather significantly more information on each Parishioner. This will assist the Parish to fill volunteer positions based on the skills and experience of their Parishioners. It will also allow the Parish to communicate with their Parishioners much more effectively whether it be in a group communication environment or on an individual, one-on-one basis. Communication can help to strengthen and grow our Parishes. It can also serve to help identify needs, issues and promote parish projects and activities. The benefit is that all this communication can be done on a more frequent basis in a very cost-effective manner.

The system keeps track of the Sunday collections and other donations. At the end of the year, the system will automatically issue the income tax charitable receipts.

The Covenant of Care module will provide for a much easier and more accurate information management of the Parish's Covenant of Care database, and for the reporting to the Eparchy. Parishes and the Eparchy are currently paying insurance to cover any kind of incident that might initiate a lawsuit against the Eparchy/Parish. The Eparchy/Parish must provide evidence that they are managing the Covenant of Care program according to the protocols and standard set up by Canadian Conference of Catholic Bishops, and even Rome.

How will the Eparchial Data Management System be of benefit to the Eparchy?

At the present time, the Eparchy is very reliant on the Parishes to submit information required by the Eparchy on a timely and accurate basis. Over the years, this has become an extremely challenging issue, particularly in the timing of the receipt of this information, which leaves the Eparchy in a very compromising situation. Plexcan will alleviate these challenges as Eparchial staff will have access to the information that they require to complete their reports.

The management of the Covenant of Care/Safe Environment program has also been extremely challenging for the Eparchial Covenant of Care Co-ordinator. This challenge has also posted a potentially high lawsuit risk to the Eparchy if this information is not managed properly and accurately. The system would allow the Covenant of Care Co-ordinator to have access to the Covenant of Care information which will assist to provide oversight to the Covenant of Care program using the functionality provided by the system.

If you have further questions or require more clarification, please call the Eparchial Data Management Implementation Team at 306-653-0138, EXT 221, or email us at admin.skeparchy@sasktel.net

**EPARCHY OF SASKATOON
EPARCHIAL DATA MANAGEMENT SYSTEM
APPENDIX I
LIST OF PRINCIPAL AND SUBSIDIARY PARISHES**

SASKATOON DEANERY

Principal Parish: St. George's Cathedral – Saskatoon

Subsidiary Parishes, under the auspices of St. George's Cathedral:

- Descent of the Holy Spirit Parish – Adamivka
- St. Michael's Parish – Alvena
- Assumption of the Blessed Virgin Mary – Alvena Farms
- Holy Trinity – Bruno Farms
- Ascension of Our Lord Jesus Christ Parish – Carpenter (Hory)
- Holy Eucharist Parish – Cudworth
- All Saints – Humboldt
- Sacred Heart Parish – Lanigan
- Ascension of Our Lord – Meacham
- SS. Peter & Paul Parish – Rosthern
- SS. Peter & Paul Parish – Tway
- Sacred Heart Parish – Wakaw
- Holy Trinity Parish – Wakaw Farms (Sokal)
- Patronage of Blessed Virgin Mary – St. Julien
- Protection of Blessed Virgin Mary – Wolverine

Principal Parish: All Saints Parish - North Battleford (Belonging to Cathedral)

Subsidiary Parishes, under the auspices of All Saints Parish:

- SS. Peter & Paul Parish – Albertown
- St. John, the Baptist – Alticane
- Our Lady of Perpetual Help Parish – Blaine Lake
- Holy Eucharist Parish – Hafford
- Sacred Heart Parish – Krydor
- Holy Spirit Parish – Orolow
- Protection of Blessed Virgin Mary – Radisson
- SS. Peter & Paul Parish – Speers
- St. Nicholas Parish – Uhryniw
- Presentation of Blessed Virgin Mary – Welychko
- Ascension of Our Lord Parish – Whitkow

Principal Parish: SS. Peter & Paul Parish – Saskatoon

Principal Parish: Dormition of the Blessed Mother of God Parish – Saskatoon

Subsidiary Parishes under the auspices of Dormition of the Blessed Mother of God:

- SS. Peter & Paul Parish – Bodnari
- SS. Peter & Paul Parish – Borschiw

- Sacred Heart Parish – Hawryliuke
- St. Volodymyr Parish – Laniwci
- St. John, the Evangelist – Prud’homme
- St. John, the Baptist – Prymove/Smuts
- Sacred Heart Parish – Vonda

Principal Parish: St. George’s Parish – Prince Albert

Subsidiary Parishes under the auspices of St. George’s Parish:

- All Saints Parish – Nipawin
- St. Michael’s Parish – Gronlid
- Assumption of the Blessed Virgin Mary Parish - Janow Corner/Meath Park
- St. John, the Baptist Parish – Samburg
- Holy Apostles SS. Peter and Paul – Shipman

YORKTON DEANERY

Principal Parish: St. Mary’s/Our Lady of Perpetual Help Parish– Yorkton

Subsidiary Parishes under the auspices of St. Mary’s/Our Lady of Perpetual Help:

- Assumption of the Blessed Virgin Mary Parish – Beaverdale
- Assumption of the Blessed Virgin Mary Parish – Calder
- St. Nicholas Parish – Insinger
- SS. Peter and Paul Parish – Insinger Farms
- SS. Peter and Paul Parish- Jedburg
- Descent of the Holy Spirit – Plain View
- Protection of the Blessed Virgin Mary – Whitesand
- Protection of the Blessed Virgin Mary - Willowbrook
- St. Peter & Paul Parish - Wroxton

Principal Parish: Sacred Heart Parish – Ituna

Subsidiary Parishes under the auspices of Sacred Heart Parish:

- Transfiguration of Our Lord Parish – Beckenham
- St. Nicholas Parish – Bedfordville (Stanyslavstsi)
- SS. Peter & Paul Parish – Fenwood
- Holy Eucharist Parish – Foam Lake
- Holy Trinity Parish – Goodeve Farm
- St. Michael’s Parish – Goodeve Town
- St. Demetrius Parish- Holar
- Holy Spirit Parish – Hubbard Farm
- Exaltation of the Holy Cross – Hubbard Town
- St. Vladimir the Great – Kelliher Town
- Nativity of the Blessed Virgin Mary - Kelliher (Leross/Moleski)
- St. John Bohoslow – Krasne
- St. George’s Parish – Melville
- Protection of the Blessed Virgin Mary – Model Farm

- St. Nicholas Parish – Parkerview
- Nativity of the Blessed Virgin Mary Parish – Sheho Farms
- Christ, the King Parish – Sheho Town
- St. Michael’s Parish – Wishart Farms
- Assumption of the Blessed Virgin Mary – Wishart Town
- Sacred Heart Parish – Wynyard
- Transfiguration of Our Lord Parish – Bobulynci
- SS. Peter & Paul Parish – Kuroki
- St. Michael’s Pilgrimage Site – Ponass Lake
- Assumption of the Blessed Mother of God Parish – Rose Valley
- Holy Spirit Parish - Wadena

Principal Parish: St. Basil’s Parish – Regina

Subsidiary Parishes under the auspices of St. Basil’s Parish:

- Holy Spirit Parish – Candiac
- SS. Peter & Paul Parish – Grenfell
- SS. Peter & Paul Parish – Montmartre
- Holy Family Parish – Tribune
- Blessed (Holy) Trinity - Weyburn

Principal Parish: St. Athanasius Parish – Regina

Subsidiary Parishes under the auspice of St. Athanasius:

- SS. Peter & Paul Parish – Chaplin
- Assumption of Blessed Virgin Mary Parish – Glentworth
- Ss Peter & Paul Parish – Hodgeville
- Assumption of the Blessed Virgin Mary Parish – Moose Jaw
- St. John, the Baptist Parish – Kindersley
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Principal Parish: SS. Peter & Paul Parish - Canora

Subsidiary Parishes under the auspices of SS. Peter & Paul Parish:

- Assumption of the Blessed Virgin Mary – Antoniwka
- Protection of the Blessed Virgin Mary - Buchach (Hazel Dell)
- Virgin of Sorrows – Buchanan (Mamornitz)
- Holy Spirit Parish – Buchanan
- Sacred Heart Parish – Buchanan (Olesha)
- Descent of the Holy Spirit Parish – Chekiw
- Nativity of the Blessed Virgin Mary – Dobrovody
- SS. Peter & Paul Parish – Hazel Dell
- St. Demetrius Parish – Hryhoriv (Preeceville)
- Holy Eucharist Parish – Hudson Bay
- St. Vladimir & Olga Parish – Invermay
- Transfiguration of Our Lord Parish – Kovaliwka (Tiny)
- Holy Eucharist – Kulikiw (Invermay)

- St. Demetrius Parish - Kyziv-Tiaziv (Rama Bellendeen)
- Transfiguration of Our Lord Parish – Preeceville
- SS. Peter & Paul Parish – Rama
- Sr. John the Baptist – Tadmora
- SS. Constantine & Helena – Vasyliw (Wasyliw)(Buchanan)
- Assumption of the Blessed Virgin Mary Parish – Antoniwnka
- Virgin of Sorrows Parish – Buchanan (Mamornitz)
- Sacred Heart Parish – High Tor
- St. Nicholas – Weekes
- St. John, the Baptist Parish – Arran
- SS. Peter & Paul Parish – Arran Vesna
- Transfiguration of Our Lord Parish – Dnieper
- Holy Eucharist Parish – Glen Elder-Danbury
- St Josaphat Parish – Kamsack
- St. Nicholas Parish – Maybridge
- Sacred Heart Parish – Norquay
- Ascension of Our Lord Parish – Swan Plain
- Nativity of the Blessed Virgin Mary Parish – Whitebeech