

# CFC Area OGD Encoder

## Duties and Responsibilities

This document is to be reviewed and updated by the AGT MSG in coordination with the Area Director at least once a year typically every November during the planning season.

- Oversee the maintenance and use of the OGD and Members Portal.
- Perform monthly checks.
  - Do monthly audits for missing details. ([See the steps here.](#))
  - Check for pending member transfers and transitions. Inform the Chapter Leaders concerned.
  - Check OGD Dashboard (“At a Glance”) for items related to households.
    - For MCG members, inform the Area Director.
    - For chapter members, inform the Chapter Leaders concerned.
    - For persistent issues, inform the Area Director.
  - Check the number of Household Meetings posted.
    - This is under the Area tab (“Greater Vancouver North” or “Greater Vancouver South”).
    - Note: As of May 2023, this will be checked by AGT PFO.
- Create online attendance capture links for cluster and area events.
- Generate monthly Pastoral Report of the Area.
- Coordinate with the Area Director and AGT MSG.
  - Give updates on OGD and Members Portal system issues.
  - Give information needed for good governance – for example: low number of leaders who post attendance reports.
- Update the OGD Messenger chat group membership in coordination with Area Director and AGT MSG.
  - Members
    - AGT - Area Director, MSG, PFO, ANCOP (optional), Family Ministries
    - Cluster Leaders
    - Cluster PFO (if any)
    - Chapter Leaders
    - Chapter OGD Encoders
  - Remove those who are not involved anymore.
  - Add those who should be in the group.
- Assist Chapter Leaders and OGD Encoders.
  - Provide training on how to use the OGD and Members Portal.
  - Resolve issues.
  - Update the OGD records (especially some MCG members) when updates or fixes are too complicated for the chapter OGD encoder.

- Send reminders to Cluster Leaders, Chapter Leaders, and/or OGD Encoders. See [this document](#).
- Coordinate with OGD Pacific for issues and requests that cannot be resolved at the Area level.
- Coordinate with OGD Canada for issues and requests that cannot be resolved at the Pacific Region level.
  - Merge duplicate records.
  - OGD and Members Portal system issues.
  - Request for new OGD user accounts for new chapters/clusters.
  - Request for OGD user account password reset.
  - Update Pastoral Service Record settings for MC, GT, EA, BOE, and IC.

#### Pastoral Service Record

[ADD RECORD](#)

	FROM	TO	AREA	SERVICE	HH HEAD	MC	GT	EA	BOE	IC	STATUS	
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- MC - updated when leaders join/leave the MCG
- GT - updated when there is a change in the AGT.
- For the others, refer to the OGD manual.
- Document system errors in OGD and Members Portal.