

## My ChurchSuite user guide

### Introduction

**Welcome to My ChurchSuite! My ChurchSuite (MyCS) is the member-facing side of ChurchSuite and the St Michaels staff and support use the admin-facing *ChurchSuite* system to help them manage the churches administration. MyCS will help you keep your contact details up to date and help you access and more-easily engage with the life and activity of everything that's going on at church.**

### My Rotas

The My Rotas section displays all your upcoming serving commitments and rotas. You'll only see the My Rotas page if you have future serving dates on a current published rota, or if there are rotas published that you can sign up to, or if you are a ministry overseer.

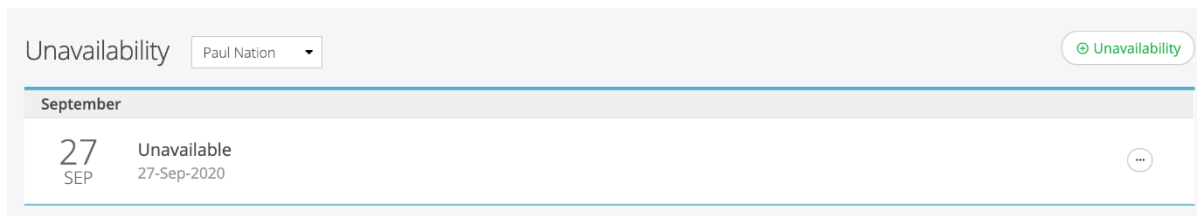
At the top of the My Rotas page is the **Next Serving** section listing your upcoming serving and that of your linked family members – the dates, rotas and roles assigned.

The screenshot shows the 'My Rotas' page for Kings Hope Church, Nottingham. The page is titled 'My Rotas' and features a 'Next Serving' dropdown menu set to 'Paul Nation'. Below this, there is a list of upcoming serving commitments. The list is organized by month: April and May. Each entry shows the date, day, rota name, service details, role, and a status indicator (green for 'accept/decline' or red for 'decline').

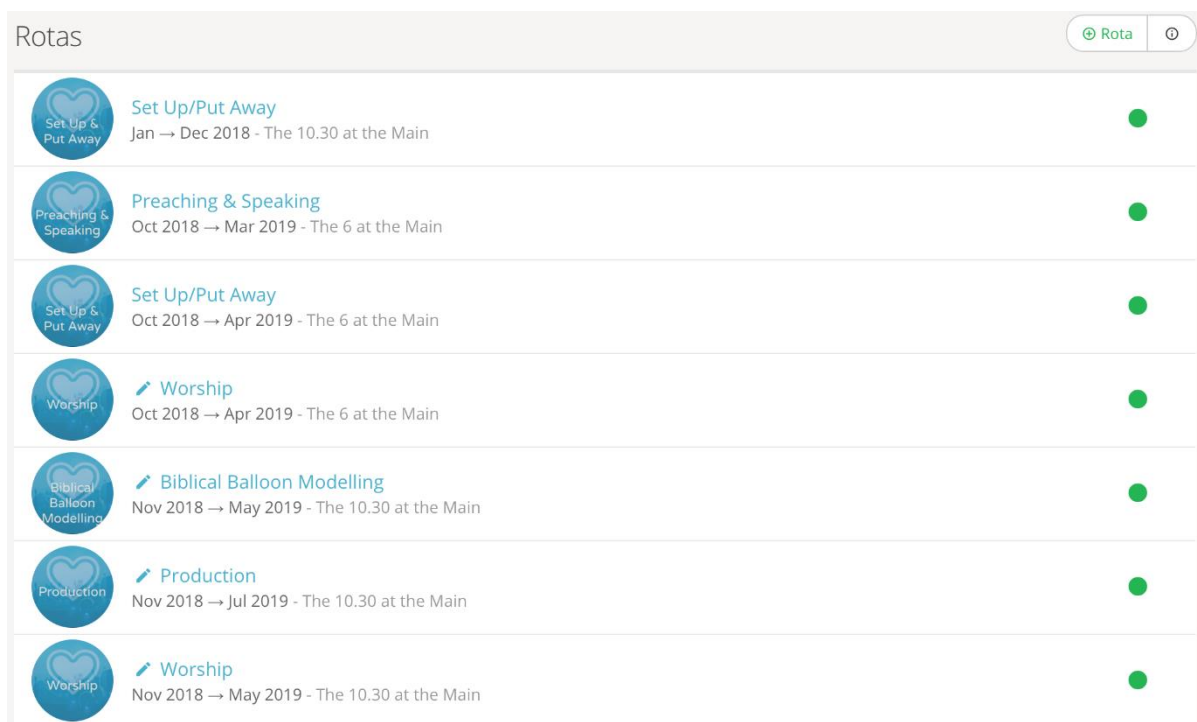
Month	Date	Day	Rota Name	Service	Role	Status
April	18	SUN	Hospitality	Sunday - The 10.30am Morning Service	Team Helper	Accept/Decline
April	18	SUN	Car-Park-Directors	Sunday - The 10.30am Morning Service	Team Helper	Decline
May	09	SUN	Car Park Directors	4 weeks - The 10.30am Morning Service	Team Helper	Accept/Decline
May	30	SUN	Car-Park-Directors	30 May - The 10.30am Morning Service	Team Helper	Decline

Rota names shown in red indicate a rota date clash, where you're scheduled to serve at the same date/time on other rotas. It's of course perfectly possible to be on multiple rota dates at the same time, but some clashes may require you to organise a swap, or to ask to be removed from a rota. For rotas with 'accept/decline/ enabled you'll have the option to accept or decline. *Accepts* are shown with a green background. Rotas shown in red strikethrough on a red background indicate 'unavailability' - *unavailability* that you've specifically blocked out (affecting all rotas for the unavailable dates) or a rota date that you've 'declined'. You'll continue to see these rota dates listed if your ministry overseer hasn't yet replaced you on the rota; or you may be required to organise a swap.

Scrolling down the My Rotas page further is the **Unavailability** section. Here you can add your unavailability block out dates - perhaps for holidays or known dates when you won't be available to serve on any rota. Adding unavailability sets you as unavailable for all rotas in that range of unavailable dates. By adding unavailability your rota overseers can more easily manage their rotas, planning ahead and identifying gaps ahead of time.



Finally, below the Unavailability section is a list of all your **Rotas**. Rotas with a pencil icon represent rotas that you oversee; those without a pencil icon are rotas that you belong to. Once a rota ends or your final date on a rota passes, that rota will disappear from the list. Rotas with a green traffic light (see image above) on the right hand side are *published* rotas – the rota is live and visible to all rota members. Ministry overseers may also see their rotas with a red traffic light, indicating that the rota is still in *draft*. Draft rotas are only visible to overseers and not visible to rota members until they are published. Essentially overseers can plan ahead, create rotas and work on them without them being visible to rota members until they are ready to be published.



Clicking into a rota displays the rota **Dates** where you can see all the people serving on the rota and their roles. Depending on the rota's settings, it may also be possible for you to **Sign Up** to future dates on the rota, to **Accept** or **Decline**, to **Organise a swap** with others, or **Add unavailability**. Previously-accepted serving can be

declined, and vice-versa, without constraint. Declining a rota date will send a decline notification to the rota's overseer.

The screenshot shows the 'Dates' tab in MyChurchSuite. At the top, there are filters for 'Show All dates' and 'in the future'. Below this, the calendar for April 2021 is displayed. It is organized into four columns for different dates: 4 9:00am (Week 1), 11 9:00am (Week 2), 18 9:00am (Week 3), and 25 9:00am (Week 4). Each column lists team members and their roles. A red box highlights the 'Organise swap' option in the context menu for Paul Nation on the 18th. Another red box highlights the 'Sign Up' button for the 25th date.

Selecting **Organise swap** enables you to record details of the person with whom you have already made arrangements to swap with – you shouldn't "inflict" a swap on someone! You can only swap with another available rota member. Select their name from the **Swap with** drop-down list, and then select details of any **Return swap** you may have agreed. Saving the changes will update the rota immediately, adding swapped people to rota dates with an 'accepted' status.

The screenshot shows the 'Organise swap' form in MyChurchSuite. The form is titled 'Organise swap' and is for the 'Hospitality' team on '18-Apr-2021'. The 'Swap with' field is set to 'Janine Allbright'. The 'Return swap' field is set to '06-Jun-2021 (The 10.30am Morning Service)'. The form includes a 'Save Changes' button and a 'Cancel' button.

After adding a rota swap, an email confirmation will be sent to *you* confirming you are no longer serving on that date, and to the *swapee* confirming to them that they are now serving on that date, including a note of their roles on that date. A further email is sent to the *ministry overseer* advising the swap transaction.

**Note** that it's not possible for rota members to edit their roles – this is an overseer-only task. When swapping, a swapee will inherit the same roles as the swapper. If in doubt, contact your rota overseer to advise them what is happening and let them update the rota for you, as they have further functionality that allows them to manage team member roles from within My ChurchSuite.

Some rotas might have sign-up enabled – you'll see a **Sign Up** button at the top of each rota date with spaces available...

...so overseers might publish empty or part-completed rotas, and then invite ministry members to sign up to future dates based on their availability. It's a great way of recruiting and helps team members too, because they can manage their serving commitments based on their known availability. You can sign up to a rota date whenever you see **Sign up** on the rota (depending on your church's rota sign-up policy of course).

### Rota functionality for ministry overseers

Overseers have full rota management functionality within My ChurchSuite. If you're an overseer you'll be able to: -

- Manage teams, team members and roles within your ministry, including adding/removing members to teams and assigning roles to team members.
- Create draft rotas, publish and distribute them.

- Manage rota members on the rota page, including adding/removing people from rota dates, swapping people, accepting/declining on behalf of rota members and adding/removing dates on the rota.
- Add notes to dates on the rota to communicate important information for rota members about something happening on that date.
- Enable rota sign-up and manage maximum sign-up numbers for individual dates or the entire rota.
- Add and manage unavailability for all serving team members and themselves.
- Receive clash notifications for 'declines', unavailability and date clashes.