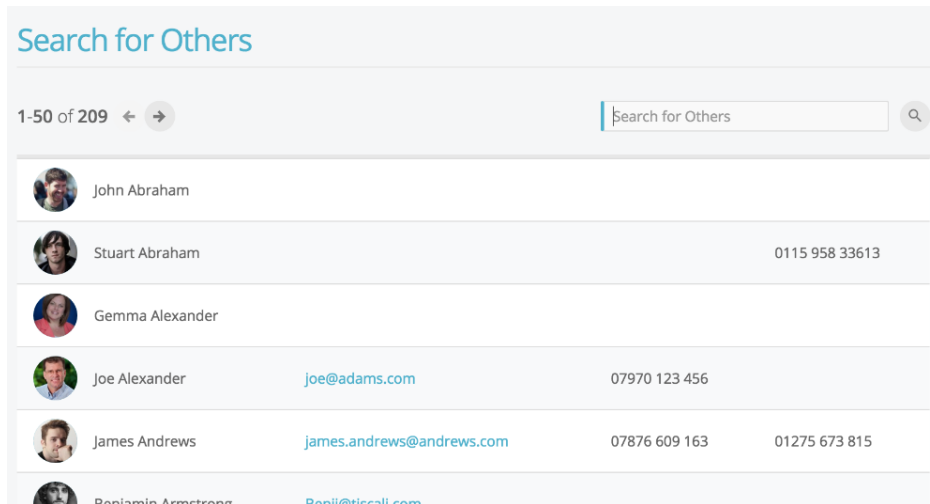My ChurchSuite user guide

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.
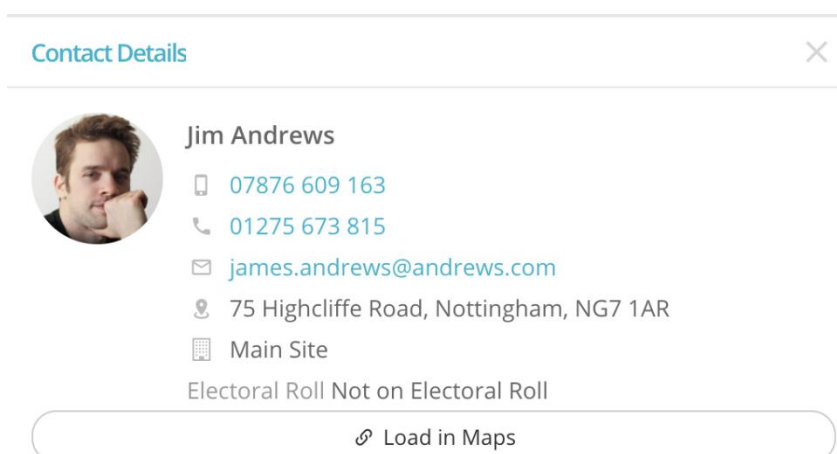

Search for Others

This is our church's directory which is provided so that church members can keep in contact with other. St Michaels restricts access to this which enables every user to allow others to see their contact details using setting on their profile called 'Allow Directory Access'. This restricts which church members details are displayed in search results.
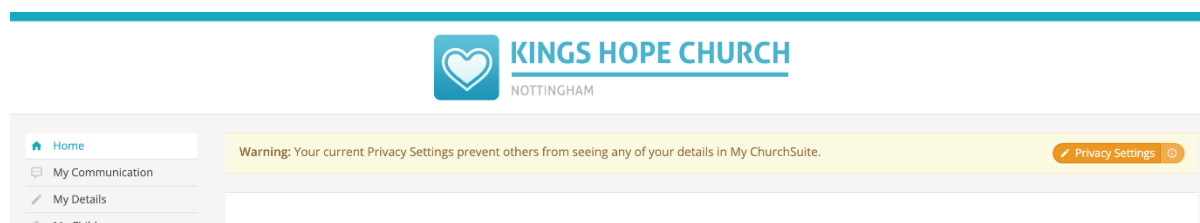
The example below is not from St Michaels.

Remember, you'll only be able to view the contact details of others based on their personal privacy settings, and they'll only be able to see your contact details based on your privacy settings. In the example below, Jim has chosen to set all his contact details visible to others. Clicking on a contact displays a pop up contact card.

When first logging in to My ChurchSuite, you may see the following message on the **Home** page alerting you that <u>none</u> of your basic contact details, including your name, are visible to others in My ChurchSuite.

Being invisible in My ChurchSuite means that...

- Your name will <u>not</u> show on any rotas that you serve on or the underlying ministry's member list - fellow rota members and ministry overseers will not see your name on the rota, and will not be able to contact you.

- Your name will <u>not</u> show on any small group member lists that you are a member of - fellow group members and leaders will not see your name in the group's member list, and will not be able to contact you.

- You will <u>not</u> be able to use the Group Email functionality in the My Rotas and My Groups sections - you won't be able to send group emails or be able to receive group emails, meaning you could miss out on important communications.

We encourage you to review your **Privacy Settings** and set your **name** and <u>at least one means of contact</u> to be visible so that your community can function well. Do email data.protection@smw.church if you have any questions about your organisation's privacy policy.

You can be reassured that your name and any other basic contact details that you do choose to set visible to others...
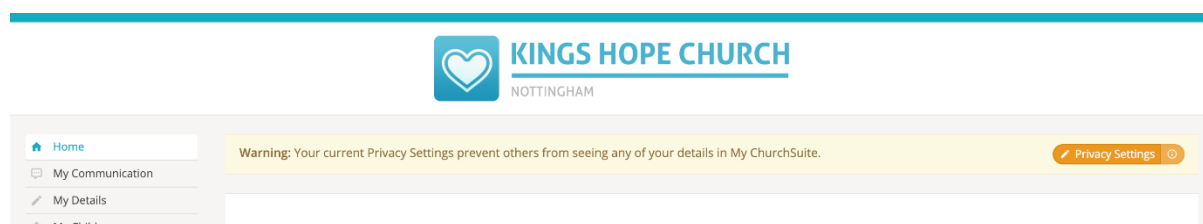
- will only be visible to other members who, like you, have been authorised and invited to use My ChurchSuite by your leaders,

- that you can manage your privacy settings in My ChurchSuite at any time in the future,

- that the only basic personal information that you can choose to share is your Name, Email, Mobile, Telephone and Address - no other personal information is shared (though it may be visible to you),

- that while parents can manage the personal information of each of their own children, children's details are not visible to others in My ChurchSuite

> unless a child is a member of a rota or small group, in which case their name only is visible to fellow rota members or fellow group members - no further child details are ever disclosed in My ChurchSuite,
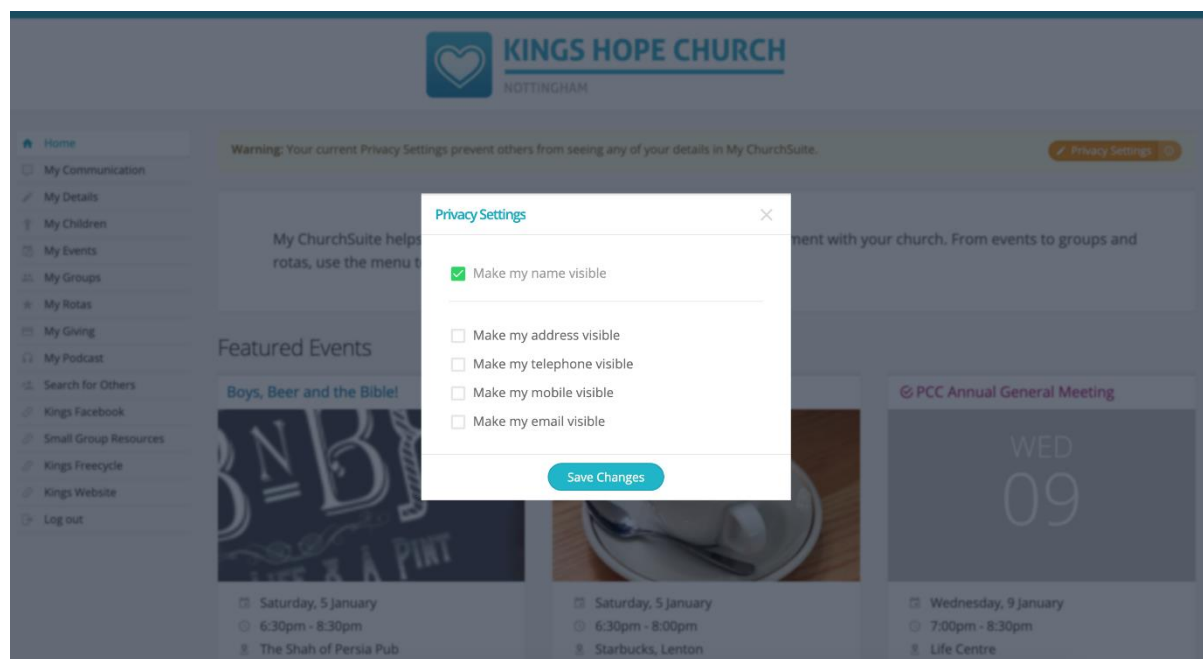
- that My ChurchSuite is secure.

How to review your privacy settings

Click the **Privacy Settings** button on the **Home** page.

The **Privacy Settings** pop-up window opens. Here you can now set which pieces of basic contact information you feel comfortable having visible to other members who also have My ChurchSuite access. Again, we encourage you to set your **Name** and at least one means of contact to be visible so that your My ChurchSuite member community can function well.

Click **Save Changes** to apply the changes. You can review your privacy settings at any time in the future by selecting the **My Details** menu option and select the **Privacy** tab in your personal profile.