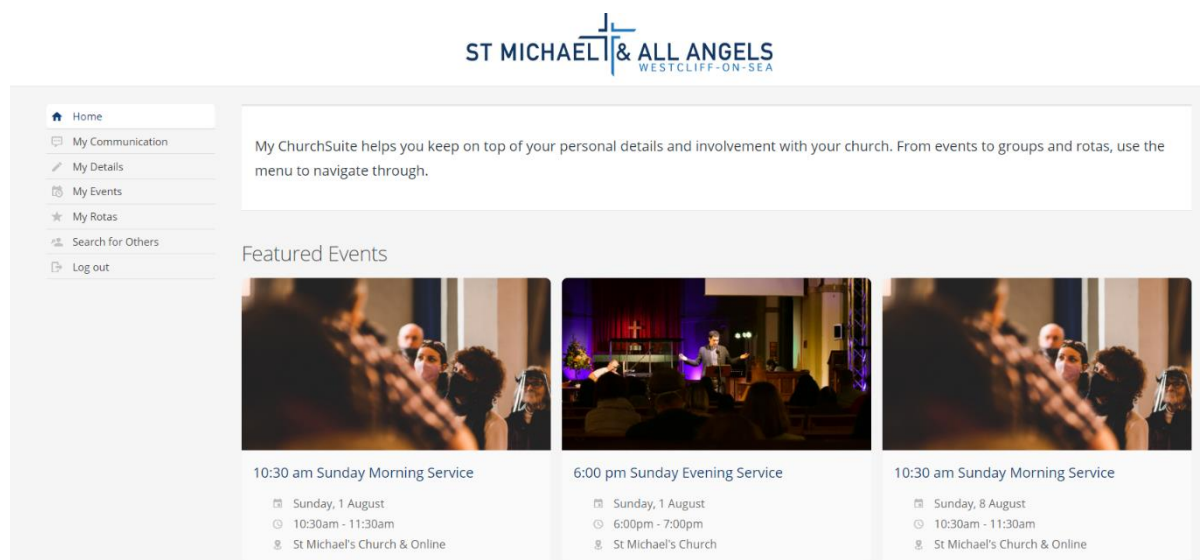My ChurchSuite user guide

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.

The Home page & My Details

The **Home** page displays a brief welcome message and shows the next three upcoming featured events at the church. Clicking on a featured event will take you straight into the event page to see further information about the event. You can even sign-up (if it's a sign-up event) – your contact details are pre-populated into the sign-up form. You can even pay for tickets by card for your church's 'pay' events – it's simple, secure and helps the church office with event management and administration.

Scrolling down the home page, there's a **My Communication** summary of your recent communications sent to you from your church – perhaps a rota reminder or the latest e-news bulletin.

And on the left is the **My Details** section, which shows a summary of the main contact information the church holds about you on the database. This information is only visible to you, unless you choose to set some of your basic contact details visible to others in the church through your privacy settings (see later).

Selecting the **My Details** menu option will open your **Details** page to enable you to review or update your personal information.

Updating your marital/relationship status

If you wish to provide your martial/relationship status then you can do this on the details screen. This is a way of connecting related contacts together. Some of the marital statuses require confirmation before the contacts will be linked. When you select **engaged**, **married** or **cohabiting** as a marital status, an email is automatically sent to the other person asking them to confirm the marital status. The contacts will only be linked when the other partner clicks the 'confirm' link in that confirmation email.

The Allow Directory Access is a green button which either indicates 'show contact details on directory' or 'do not show contact details on directory'.

On the **Login** tab you can change your password at any time...

A key area of interest will be your **Privacy** settings. While your contact details are never visible to anyone outside of your church, you can easily manage the level of basic contact information you are happy to be visible to other members in your church within My ChurchSuite. For example, it's helpful for at least a contact number and email address to be made visible, so that people can organise things like rota swaps. Note that only your **address**, **telephone**, **mobile** and **email** can be set visible (or not) – no other personal details, such as your date of birth or marital status, are ever visible to others.
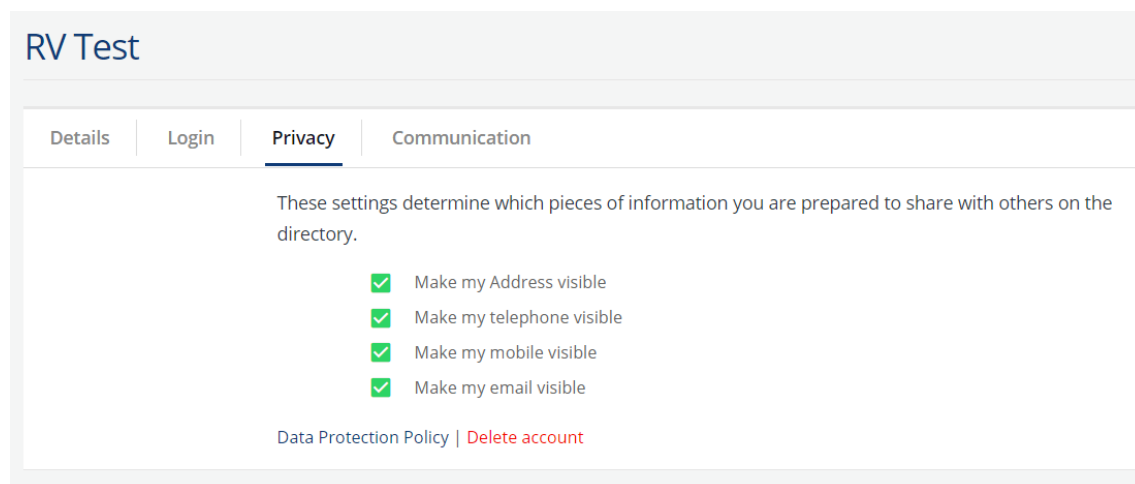
Importantly, no children's contact details are ever displayed in My ChurchSuite. Parents may be able to see and manage their own children's details (see below), but it is never possible to view the details of other children.

The **Communication** tab is where you'll manage your communication preferences – opting in or out of receiving general church communications and/or rota reminder communications. Do remember that opting out will prevent your church leaders from being able to keep in touch with you by these methods, meaning you may miss out on important church communications!

If you have opted out of receiving communications, or have hidden your details for others to see – your details will still be visible by the Staff at St Michaels, the Pastoral Team and the ChurchSuite administrators – they may use this for contacting you regarding personal matters, but at no stage will share your information with others in the fellowship without your permission.
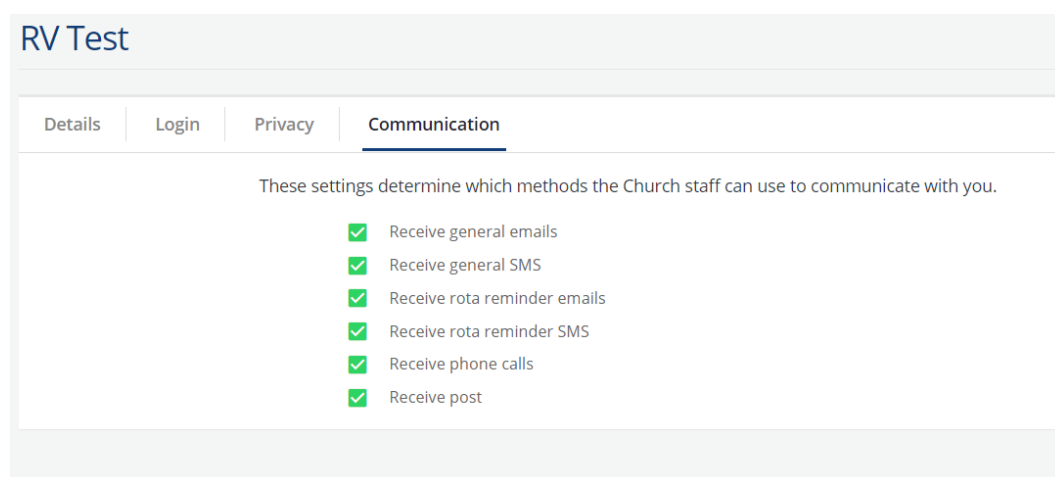
Remember to save any changes you make. Then press **Home** to return to the Home page once more.

Don't be invisible!

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.
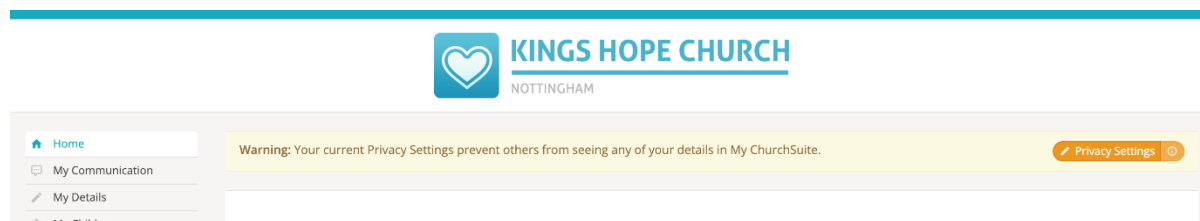
Being invisible in My ChurchSuite means that...

- 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 speak your your leaders if you have any questions about your organisation's privacy policy that are unclear. 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 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.