Church Center User Guide

We have introduced Church Center to enhance your experience as a parishioner and allow you to get better connected within the life of our parish. Before you access Church Center, you must be entered into our church membership database, including a mobile phone number and/or email address.

If you would like to be added to our database, confirm what information we have, or have any additional questions, please contact the church office at 386-734-1814 or info@stbdeland.org.

How To Access Church Center

Go to our secure website at stbdeland.churchcenter.com, or use the Church Center application by scanning the QR Code below from your mobile device.

IMPORTANT: When accessing Church Center for the first time, make sure you use the mobile phone number or email address we have in our database. This will properly authenticate your access, so you can use Church Center.

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Home Page

When you access Church Center, you will be taken to the home page. On this page you will see general contact information for our church, along with links to our social media platforms. Below this you can click/press on the "Subscribe" graphic to join our email newsletters.

Menu Items

When using the website, you will see a list of menu items at the top of the page. If using the mobile application, the list of menu items will be located at the bottom of the page. The list of menu items includes Home, Signups, Directory, and Give.

> Signups - You will see a list of all events that are currently available. Click/press on one of the events to see the details, including the option to "Register" if available.
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> Directory – Here is a list of parishioners who decided to be included in the church directory. Click/press on a specific parishioner to see the information they have listed, including the option to "Contact" them, if available.
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> Give - You can enter an amount to give, click/press "Next" and select the specific fund, frequency, and payment method for your gift. For more information, see My Giving.

Church Directory Access

To access the church directory, you must receive an email invitation from the church office, and select "Yes, share my information" to accept. **This is necessary to protect the personal information of other parishioners.** Once you have accepted the invitation, you need to indicate what personal information to include in the directory. For more information, see the Directory profile option under Profile and Settings.

Access the "Me" Page

For both the website and mobile application, you will click/press the "Me" image at the top right of the page to access the "Me" page. This is where you can view your personal information, including profile & settings, schedule, activity & involvement, and my giving.

If you make changes to your personal information, be sure to save these changes before leaving the page. Click/press on "Update" at the top of the page when using the mobile application, or "Save changes" at the bottom of the page when using the website.

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Profile And Settings

To view your personal profile and settings, access the "Me" page and click/press "My profile & settings", where you can view/change the following options:

> <u>Contact & profile information</u> – This is where you can make changes to items like your email address, phone number, address, gender, marital status, anniversary, and medical notes.
>
> <u>Photo</u> – To add/update your profile photo, click/press the "Contact & profile information" option. Click/press on the image to the left of your name to make changes. **Please be sure the photo you select is just of you alone, recent, and appropriate for sharing.**
>
> <u>Household</u> – Here are individuals who are included in the same household with you. This should be people who live at the same address and should be associated together. Click/press on each of the individuals listed to make changes to their Contact & profile information.
>
> <u>Directory profile</u> – Here you can place a check mark next to each item of personal information to be included in the church directory. **It is our recommendation that you include your photo, birthdate, address, and "Allow others to contact me" for each adult in your household.**

Schedule

There are many ways to get connected in the life of our parish using Church Center. This includes when you register for an upcoming event under Signups, when you are a member of a Group, or when you volunteer at a service or event scheduled with Planning Center (part of Church Center). To keep up with all your events, Church Center maintains a schedule just for you.

To view your Church Center schedule, access the "Me" page, then under the "Schedule" section you will see your upcoming events. Click/press on one of the events in the list to see the details.

If you subscribe to your Church Center schedule, then upcoming church events will automatically show up on your personal calendar. Using the website you click/press on "Subscribe" or using the mobile application you click/press on "Actions", then select "Subscribe to calendar feed".

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Activity and Involvement

Various groups within our church use Church Center to enhance collaboration among their members. If you are a member of one of these groups, you should use Church Center to view your group information.

To view group information, access the “Me” page, then under the “Activity & Involvement” section you will see all groups you’re a member of. Click/press the group name/image to view/change the following options for that group:

> Chat – This is like text messaging on a cellphone and is appropriate for short messages only. Click/press on each of the conversations listed to view the specific messages within that conversation. Click/press on an existing message to add an emoji (like thumps up/down) or you can add a new message to the conversation at the bottom of the page.
>
> Events – If the leader(s) of your group have added an event, like an upcoming meeting, you will see them listed here. Click/press on an event to see the details and add your RSVP response, if you will be attending or not.
>
> Resources – If the leader(s) of your group share something, like a document or web link, you will see them listed here. This is the primary way to share files with the group, but only the leader(s) can add them.
>
> Members – Each member of the group will be listed with their specific role, such as leader or member. Click/press on each member to see their contact information. To share your contact information with other members of the group, click/press “Edit visible info” under your name and place a check mark by each item you want to share. These selections will only apply to this specific group, or you can check “Apply to existing groups” to apply them to all other groups.

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My Giving

To view information about your church contributions, you would access the “Me” page, then click/press “My giving” near the bottom of the list. From the “My giving” page you will be able to view/change the following options:

Donation history – You will see any donations (online, check, or cash) that you have made. This will include the date, amount, and specific fund the donation was applied to. The most common fund used will be “General”, which is where donations are applied that can be used as needed to cover all expenses for the church.

Recurring donations – Here you will see any recurring (online) donations that will be automatically processed. If you have none listed, you can click/press “Add recurring donation” and enter the amount, fund, frequency, starting date, and existing payment method to create a new one. You can also select to cover the processing fees, which reduces the expense we must pay to receive your donation.

Payment methods – You will see any existing payment methods for online donations (one time or recurring). If you have none listed, you can click/press “Add payment method”, select a credit card or bank account, then enter the specific details to add a new one. **It is our recommendation to use a bank account, since the amount of processing fees is significantly lower than with a credit card.**

Pledges – Here are any pledges that have been established, and the progress of donations towards this pledge. Pledges are established during our annual stewardship campaign, but you can contact the church office to establish one at any time.

Statements – Here are any statements that reflect your donation history, which can be downloaded for your records. These are always generated at year end but could also be done at various times during the year. When a statement is generated, you will be notified via email so you can download it**. It is our goal to make statements available online in Church Center, reducing the amount of postage and processing to mail them individually.**

Group Leaders

If you have been assigned as a group leader in Church Center, you have some additional options available for the management of the group. It is important that you use these options to encourage activity and involvement within the group.

To view group information, access the "Me" page, then under the "Activity & Involvement" section you will see all groups you are a member of. Click/press the group name/image to access the following leader options:

Chat – Most groups allow all members to start a new conversation. However, some groups only allow the leader to do this, which it would be your responsibility to start new conversations. Once a conversation has been started, all members of the group can post a message.

Events – It is your responsibility to add upcoming events for the group. **This is important to ensure proper notification and reminders get sent to all the members.** You can also view the RSVP information submitted by each member to know who would be attending. Finally, during the event you can take attendance to record who was present.

Resources – You are responsible to add/remove resources for the group. When adding a new resource, you must indicate if this resource is for all members or just leaders. **It is important that any documents added be a PDF (Portable Document Format) file so that each member can view them.** In addition, you should periodically remove all items that are no longer needed.

Members – You can add/remove members of the group and promote any member to a leader, if needed. Also, you are the only person that can send an email to the entire group, which is very helpful when you want to communicate with all members at once.