

Member Training on ChurchDB

Why do I need to know this information?

- You will be able to update your personal information on the church database.
- You will be able to pull directory information on-demand for either the entire church or selected families
- You will be able to indicate an interest in any committee, program or team, which will be immediately communicated to the leader of that entity.
- You will be able to see your pledge information and pull reports that show your financial contributions to the church.

Accessing ChurchDB

- Hyperlink on top of church web site home page
- Direct address: <https://www.churchdb.com/churchdb/Login.asp?iOrgzKey=74>
- Enter User ID and Password (provided)
- Click Login button
- For selected individuals, you may have to select Member or Staff role

Modules to cover (left bar):

- Directory
- Family Info
- Groups
- Stewardship

Directory

- Click on Directory module
- Enter first few letters of last name (leaving blank generates a full directory, viewable 25 families at a time)
- Click on “Search for Members”
- You can also create a Directory as a PDF report (suitable for printing) or as a CSV report (suitable for manipulation). When ChurchDB creates a CSV report, you also need to click the hyperlink that says “Download the CSV File” – very handy for creating lists of phone numbers or emails.
- If you see [*Address is Private*] in the on-line report or “Not Published” in the CSV, it means this family has not given permission to publish this information. You are able to change your own settings as described in the Family Info > Privacy section below

Family Info

- You can **View/Edit** your own personal data on ChurchDB
 - Key information at Family level: Address, home phone (not cell), email (if applicable to entire family)
 - Key information at Family Member level: Cell phone, personal email, and lots more
- **Change Password** (and/or User ID)
- **Privacy** (on top menu): This controls what gets published in the directory.

- If a record doesn't exist, nothing will be published – defaults to publishing nothing (except Head of Household (HoH) names in the directory. To create a record, you need to check the box “Check this box to override directory listing defaults by creating a privacy record for this family.”
- Entries in the Family row propagate down to all members of the family
- Entries in the Family Members row(s) override anything set at the Family level
- **Ministry Sign-up:** This is where Members and Friends can indicate an interest in any of the Committees, Ministry Programs or Staff needs of the church (categories explained later)
 - When someone signs up, the system adds them to the Group list as “Interested”.
 - There is a link to “learn more” (discussed later)
 - System generates an email to the Group leader

Groups

- **Structure (hierarchy):** ChurchDB organizes all groups according to function:
 - **Ministry:** These are the programs of the church, and the Ministry groups are further grouped by “area”. The “areas” defined for our church map to the Program Board positions, plus separate groupings for Neighborhood Network and Covenant Groups. As a matter of procedure, the Program Board member is included as a leader of the group.
 - **Organization:** These are the entities in the church that are either elected, appointed or defined by some other position. These groups are not visible to individual members for sign-up.
 - **Committee:** Formally defined councils, committees and task forces under the auspices of the Board of Trustees or Program Board. This does not include groups that are often referred to as “committees” (see Staff below). Committees meet, deliberate, discuss, decide and/or recommend.
 - **Staff:** Groups of volunteer Members and Friends who support the church's administrative, facilities, program, RE and technical functions
 - **Other:** These are reserved for Children & Youth Religious Education use
- **myGroups** (on top menu) lists all the groups you are assigned as leader and as member
 - You can see the **Details** of the group: Description, Leader, web site, email.
- **eGroups** (on top menu) are derived from myGroups. eGroups give you the ability (in some cases – controlled by the Group leader) to send emails to all eGroup members using a dynamic alias generated by ChurchDB.

Stewardship

- **Talent:** Here you can check off any of your labor/skills that the church might make use of. They are prefixed by category: Admin(istrative), Lands(cape), Maint(enance), Pr(o)gr(a)m, Rel(igious)Ed(ucation), Techs(upport) and W(o)rsh(i)p.
- **Treasure:** Here you can find your pledges and contributions. You can also make a new pledge here, but I haven't investigated system behavior here yet, so leave that one alone now until you hear differently.