

# My ChurchSuite User Guide

## Introduction

My ChurchSuite is the member-facing side of ChurchSuite.

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## 1. Getting started

It's important to say at the outset that access to My ChurchSuite for any member is granted by invitation only; a process that begins with you being sent an email invitation; so, **it's important we have your correct email address**. If you've not received your invitation, get in touch with the church office. The invitation email contains a unique login-link that is used to access My ChurchSuite for the first time and to set your password.

My ChurchSuite is not available for children (under 18) contacts for data protection and safeguarding reasons.


For the purposes of this guide, screenshots taken from within a browser environment.

To log in, click on or type this into your browser [login.churchsuite.com](https://login.churchsuite.com) and follow the on-screen instructions to search for Cirencester Baptist Church. Next, enter your **email address**, and when prompted, your **password**. Click **Login**. Also note the option to request a password reset email by clicking **Forgotten Password**.

CIRENCESTER   
BAPTIST CHURCH

Cirencester Baptist Church

Enter your password



Steven Chandanam  
My ChurchSuite


.....|

Next

Forgotten Password?

Back

Once you've successfully logged in, you'll be taken to the My ChurchSuite **Home** page.

CIRENCESTER   
BAPTIST CHURCH

Home

My Communication

My Details

My Children

My Events

My Rotas

My Podcast


Search for Others

Weekend Away

Gift Aid Declaration

Our aim is to be a loving community of disciples of Jesus, following him, growing in him, and witnessing to him through words, works, and wonders.

Steven Chandanam





07910 636 550

01285 656 747

schandanam@live.com

My Communication

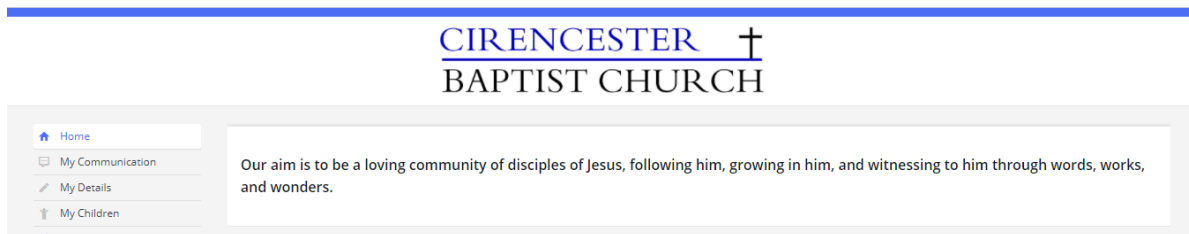
 [Cirencester Baptist Church] Gift Aid Declaration Form  
21 SEPTEMBER 9:13AM

 Audio & Visual Rota Reminder  
20 SEPTEMBER 8:01AM

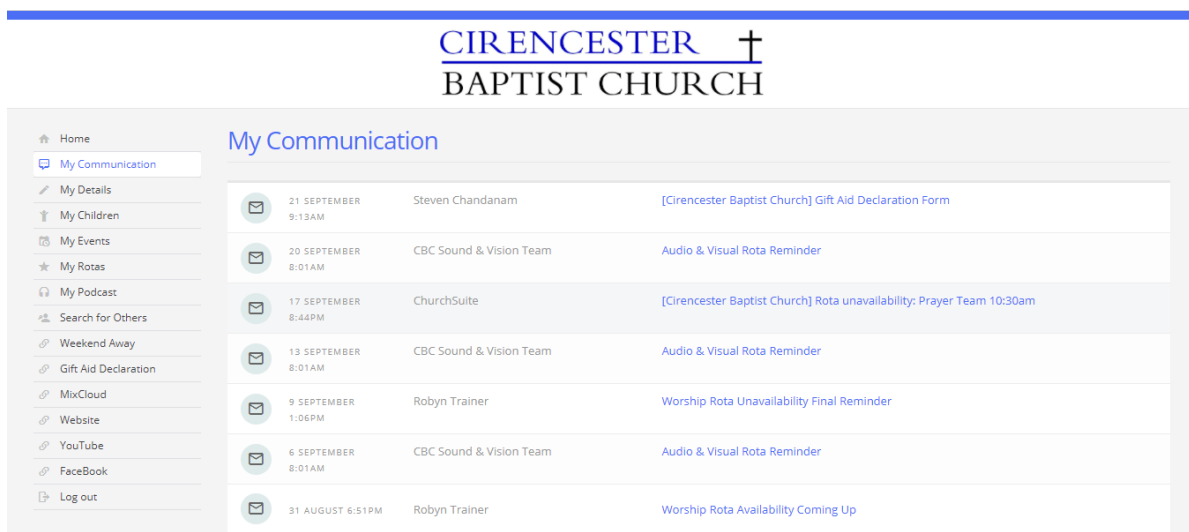
Navigation in a web browser is via the **Menu** on the left-hand side of the screen. We'll now work through each of the menu options in turn.

## 2. Home

The **Home** page displays a brief welcome message and shows the next three upcoming featured events at our church (if any). 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).



## 3. My Communication is a summary of all the recent communications sent to you from the church – perhaps a rota reminder.



## 4. My Details shows a summary of the main contact information the church holds about you on its 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 below). It enables you to review or update your personal information, perhaps adding missing information – that's always helpful to the church.

**CIRENCESTER BAPTIST CHURCH**

Steven Chandanam

Save Changes or Cancel

Home My Communication My Details **Details** Login Privacy Communication

My Children My Events My Rotas My Podcast Search for Others Weekend Away Gift Aid Declaration MixCloud Website YouTube FaceBook Log out

Name \* Steven Chandanam

Sex -

Date of Birth - - -

Marital Status -

On the **Login** tab you can change your password.

Steven Chandanam

Save Changes or Cancel

Details **Login** Privacy Communication

Email schandanam@live.com

New Password

Confirm Password

Save Changes or Cancel

A key area of interest will be your **Privacy** settings. While your contact details are never visible to anyone outside of our church, you can easily manage the level of basic contact information you are happy to be visible to other members in our church within My ChurchSuite. 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.

Steven Chandanam

Save Changes or Cancel

Details Login **Privacy** Communication

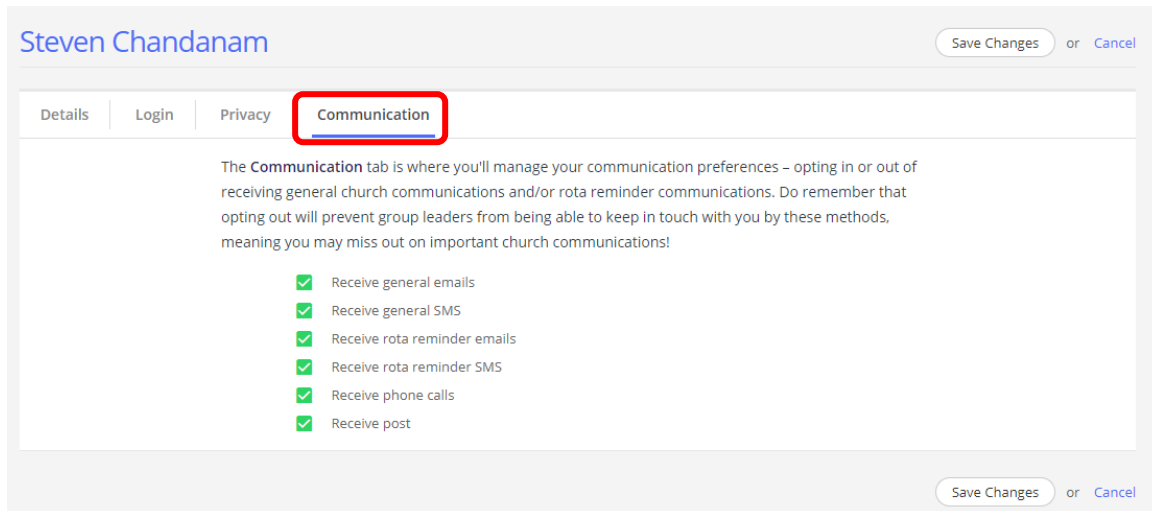
While your contact details are never visible to anyone outside of the church, you can easily manage the level of basic contact information you are happy to be visible to other members in your church within My ChurchSuite. For example, it's helpful for at least a contact number and email address to be 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 visible to others.

- ☒ Make my address visible
- ☐ Make my telephone visible
- ☒ Make my mobile visible
- ☒ Make my email visible

Save Changes or Cancel

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 the church from being able to keep in touch with you by these methods.



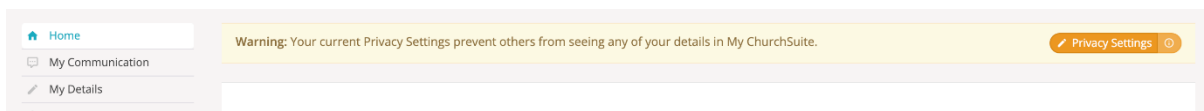
The screenshot shows a user profile page for 'Steven Chandanam'. At the top right are 'Save Changes' and 'Cancel' buttons. Below the name is a navigation bar with tabs: 'Details', 'Login', 'Privacy', and 'Communication'. The 'Communication' tab is highlighted with a red box. Below the tabs, a text block explains the purpose of the tab. Underneath, there is a list of communication preferences, each with a green checkmark icon indicating it is selected:

- ☒ Receive general emails
- ☒ Receive general SMS
- ☒ Receive rota reminder emails
- ☒ Receive rota reminder SMS
- ☒ Receive phone calls
- ☒ Receive post

At the bottom right of the form are 'Save Changes' and 'Cancel' buttons.

Remember to save any changes you make. Then press **Home** to return to the Home page.

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

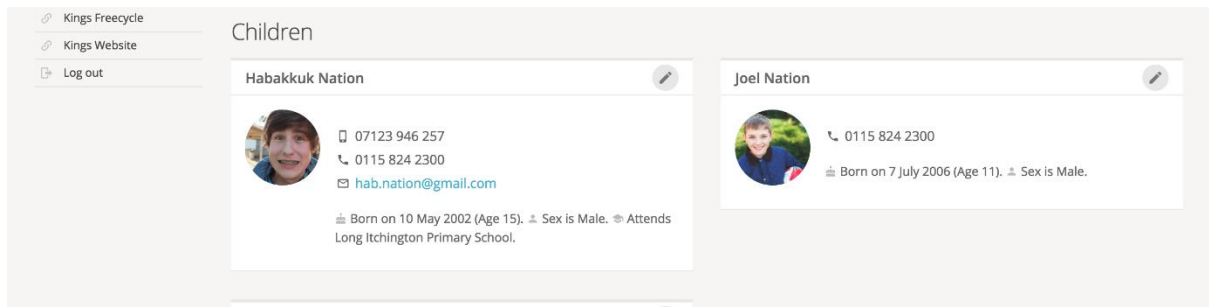


The screenshot shows the 'Home' page of My ChurchSuite. On the left is a sidebar menu with 'Home' (selected), 'My Communication', 'My Details', and 'My Children'. A yellow warning banner at the top right states: 'Warning: Your current Privacy Settings prevent others from seeing any of your details in My ChurchSuite.' To the right of the warning is a 'Privacy Settings' button with a gear icon.

We encourage you to review your **Privacy Settings** and set your **name** and at least one means of contact to be visible. You can be reassured that your name and any other basic contact details that you do choose to set visible to others...

## 5. My Children

The **My Children** menu is only visible to parents. The **My Children** page enables parents to manage the information for each of their children. Parents can even add new children without needing to ask someone in the church office to do it for them!



Just like the **My Details** page for adults, clicking on the pencil icon in the top-right corner of a child will take parents into the **Details** page for that child, where they can update or add missing information, such as medical conditions, allergies, or additional needs.

The screenshot shows the 'Details' page for 'Habakkuk Nation'. The 'Details' tab is highlighted with a red box. The form contains the following fields:

- Name: Habakkuk Nation
- Middle Name: (empty)
- Formal Name: (empty)
- Sex: Male
- Date of Birth: 10 May 2002
- Child's Email: hab.nation@gmail.com
- Child's Mobile: 07123 946 257
- Additional Email(s): (empty)

At the bottom, there is a note: 'Additional parent email for communication.'

The child's **Communication** page is where parents manage their child's communication preferences – opting them in or out of receiving general church communications and/or rota reminder communications. Do remember that opting out will prevent the church leaders from being able to keep in touch with the child by these methods.

The screenshot shows the 'Habakkuk Nation' website interface. At the top right, there are buttons for 'Save Changes' and 'Cancel'. Below the header is a navigation bar with three tabs: 'Details', 'Communication' (which is highlighted with a red box), and 'Photo/Video Consent'. The main content area contains a paragraph explaining communication preferences, followed by a list of six options with checkboxes:

- ☒ Receive general emails
- ☐ Receive general SMS
- ☒ Receive rota reminder emails
- ☒ Receive rota reminder SMS
- ☐ Receive phone calls
- ☐ Receive post

Finally, the **Photo/Video Consent** page is where parents can manage their child's photo and video consents for internal and external presentations.

The screenshot shows the 'Habakkuk Nation' website interface. At the top right, there are buttons for 'Save Changes' and 'Cancel'. Below the header is a navigation bar with three tabs: 'Details', 'Communication', and 'Photo/Video Consent' (which is highlighted with a red box). The main content area contains the text 'I give photo/video consent for:' followed by two options with checkboxes:

- ☒ Internal presentation, e.g. Sunday services
- ☒ External presentation, e.g. online

## 6. My Events

The **My Events** section is our church's events **Calendar** showing upcoming featured events and a searchable calendar of future events. If you've signed up to a future event, if you oversee a future event, or if you've been sent an invitation to a future event, you'll see that information surfaced within two additional tabs.

Home

My Communication

My Details

My Children

My Events

My Groups

My Rotas

My Giving

My Podcast

Search for Others

Need help?

Contact the office

Kings Website

Sunday Service ONLINE

Kings Freecycle

Log out


My Events

Calendar

My Events

My Invites

Featured Events




**My greatest adventure**

Watch Bear's story  
Alpha.org


**Alpha Course - Summer 2021**

Friday, 16 July  
7:00pm - 9:00pm  
Kings Hope Church



**Pancake Spectacular!**

Friday, 16 July  
7:00pm - 10:00pm  
Kings Hope Main Auditorium



**NEWCOMERS DINNER**


Saturday, 17 July  
7:00pm - 9:00pm  
Paul's House

Events

Next 5 weeks


Mon	Tue	Wed	Thu	Fri	Sat	Sun
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Search



**Alpha Course - Summer 2021**

Friday, 16 July 7:00pm - 9:00pm Kings Hope Church



**Pancake Spectacular!**

Clicking on any event in a list will open the event page to view, giving you further information about that event, and where applicable you may be able to **sign-up**, (and for 'pay' events, to pay for tickets online). All your details are pre-populated into an event's sign-up page, so it's easy to complete an event sign-up form with just a few clicks.

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Alpha Course - Summer 2021



**My greatest adventure**

Watch Bear's story  
Alpha.org

Friday, 16 July 2021  
7:00pm - 9:00pm  
Kings Hope Church

Sign Up

Sign Up

About

Over 27 million people worldwide have now attended an **Alpha course**, taking the opportunity to explore the meaning of life in a relaxed and non-pressured social environment.

Alpha is designed for people who are interested in finding out more about the Christian faith. There is a meal, followed by a thought provoking talk, then a chance to ask questions and discuss in a small group context.

Alpha is ideal for anyone asking questions about faith and interested in exploring ideas. It's also good for new Christians, newcomers to church and those wanting to brush up on the basics. It's totally free and you're not tied into anything.

Missed a talk? You will find them all [here](#).



## 7. 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.

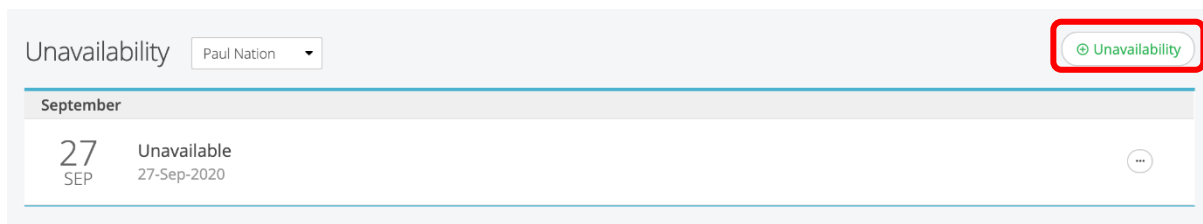
At the top of the My Rotas page is the **Next Serving** section listing your upcoming serving and that of your linked family members – the dates, rotas and roles assigned.

The screenshot shows the 'My Rotas' page for CIRENCESTER BAPTIST CHURCH. The page has a sidebar with navigation links: Home, My Communication, My Details, My Children, My Events, My Rotas (selected), My Podcast, Search for Others, Weekend Away, Gift Aid Declaration, MixCloud, Website, YouTube, Facebook, and Log out. The main content area is titled 'My Rotas' and features a 'Next Serving' section for Steven Chandanam. Below this, there is a calendar view for September and October. The calendar shows the following rotas:


















Month	Date	Day	Service	Role	Status
September	26	SUN	Audio & Visual 10:30am July - Sept 2021 Sunday - 10:30am Celebration Service	Camera Operator	
October	03	SUN	Audio & Visual 11 days - 10:30am Celebration Service	Camera Operator	Accepted
October	10	SUN	Speaking & Leading 6:30pm 3 weeks - 6:30pm Informal Service	Leader	Accepted
October	17	SUN	Audio & Visual 4 weeks - 10:30am Celebration Service	Camera Operator	Accepted

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 and identifying gaps ahead of time.

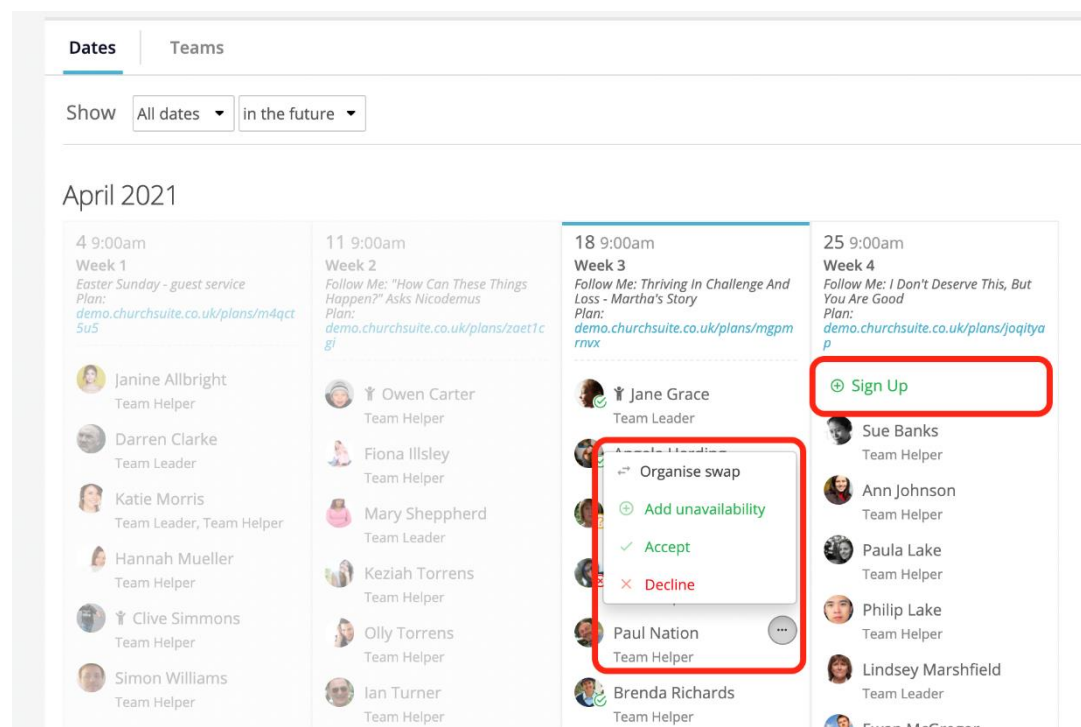


Finally, below the Unavailability section is a list of all your **Rotas**. Rotas with a pencil icon represent rotas that you oversee; those without a pencil icon are rotas that you belong to. Once a rota ends or your final date on a rota passes, that rota will disappear from the list. Rotas with a green 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, create rotas and work on them without them being visible to rota members until they are ready to be published.

	<b>Audio &amp; Visual 10:30am July - Sept 2021</b> Jul → Sep 2021 - 10:30am Celebration Service	
	<b>Audio &amp; Visual 6:30pm July - Sept 2021</b> Jul → Sep 2021 - 6:30pm Informal Service	
	 <b>Duty Deacon</b> Sep → Oct 2021 - 10:30am Celebration Service	
	 <b>Prayer Team 10:30am</b> Sep → Oct 2021 - 10:30am Celebration Service	
	 <b>Prayer Team 6:30pm</b> Sep → Oct 2021 - 6:30pm Informal Service	
	<b>Speaking &amp; Leading 10:30am</b> Sep → Nov 2021 - 10:30am Celebration Service	
	<b>Speaking &amp; Leading 6:30pm</b> Sep → Nov 2021 - 6:30pm Informal Service	

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.



Selecting **Organise swap** enables you to record details of the person with whom you have already decided 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 ChurchSuite. The form is titled 'Organise swap' and is part of the 'Audio & Visual (03-Oct-2021 - 10:30am Celebration Service)' section. It contains the following fields: 'Team' (Audio & Visual), 'Date' (03-Oct-2021), 'Swap with' (a dropdown menu with '-- Select person --' and a note 'Select the person you're swapping with.'), and 'Return swap' (a dropdown menu with '-- Select person --' and a note 'If applicable, when returning a swap, rota members will inherit each other's assigned rota role(s)'). At the bottom right, there are buttons for 'Save Changes' and 'Cancel'.

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.

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

Dates

Members

Show

All dates ▾

in the future ▾

December 2018

2 10:30am

SUPA Week 1

Family service 🙏

Theme: Did Adam have a belly button?

6 / 8

👤 Sign Up

Team Leader

2

👤 Ryan Lawson

👤 Oliver Russell

Team Helper

4

9 10:30am

SUPA Week 2

Sunday: Advent 2 🌿

Theme: Incarnational Living - Doing Life Jesus' Way

Bible: John 1:1-14

5 / 8

👤 Sign Up

Team Leader

2

👤 Robert Patrick

👤 Joe Thomas

Team Helper

3

16 10:30am

SUPA Week 3

Baptism service - lots of guests expected

7 / 8

👤 Sign Up

Team Leader

2

👤 Pete Jacobs

👤 Ian Turner

Team Helper

5

👤 Sam Bradlow

23 10:30am

SUPA Week 4

6 / 8

👤 Sign Up

Team Leader

1

👤 Stuart Morris

Team Helper

4

👤 Thomas Clark

👤 Debbie Gretton

30 10:30am

SUPA Week 4

6 / 8

👤 Sign Up

Team Leader

1

👤 Stuart Morris

Team Helper

4

👤 Thomas Clark

👤 Debbie Gretton

...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.

## 8. My Podcast

CIRENCESTER  
BAPTIST CHURCH

Home  
My Communication  
My Details  
My Children  
My Events  
My Rotas  
My Podcast  
Search for Others  
Weekend Away  
Gift Aid Declaration  
MixCloud  
Website  
YouTube  
FaceBook  
Log out

My Podcast

1-12 of 12 ← →

Two Pastors in a Pub Podcast

Episode 12: Is There A Global Conspiracy?

Two Pastors in a Pub Podcast

Episode 11: Are Superstitions Real?

Two Pastors in a Pub Podcast

Episode 10: Why Isn't God More Obvious?





## 9. Search for Others

This is our church's contact directory provided for church members only.

### Search for Others

1-50 of 209   ←   →


🔍

	John Abraham	
	Stuart Abraham	0115 958 33613
	Gemma Alexander	
	Joe Alexander	<a href="mailto:joe@adams.com">joe@adams.com</a> 07970 123 456

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.

#### Contact Details

 ✕



**Jim Andrews**

📞 07876 609 163

☎ 01275 673 815

✉ [james.andrews@andrews.com](mailto:james.andrews@andrews.com)

📍 75 Highcliffe Road, Nottingham, NG7 1AR

🏠 Main Site

Electoral Roll Not on Electoral Roll

🗺 Load in Maps

## 10. External Links

🔗 Weekend Away

🔗 Gift Aid Declaration

🔗 MixCloud

🔗 Website

🔗 YouTube

🔗 FaceBook

The remaining items you might possibly see on the My ChurchSuite menu after "Search for Others" are "external links". These are links to websites and resources that we have set up for you.