



USER GUIDE

Church Community Builder



January 2018

User Guide – Church Community Builder

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User Guide – Church Community Builder

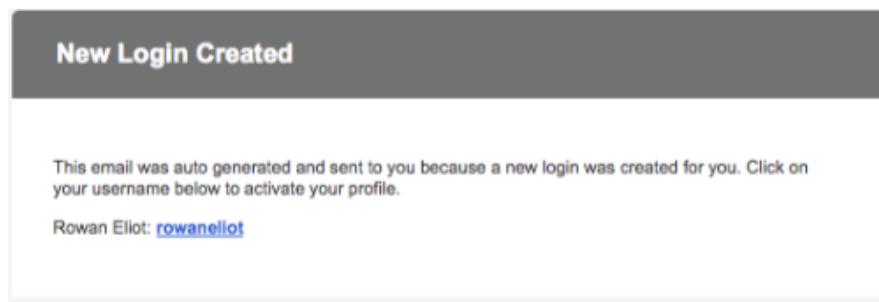
Welcome to the St. Tim's Connect online church community!

St. Timothy's Lutheran Church has provided this tool to help you get better connected with our church family. You'll be able to find groups to get involved in, see events you might want to attend, see your pledges and offerings, and help meet the needs of others in our church community. St. Timothy's church family information in the Church Community Builder (CCB) software is not shared with others.

This guide has been prepared specifically for all users to acquaint you with the great time-saving features for communicating with church family members and, if applicable, with your group or team ministry leaders and fellow members. Using CCB, it is easy to send an email to any church family member listed, to change your profile information, to access information about any groups or teams you belong to, to view any upcoming serving commitments or meetings, to view your calendar and to view the church-wide calendar of events.

LOGGING IN

Once a login is assigned, you will receive an email with your username and a link St. Tim's Connect.



Tip: When this link brings you to CCB, you may want to add it to your **Favorites/bookmarks on your internet browser** for ease of access in the future. If you cannot locate your link, enter sttims.ccbchurch.com in your web browser. There is also a link on the church website www.stlcsj.org

The login page for St. Tim's Connect. It features a blue header bar with the word "Login". To the right, there are fields for "Username" and "Password", a "Login" button, and links for "Forgot username or password?" and "Sign Up | Mobile login". On the right side, there is a large logo for "StTim'sconnect" with a blue dot. Below the logo, text reads: "Welcome to the St. Timothy's Online Church Community! We have provided this tool to help you get better connected with our church family." Another line of text says: "You'll be able to see calendars & events, find groups to get involved in, and find other opportunities to serve on another." At the bottom of the page, a copyright notice reads: "© 2000–2016 Church Community Builder. All Rights Reserved. Privacy Policy".

If you are experiencing problems logging in, contact Beth at info@stlcsj.org or contact the church office at 408-264-3858.

CHANGING YOUR PASSWORD

If at some later time you wish to change your password, go to your [Home](#) page and click your name.

Click on your name and in the dropdown menu, click on [username/password](#) and follow the instructions. Don't forget to [Save](#).



St. Timothy's Lutheran Church

WELCOME RECENT ACTIVITY MESSAGES FORMS

MY GROUPS

Maverick the Dog Our Church
1st Grade

A screenshot of the St. Timothy's Lutheran Church website homepage. The header includes the church name, navigation links for Welcome, Recent Activity, Messages, and Forms, and a My Groups section. A large banner image shows a sunset over mountains with a cross on top. Below the banner is a welcome message and a paragraph about the online community's purpose.

WELCOME TO ST. TIM'S CONNECT!!

We are a family of believers committed to living as disciples of Jesus and supporting others in their faith-walk with Christ. We are oriented around people, not programs. Our goal is to "make disciples." The online community is an extension of that goal. It is not meant to replace face-to-face fellowship or ministry. Instead it is a tool to supplement the limited 'facetime' that we have each week.



MY GROUPS

Maverick the Dog Profile Communication Settings Edit Profile Availability To Serve Username / Password Privacy Settings Logout

A screenshot of a user profile page from the St. Timothy's Lutheran Church website. The profile picture is Maverick the Dog. The sidebar on the left lists 'MY GROUPS' with 'Our Church' and '1st Grade'. The main content area shows a large banner image of a sunset with a cross. The right sidebar contains profile settings: Profile, Communication Settings, Edit Profile, Availability To Serve, a link to 'Username / Password' which is circled in red, and Privacy Settings. At the bottom are Logout and other account links.

YOUR HOME PAGE

When you log in to CCB, the system will bring you to your personal **Home** page. You can return to your **Home** page at any time by simply clicking "Home" in the menu. Your **Home** page shows recent activities, messages, and church forms as well as which group(s) you belong to and people. Click on these titles to view more details.

Tip: Click on "Menu" to collapse this column.

St. Timothy's Lutheran Church

WELCOME RECENT ACTIVITY MESSAGES FORMS

WELCOME TO ST. TIM'S CONNECT!!

We are a family of believers committed to living as disciples of Jesus and supporting others in their faith-walk with Christ. We are oriented around people, not programs. Our goal is to "make disciples." The online community is an extension of that goal. It is not meant to replace face-to-face fellowship or ministry. Instead it is a tool to supplement the limited 'facetime' that we have each week.

Calendar

Home

Groups

People

Serve

Give

Return to home page here

Maverick the Dog

MY GROUPS

Personal settings & Profile

Our Church

1st Grade

VIEWING AND EDITING YOUR PROFILE

Click on your name in the upper right corner then on "Profile."

St. Timothy's Lutheran Church

MAVERICK THE DOG

4081234567

Address: Maverick the Dog
5150 Doggie Lane
Dogtown, CALIF 95124
United States
View Map

Profile tabs

ACTIVITY FAMILY INFO INVOLVEMENT FINANCIAL SERVING

Sorry, there is no activity to show at this time.

Actions

Fill out a form...
Download contact card

Profile Settings
Edit profile
Set communication prefs
Change username/password
Update privacy

Family
Edit family profile

Activity: lists your activity in St. Tim's connect (event added, file uploads, etc.)

Family: lists your family info & members and your family position (primary contact, spouse, child)

Info: lists your personal info such as birthday, marital status, etc.

Involvement: lists which groups, positions, events, serving, etc. you are presently involved in

Financials: see your offerings and pledges

Serving: lists your serving preferences and the dates which you are unavailable

To change or edit any of your profile information in CCB, click on **Edit profile** under **Actions**. Parents, please note that you can edit your child's profile by clicking on your child's name under your **Family** profile tab and then clicking on **Edit profile** on his or her Home page.

MAVERICK THE DOG



Mobile
4081234567 (Preferred)
maverick.the.dog@dogmail.com
Phone: (408) 555-0000 Home
 4081234567 Mobile (Preferred)
Address: Maverick the Dog
 5150 Doggie Lane
 Dogtown, CALIF 95124
 United States
[View Map](#)

Actions

[Send an email](#)
[Fill out a form...](#)
[Download contact card](#)

Profile Settings
[Edit profile](#) **(Red circle)**
[Availability to serve](#)
[Set communication prefs](#)
[Change username/password](#)
[Update privacy](#)

Family
[Edit family profile](#)

Select the appropriate tab, make your change(s) and then click **Save**. For example, if your telephone number or address has changed, you can change them in your profile, under the **Basic** and **Address** tabs respectively. You can add a profile photo on the **Basic** tab.

Basic **Address** **My Fit** **Social** **Custom Fields** **Plugged In**

Maverick the Dog [More name fields...](#)

Mailing Address [Copy address from...](#)

Area of Town Choose...

Street 5150 Doggie Lane [Map](#)

City Dogtown [Map](#)

State CALIF [Select...](#)

Postal Code 95124 [Map](#)

Country United States [Select...](#)

Carrier Route

[More addresses \(work, home, other\)...](#)

[Cancel or Save](#)

Tip: You can enter all your changes at once, even in different tabs, and then click **Save** at the bottom of your last page. All your changes will be captured.

Basic **Address** **My Fit** **Social** **Custom Fields** **Plugged In**

Maverick the Dog [More name fields...](#)

Personal

Photo Choose File No file chosen Delete Photo

Family Position Primary Contact

Gender Male

Date of Birth Dec 27 2012 [Why the year?](#)

Marital Status Single

Anniversary Month Day Year

Any Allergies? Yes No Not specified [Allergies/ Special Instructions](#) (used by Check-In system)

Contact

Email [Map](#)

Mobile Phone 4081234567 [Map](#)

Mobile Carrier Turned off... [Map](#)

Home Phone (408) 555-0000 [Map](#)

Preferred Number Mobile Home Work None [More contact fields...](#)

[Cancel or Save](#)

Tip: You can select a **preferred phone number** (the phone you want to be called on) in the basic tab. Select whatever phone number is your preference and hit save. You can see your other phone numbers if you click the “[More contact fields](#).”

If you select “none” then your mobile phone will show as the “big number” (without it saying “preferred”). If there is no mobile number, then your home phone will be the “big number.”



Mobile
4081234567 (Preferred)
maverick.the.dog@dogmail.com
Phone: (408) 555-0000 Home
 4081234567 Mobile (Preferred)
Address: Maverick the Dog
 5150 Doggie Lane
 Dogtown, CALIF 95124
 United States
[View Map](#)

Big number

VIEWING AND EDITING YOUR FAMILY PROFILE

Any changes in your whole family profile such as an address change can be done easily on the **Actions** menu. Click on [Edit family profile](#). Please note that any changes you make here are normally applied to **all members of your family**. They can also be applied to the primary contact only. You can also add a family photo. Don't forget to hit save!

MAVERICK THE DOG



4081234567

Address: Maverick the Dog
5150 Doggie Lane
Dogtown, CALIF 95124
United States
[View Map](#)

Actions

[Fill out a form...](#)
[Download contact card](#)

[Profile Settings](#)
[Edit profile](#)
[Set communication prefs](#)
[Change](#)
[username/password](#)
[Update privacy](#)

Family
[Edit family profile](#)

Family Information

Photo No file chosen

Family Members' Information

Change Options

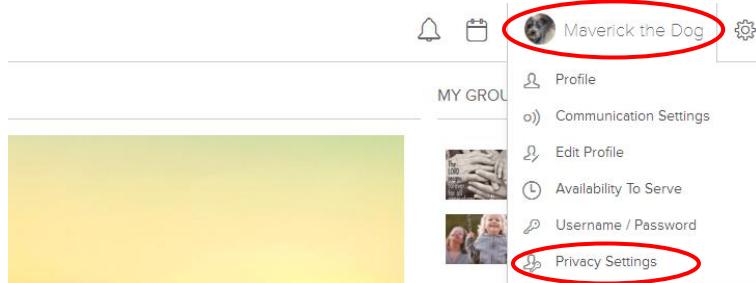
Note: changes are only made to profiles when a field is filled in below

Family Last Name	<input type="text"/>
Area of Town	<input type="button" value="Choose..."/>
Street	<input type="text"/>
City	<input type="text"/>
State	<input type="button" value="Select..."/>
Postal Code	<input type="text"/>
Country	<input type="button" value="Choose..."/>
Carrier Route	<input type="text"/>
Email	<input type="text"/>
Home Phone	<input type="text"/>
Listed	<input type="button" value="Select..."/>

[Cancel](#) or [Save](#)

VIEWING AND CHANGING YOUR PRIVACY SETTINGS

To view and edit your privacy settings, click on your name in the upper right and in the drop down menu select **privacy settings**. Minors (under 18) profiles can only be viewed by family members and leaders with certain admin privileges. Parents can update their child's privacy settings through the child's profile.



Privacy Settings

About the Settings

IMPORTANT

In order to make our Online Community as vibrant and helpful as possible, please strongly consider sharing most items with "Everybody", or at the highest level you are comfortable sharing. No items will be shared if the Profile is not "Listed".

*** Profile / Listed**

Profile / Listed is a special setting in that no other setting will matter unless this is "Listed".

Everybody

This is the "highest level" and the preferred setting. Please use "Everybody" as much as possible. Fields with this setting can be viewed by anyone who has a username and password to use the system.

Friends & My Groups Members

Fields with this setting can be viewed by members of "Members Interact" type groups you are involved in, as well as other people with a login who are on your My Friends list. Appropriate church leadership can view the information as well.

Friends Only

Fields with this setting can only be viewed by other people with a login who are on your My Friends list. Appropriate church leadership can view the information as well.

Church Leadership Only

This is the "lowest level" setting. Please consider sharing your information at a higher level if at all possible (preferably "Everybody"). Fields with this setting can only be viewed by appropriate church leadership (ie, people who have been given additional administrative privileges for the system).

Profile *

Recommended setting

Listed Listed Unlisted

This determines whether the name and picture can be seen by people with a username and password to the system when they do not have administration privileges.

The recommended setting for your overall profile is **Listed**. Otherwise, church members will not be able to communicate with you by email using this system.

For most everyone, the defaults currently set for your profile allow for everybody who has access to this system to see **your home telephone number and home address**, the same as in a published telephone directory.

MAVERICK THE DOG



Mobile
4081234567 (Preferred) → This is the preferred phone.
maverick.the.dog@dogmail.com

Phone: (408) 555-0000 Home
4081234567 Mobile (Preferred) → All other phone numbers will be listed here.

Address: Maverick the Dog
5150 Doggie Lane
Dogtown, CALIF 95124
United States
View Map → This is mailing address. This is the only address field we pre-populated in CCB.

Contact - Phones	
Mobile Phone	Everybody
Home Phone	Everybody
Work Phone	Friends Only
Pager Phone	Friends Only
Fax Phone	Friends Only
Emergency Phone	Friends Only

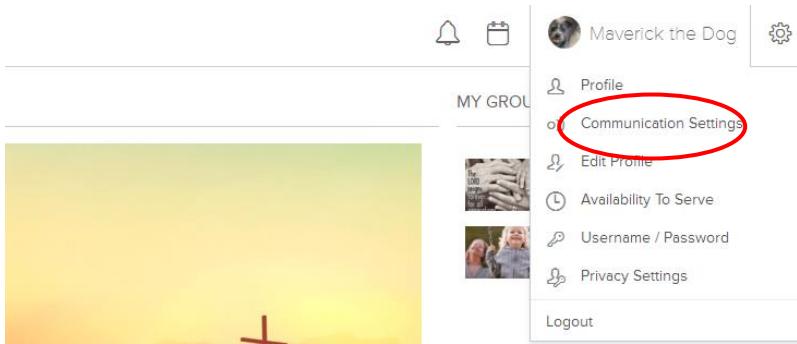
Contact - Email	
Email	Everybody

Contact - Address	
Mailing Address	Everybody
Work Address	Friends Only
Home Address	Everybody
Other Address	Friends Only

Click **Save** at the bottom right of your screen to save any changes you may make to the default settings.

VIEWING AND CHANGING YOUR COMMUNICATION SETTINGS

To view and edit your communication settings, click on your name in the upper right and in the drop down menu select **communication settings**.



Your communication settings have been pre-set so that you will receive emails from the church office as part of the Our Church Group, as shown below as well as the "General Church Communication". If you choose to receive comments (2nd column), note that you will receive an email each time a church family member comments on an email from the church office. You can also receive text messages. Both the cell phone number and the carrier have to be entered. Church emails can also be found on the message tab of "Our Church" Group's Home page.

	Send me emails from group participants	Send comments to me immediately	Send me a weekly summary of group activity	Send me text messages from group leaders
Groups I am in	Recommended	Optional	Recommended	Recommended
Our Church	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1st Grade	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Future Group Defaults

You can decide what your communication settings will be when you are added to a group in the future.

	Send me emails from group participants	Send comments to me immediately	Send me a weekly summary of group activity	Send me text messages from group leaders
Future groups I am added to	<input type="button" value="Use group default"/>	<input type="button" value="Use group default"/>	<input type="button" value="Use group default"/>	<input type="button" value="Do not send to me"/>

General Church Communication

These emails are usually sent by church leadership or staff.

Recommended I'd like to receive important campus- and church-wide emails.

Email Address

You can update your email address.

(Example: you@ccbchurch.com)

If you do not want to receive any more emails from us, you can permanently remove your email address from the database. Removing your email address means no one in this church will be able to contact you via email using this system. If you would like us to have your email address for contact purposes, please do not click this option.

NOT Recommended Completely remove my email address from the database.

Don't forget
to click save!

VIEWING YOUR OFFERINGS AND PLEDGES

Only you, your spouse, and the financial secretaries can view your offerings and pledges. Please note that while we transferred years 2014, 2015, and 2016, the only year that has a complete record is 2016. If you are in need of your complete record from 2014 or 2015, email beth.tkacheff@stlcsj.org. To see your offerings, from your profile click on the **financial** tab.

St. Timothy's Lutheran Church 🔍 🔔 📄

MAVERICK THE DOG



4081234567

Address: Maverick the Dog
5150 Doggie Lane
Dogtown, CALIF 95124
United States
[View Map](#)

Actions

ACTIVITYFAMILYINFOINVOLVEMENTFINANCIALSERVING

Sorry, there is no activity to show at this time.

Fill out a form...
[Download contact card](#)

Profile Settings
[Edit profile](#)
[Set communication prefs](#)
[Change](#)
[username/password](#)
[Update privacy](#)

Family
[Edit family profile](#)

On the next screen you will see recent transactions and pledges (if any). In CCB with a married couple, only one spouse can be assigned the pledges. We usually assign it to the "primary contact." Likewise, when entering offerings it is assigned to one person. If you click the family tab you will be able to see the complete pledges/offerings for a married couple. You can generate your own pledge or offering statement at anytime.

IndividualFamily

Recent Transactions

Mar 13, 2016	-split-	Cash	\$234.50
	General Fund 2016		\$140.50
	Food Events / Coffee Hour		\$5.00
	Food Events / Coffee Hour		\$89.00
Mar 13, 2016	General Fund 2016	Check	\$775.00
Mar 13, 2016	Mission Trip Attendees	Check	\$100.00
Mar 13, 2016	Mission Trip Attendees	Check	\$200.00
Mar 13, 2016	Misc Receipts	Check	\$1,353.87

PledgesPrintable Statements

General Fund 2016\$1,040.00[Giving Statement](#)[Pledge Statement](#)

On the statements, there are tax deductible as well as non-deductible items. Non-deductible items would be donations given through a charitable tax fund, summer camp fees, books for class, or mission trip fees.

Note: If you find a financial error, contact beth.tkacheff@stlcsj.org or 408-264-3858.

ONLINE GIVING

Click on **give** under menu. You can give by credit card, debit card and by checking account.



On the next screen, you can do a one-time or repeating gift. Just follow the prompts to set it up. You can also see any previous recurring payment set-up or history of giving and pledges.

The screenshot shows a giving setup form. At the top, there are three tabs: GIVE, SCHEDULES / HISTORY, and PLEDGES. The 'GIVE' tab is selected. Below the tabs, there are two radio buttons: 'One time gift' (selected) and 'Repeating gift'. Under 'Gift Amount', there is a dropdown menu labeled 'Choose Designation' and a text input field labeled 'Giving Amount'. A link 'Add another' is visible to the right. Under 'Payment Type', there are two radio buttons: 'Checking account (preferred method)' (selected) and 'Debit/credit card'. At the bottom right, there are 'Cancel' and 'Continue' buttons, with the 'Continue' button circled in red.

Note: St Tim's Connect giving is set-up by individual profiles so if you have a spouse you can check schedules/history by individual or family (and pledges too).

The screenshot shows a selection form for 'SCHEDULES / HISTORY'. It features three tabs: GIVE, SCHEDULES / HISTORY (selected), and PLEDGES. Below the tabs, there are two buttons: 'Individual' (selected) and 'Family'. Both buttons are circled in red.

VIEWING YOUR CALENDAR

From anywhere in St. Tim's Connect, click on the **calendar symbol** next to your name.

The header includes a 'Menu' button, the church name 'St. Timothy's Lutheran Church', a user icon with a red circle around it, the name 'Maverick the Dog', and a gear icon for settings.

From your calendar, you can view any events or meetings to which you have been invited and any scheduled serving times. You can print a copy if you wish and even subscribe to your calendar to be used with other electronic calendars that you may use (like Google, etc.). More details on the event or meeting can be viewed by clicking on the event name. You can also access the **Church-wide calendar** on the right hand side of this screen to view any upcoming events.

The calendar shows events for March 2016. Key events include:

- Wednesday, March 2: 7p Kid's Lent Lessons, 7p Lent Worship
- Friday, March 4: 2p test event to print n
- Wednesday, March 9: 7p Kid's Lent Lessons, 7p Lent Worship
- Wednesday, March 16: 7p Kid's Lent Lessons, 7p Lent Worship
- Thursday, March 24: Maundy Thursday
- Friday, March 25: Good Friday
- Sunday, March 27: Easter

CALENDARS sidebar:

- My Calendar
- Church-wide Calendar

Go to printer friendly format
Subscribe to my calendar

VIEWING OTHER PROFILES AND SENDING EMAILS

To view a profile of a church family member, click the **People** tab at left of the page. Type the name in the search box. You may type the first name, last name or a combination of both. As you type, the system will automatically narrow your results and generate a list of people. You must click the name of the person **from the popup** to access their profile. Minors will not be searchable except to some leaders with admin privileges.

The default settings allow you see the person's telephone number & home address but not their email address. You can nevertheless send an email to him or her by using the generic email link.

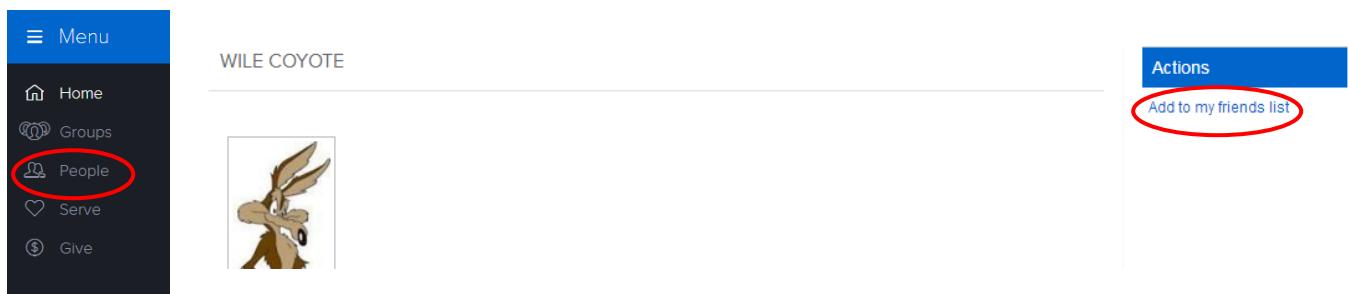
After clicking on the generic email link, you would simply enter your message and click on **Send**. If you wish to attach a file, you would click on Attach files to this email... located on the bottom left of this popup box. You would then click on **Browse** to select the directory on your computer where the file is located, click on the actual file to select it and then click **Open**.

ADDING FRIENDS

Adding Friends in the CCB system is different than most other applications. It is a one-way add and does not require approval from the other person. Adding an individual to your Friends List will allow those individuals to view information in your profile with any privacy settings you may have of **Friends only** or **Friends & my groups members**. Other church members can do the same, that is, add you to their Friends list.

Even though you may wish to keep the current default privacy settings and decide not to open up more information to Friends & Group Members, adding Friends will give you easy access to those profiles if you wish to email them or view a phone number. Your list of Friends will automatically appear under the **People** tab.

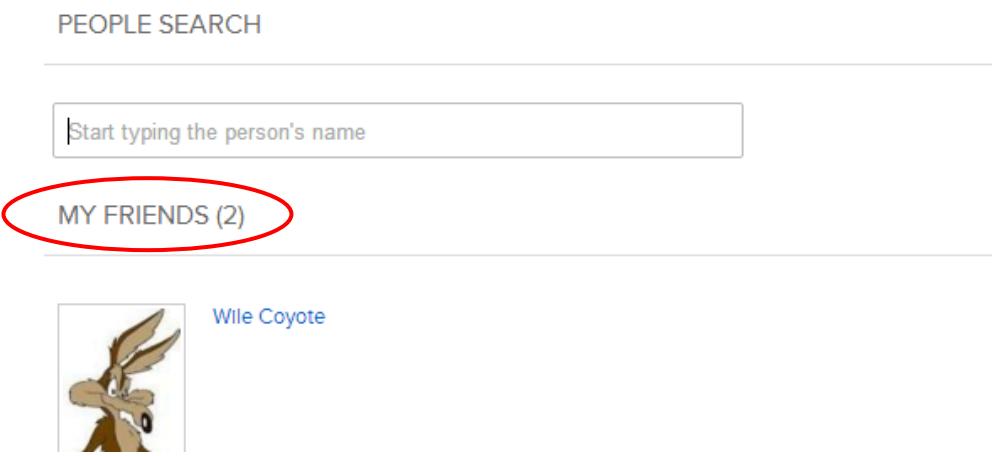
To add a Friend to your list, click on the **People** tab and search for the individual's profile. Click on their name and then click on **Add to my friends list**. In the example below, Maverick the dog will be adding Beth Tkacheff to his Friends list.



The screenshot shows the CCB application interface. On the left is a dark sidebar menu with options: Home, Groups, People (which is highlighted with a red oval), Serve, and Give. The main area is titled "WILE COYOTE" and features a cartoon coyote icon. On the right, there's an "Actions" bar with a blue background and white text, containing the button "Add to my friends list", which is also circled in red.

When you return to the blank **People** tab, your Friends will appear automatically under the Search box.

St. Timothy's Lutheran Church



The screenshot shows the "PEOPLE SEARCH" tab for "St. Timothy's Lutheran Church". At the top, there's a search bar with the placeholder "Start typing the person's name". Below it, a section titled "MY FRIENDS (2)" is circled in red. Under this section, there's a profile for "Wile Coyote" featuring a cartoon coyote icon and the name "Wile Coyote" next to it.

Note: Whether a church family member is a Friend or not, you can still send him or her an email.

HOW TO VOLUNTEER

On your home page, you will find some handy boxes (see page 6 regarding how to find your home page). To volunteer for Sunday Morning Worship Support Teams (usher, reader, coffee host, etc.), click the “volunteer” box. You will then be taken to the Time and Talent form. Besides Sunday Morning Support, you will also find some groups and other miscellaneous church needs. Click the submit button and leadership will be in touch with you shortly thereafter.

St. Timothy's Lutheran Church



WELCOME RECENT ACTIVITY MESSAGES FORMS

(Click here to edit this text)



WELCOME TO ST. TIM'S CONNECT!!

We are a family of believers committed to living as disciples of Jesus and supporting others in their faith-walk with Christ. We are oriented around people, not programs. Our goal is to “make disciples.” The online community is an extension of that goal. It is not meant to replace face-to-face fellowship or ministry. Instead it is a tool to supplement the limited ‘facetime’ that we have each week.



You can also join a group directly. Click on the **Groups** tab (or the “Join a Group” box shown on previous page) and then enter the group’s name or view a list of all groups and ministries.

The screenshot shows the 'Groups' page. On the left, there's a sidebar with a 'Menu' button. Below it are links for 'Home', 'Groups' (which is circled in red), 'People', 'Serve', and 'Give'. The main area has a 'FIND A GROUP' section with a search bar labeled 'Start typing the group's name'. To the right is an 'Advanced search' link, which is also circled in red. Below this is a 'MY GROUPS' section listing two groups: 'Our Church' and '1st Grade', each with a thumbnail image, type, department, and leader information.

After clicking on **advanced search**, you can set your search criteria or simply click on **Search** to view all groups or ministries.

The screenshot shows the 'Group search' interface. It includes fields for 'Location' (with a placeholder 'Enter postal code, city and state, or address'), 'Type' (set to 'Any Type of Group'), 'Department' (set to 'Any Department'), 'Group Name' (an empty input field), 'Leader First' (an empty input field), 'Leader Last' (an empty input field), 'Interaction Type' (set to 'Any Interaction Type'), 'Exclude Full Groups' (unchecked), 'Childcare Available' (unchecked), 'Meet Time' (set to 'Any Meet Time'), 'Meeting Day' (set to 'Any Meeting Day'), 'Area of Town' (set to 'Any Area'), and 'Search' (set to 'Church Wide'). At the bottom, there are 'Clear Search' and 'Search' buttons, with the 'Search' button being circled in red.

Click on a group title.

Hospitality Team
Type: Serving
Department: Worship
led by [Beth Tkacheff](#), Open to All, Members Interact

Iron Men
Type: Men's Group
Department: Adults
led by [Dale Miller](#), Open to All, Members Interact

Jr. High Adult Volunteers
Type: Class
Department: Youth
led by [Joe Hill](#), Invitation or Request Required, Members Interact

Jr. High Youth Group
Type: Class
Department: Youth
led by [Joe Hill](#), Invitation or Request Required, Members Interact

Now click on **Join Group** if you would like to volunteer in this group. The Group Leader will be notified automatically of your interest.

Hospitality Team
1 participant | Serving

INFO MESSAGES CALENDAR FILES NEEDS

Join group

FOR GROUP OR MINISTRY MEMBERS

This section of the guide explains how groups or ministries interact using CCB. If you are currently serving in any capacity, your Group Leader may be using CCB to communicate with group or ministry members, to request help, to set up meetings and to schedule serving assignments, if applicable.

You will see the groups you currently belong to from your **Home** page or by clicking on the **Groups** tab. Every church member is part of the **Our Church Group**.

Click on the group title to view that group's Home page.

Hospitality Team Member
2 participants | Serving

INFO MESSAGES CALENDAR FILES NEEDS PARTICIPANTS

LEADERSHIP
 Beth Tkacheff

GROUP INFORMATION

Department	Worship
Area of Town	At the Church
Meeting Day	Sunday

From this page, you can view the messages, calendar, needs, and participants. You can also view the group's calendar and perform Actions such as sending a message to all group members and adding a need, among others.

Viewing Group Participants

Click on **participants** to see the members of the group.

The screenshot shows the 'Participants' tab selected in the top navigation bar. A red circle highlights the 'PARTICIPANTS' tab. To the left is a decorative banner with the word 'WELCOME'. On the right, there is a section for 'LEADERSHIP' showing a profile picture of Beth Tkacheff and another for 'GROUP INFORMATION' with details like Department (Worship), Area of Town (At the Church), Meeting Day (Sunday), and Time of Day (Morning).

This group contains 2 members, with Beth Tkacheff as the Leader. You can send emails to individuals from this screen.

The screenshot shows the list of participants. Maverick the Dog is listed first, followed by Beth Tkacheff, who is identified as the Leader. To the right of each participant's name is a 'Send email' button, which is circled in red. At the bottom right of the participant list area is a 'Leave Group' button.

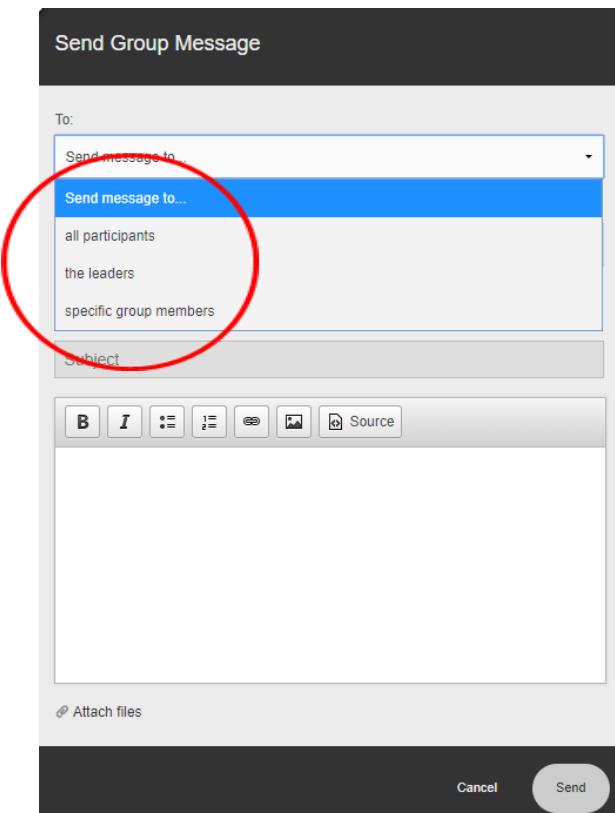
Sending a Group Message

To send an email to the entire group, click on the **messages** tab. Then click **New Message**.

The screenshot shows the 'Messages' tab selected in the top navigation bar. A red circle highlights the 'MESSAGES' tab. Below it, a message from Maverick the Dog dated Mar 18, 2016, is shown. The message content 'Good Job! Thanks team for a terrific weekend!' is also circled in red. At the bottom right of the message list is a 'New Message' button, which is circled in red.

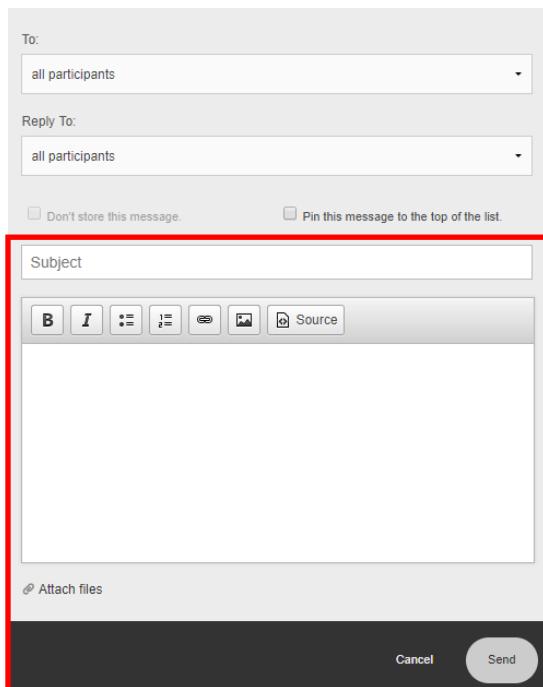
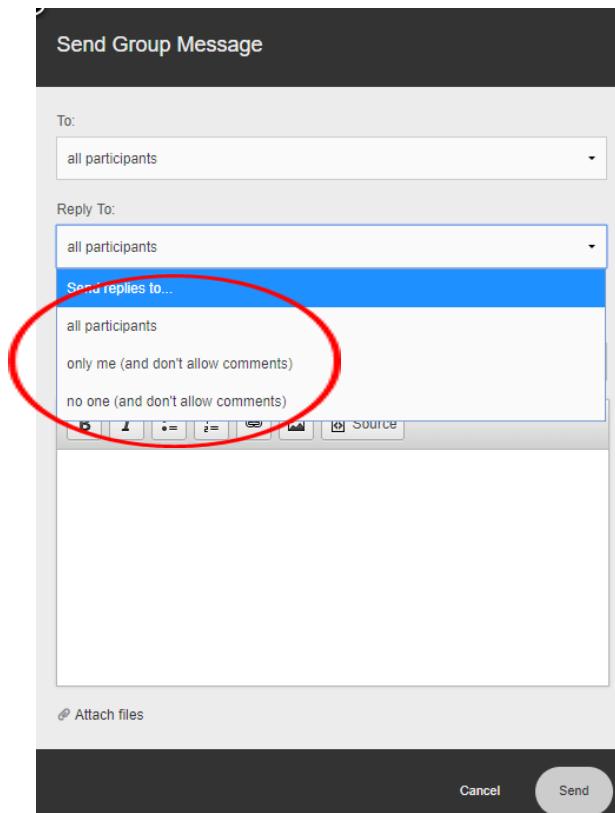
TIP: Any group messages will also be listed here. However, recipients can respond from their own email without having to login to St. Tim's Connect.

A pop-up box will appear and you have three choices to whom to send the message to:



You also have a choice of who can reply:

TIP: The “reply to” step can easily be missed as once you select a “To” recipient it skips to subject line.



Fill in a subject, type your message and hit send just like email. You can also attach a file, insert a picture or a hyperlink.

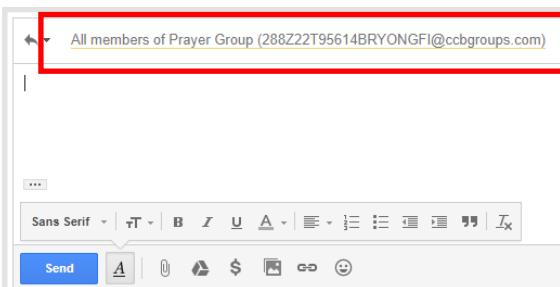


MESSAGE SAMPLES

"ALL PARTICIPANT" SAMPLE

If the reply option "all participants" was picked, the green comment box will appear in the sent message. If the recipient clicks this box, he/she will be sending a reply to everyone in the group. If you click reply in your email program (Gmail, Comcast, Yahoo, etc.), you will also be sending a reply to everyone. Whether you click the comment box or hit reply you will have something like this email below open.

NOTE: The reply says it is being sent to all group members.



"ALL PARTICIPANT REPLY" SAMPLE

This is a reply to the "all participants" option. Everyone in the group will be able to see your reply.

NOTE: The comment box is still there so any reply will continue to go to the whole group.

Test Message

This is a very important message. If you click the green comment box or just reply to this message, it will act as a "reply all" and go to everyone in the group.

[COMMENT](#)

Or simply reply to this email

This message is from St. Timothy's Lutheran Church. St. Timothy's Lutheran Church treats your personal information with the utmost care. To report abuse related to this email, please contact our office at (408) 264-3858.

[Unsubscribe](#) or [change your preferences](#) for receiving emails like this one.



TIP: If you want to only contact the sender of this "all participant" email, you will need to create a new email through your email program (Gmail, Comcast, Yahoo, etc.).

Alternatively, you can find the person in St. Tim's Connect and send an email that way (see page 15).

Re: Test Message

Everyone in the group will continue to see the replies.

[COMMENT](#)

Or simply reply to this email

This message is from St. Timothy's Lutheran Church. St. Timothy's Lutheran Church treats your personal information with the utmost care. To report abuse related to this email, please contact our office at (408) 264-3858.

[Unsubscribe](#) or [change your preferences](#) for receiving emails like this one.



Test Message

This message was sent with the reply set as "only me." The reply message will only go to the sender of the email.

This message is from St. Timothy's Lutheran Church. St. Timothy's Lutheran Church treats your personal information with the utmost care. To report abuse related to this email, please contact our office at (408) 264-3858.

[Unsubscribe](#) or [change your preferences](#) for receiving emails like this one.

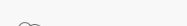


Test Message

This message was sent with the reply set as "no one." The recipient will not be able to reply to this email.

This message is from St. Timothy's Lutheran Church. St. Timothy's Lutheran Church treats your personal information with the utmost care. To report abuse related to this email, please contact our office at (408) 264-3858.

[Unsubscribe](#) or [change your preferences](#) for receiving emails like this one.



"ONLY ME" SAMPLE

If the reply option "only me" was picked, the recipient will be replying only to the sender of the email.

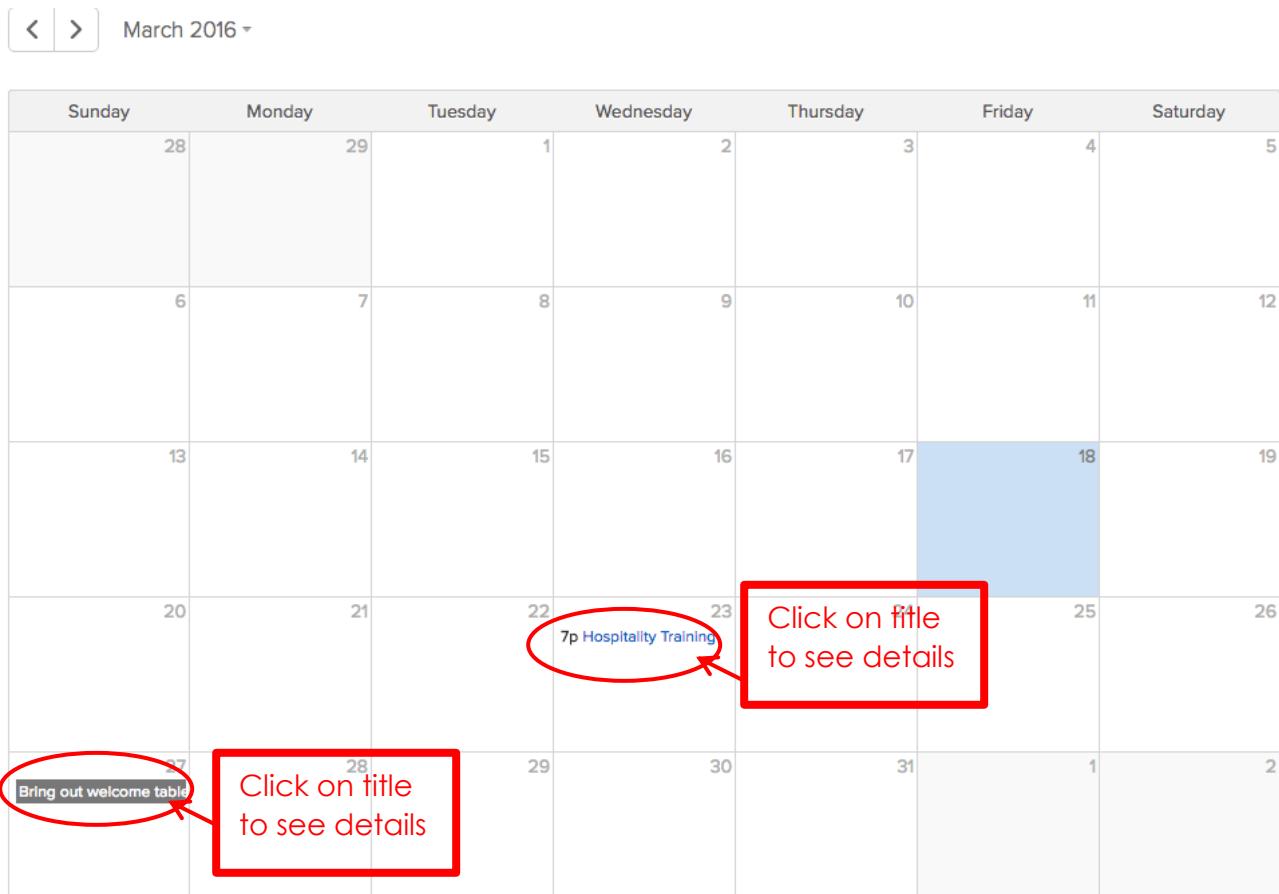
"NO ONE" SAMPLE

If the reply option "no one" was picked, the recipient will not be able to reply to this email. If the recipient tries to reply to the email, the email header will look something like this:

from: Beth Tkacheff <sttims@ccbchurch.com>
reply-to: Do Not Reply <no-reply@ccbchurch.com>

Viewing calendar

From the **Calendar** tab, you can view upcoming group events and needs in a calendar format.



Tip: To see past months, click on the arrow to the left of the month title; to see future months, click on the arrow to the right of the month title.

When your Group Leader sends out an invite for an event or meeting, you will receive an email notification.

You're Invited

Wed, Mar 23, 2016 7:00p - 9:00p

Hospitality Training

Come to my meeting! It will be fun!

Organizer: Beth Tkacheff

RSVP

If the Group Leader is not requesting an RSVP, there will be an opportunity to add a comment from this email. However, if the Group Leader wishes an RSVP, you would click on **RSVP**. You will be able to answer "yes," "No," or "Maybe."

Wed, Mar 23, 2016 7:00p - 9:00p

Hospitality Training
Hospitality Team

Event organizer: Beth Tkacheff (408) 264-3858 Email

RSVP

Yes	Maybe	No
-----	-------	----

GUEST LIST

Attending 0

Type any comments you wish to add and click RSVP. (YES and NO examples)

RSVP

Yes	Maybe	No
-----	-------	----

Additional Guests: 0

You can type an optional comment here

RSVP

Yes

Maybe

No

You can type an optional comment here

RSVP

applies to all occurrences

The **files** tab will have any files uploaded by the leader. The **needs** tab has needs created, normally by the Leader, when an action needs to be taken or a task needs to be assigned.

WELCOME
2016

Hospitality Team Member
2 participants | Serving

INFO MESSAGES CALENDAR FILES NEEDS PARTICIPANTS

When a **Need** is created, the Group Leader can assign it directly to someone in the group, or can leave it open so that one of the group members can 'take' it. An email will be sent describing the need, to which group members can respond. From here, click on the title of the Need to view details and any assignment of that need.

Current needs Past needs New Need

NAME	COORDINATED BY	NEXT AVAILABLE	ITEMS TAKEN
Bring out welcome table NEW	Maverick	roll out welcome table on Mar 27, 2016	0 / 1

The **Serve** tab shows any needs/positions you have signed up for to serve. You can also block out dates and see any requests or needs here.

The screenshot shows the CCB interface with the 'Serve' tab selected. A red circle highlights the 'Set Block Out Dates' and 'Edit Serving Preferences' buttons at the top of the page. Another red circle highlights a specific need for 'Bring out welcome table' on Sunday, March 27, with the note 'Need: roll out welcome table'. On the right, there are links for 'Email Coordinator', 'Need Details', and 'Decline Need'. The left sidebar includes links for Home, Groups, People, and Serve.

Changing your Group Communication Preferences

To change your communication preferences on receiving or sending group information, click on your name in the upper right corner In the drop down menu select **communication settings**.

The screenshot shows the user profile dropdown menu. A red circle highlights the 'Communication Settings' option under the 'My Profile' section. Other options include Profile, Edit Profile, Availability To Serve, Username / Password, and Privacy Settings. The 'Logout' option is at the bottom.

It is recommended to set your settings as indicated in the screen below. Although CCB recommends receiving weekly summaries of group activities, it was found that this communication tends to be repetitive. Please note that the **church-wide settings under Entire Church Group and under General Church Communication at the bottom of this screen are very important** because they control whether or not you receive emails from the church office.

	Send me emails from group participants	Send comments to me immediately	Send me a weekly summary of group activity	Send me text messages from group leaders
Communication from church office	Receive group communications like emails from the group leader, event invitations, and information about volunteering and helping those in need.	Participate in online conversations as they happen.	Receive a single email generated by the system for all your groups' activities (events, comments, needs, positions and files) for the week.	Even with a mobile phone number, text messages will only be sent if a carrier is selected. Mobile Carrier Turned off... Mobile Phone Standard text messaging rates from your carrier may apply.
Groups I am in	Recommended	Optional	Recommended	Recommended
Our Church	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1st Grade	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Future Group Defaults You can decide what your communication settings will be when you are added to a group in the future.				
Future groups I am added to	<input type="button" value="Use group default"/>	<input type="button" value="Use group default"/>	<input type="button" value="Use group default"/>	<input type="button" value="Do not send to me"/>
General Church Communication These emails are usually sent from leadership or staff.	<input checked="" type="checkbox"/> Recommended I'd like to receive important campus- and church-wide emails. <input type="checkbox"/> NOT Recommended Completely remove my email address from the database.			
Email Address You can update your email address.	<input type="text" value="you@ccbchurch.com"/> (Example: you@ccbchurch.com) <small>If you do not want to receive any more emails from us, you can permanently remove your email address from the database. Removing your email address means no one in this church will be able to contact you via email using this system. If you would like us to have your email address for contact purposes, please do not click this option.</small>			
	<input type="button" value="Cancel or Save Settings."/> Don't forget to save!			

Removing yourself from a Group

To remove yourself from the group, under the **participants** tab, click on leave group.

Hospitality Team Member
2 participants | Serving

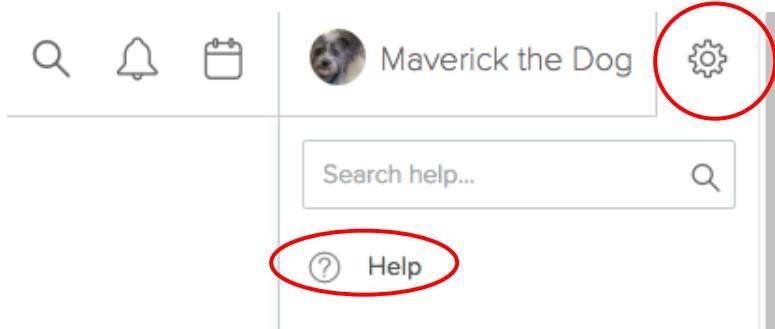
INFO MESSAGES CALENDAR FILES NEEDS PARTICIPANTS

Search Participants

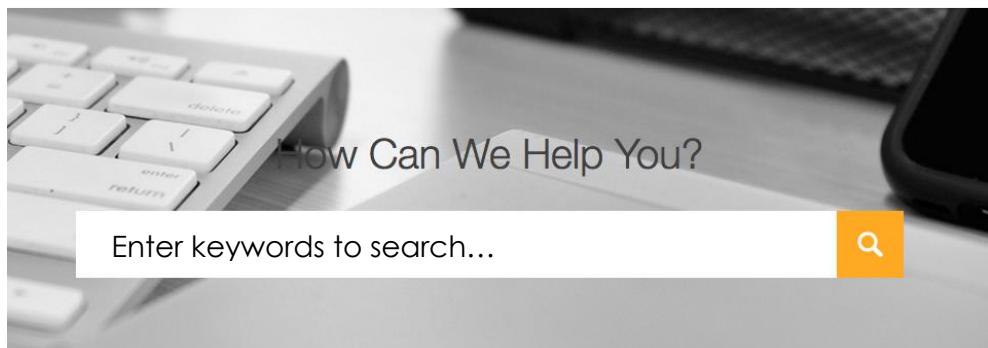
Maverick the Dog Send email

HELP BUTTON

The Church Community Builder (CCB) software comes with its own help center. To access generic help on this system, click on **the wheel gear** at the top right hand corner and select help on the dropdown menu.



Start typing and pick from the autofill.



You can also get help by contacting Beth beth.tkacheff@stlcsj.org or by calling the church office at 408-264-3858.

LOGGING OUT

Click on your name in the upper right and click logout.

After clicking on Logout, the system will take you to the St. Timothy's Church web page.

