

● StTim'sConnect ●

USER GUIDE

Church Community Builder



January 2019

User Guide – Church Community Builder

TABLE OF CONTENTS

Introduction	4
Logging in	4
Changing your password	5
Viewing and editing your profile information	6
Viewing and changing your privacy settings	7
Viewing and changing your communication settings	9
Viewing your offerings and pledges	10
Printing your own giving statement	11
Viewing your calendar	12
Viewing other profiles and sending emails	13
How to volunteer	14
How to join a group	15
For group or ministry members	16
<i>Viewing group participants</i>	17
<i>Sending a group message</i>	17
<i>Viewing the group's calendar</i>	20
<i>Changing your group communication preferences</i>	22
<i>Removing yourself from the group</i>	23
Help button	23

User Guide – Church Community Builder

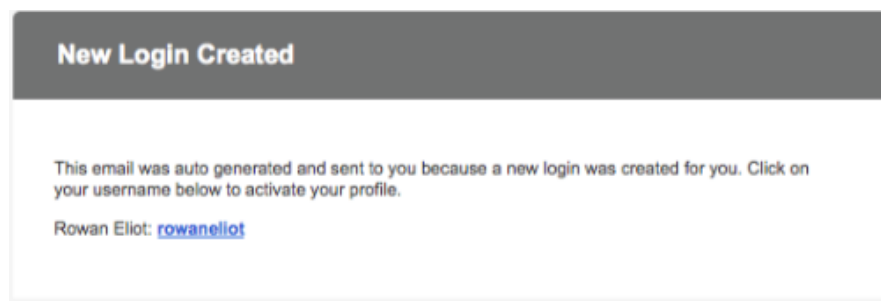
Welcome to the St. Tim's Connect online church community!

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

Login

FormsFind a GroupCalendar


Username

Password

Login

[Forgot username or password?](#)

[Sign Up](#) | [Mobile login](#)



Welcome to the St. Timothy's Online Church Community! We have provided this tool to help you get better connected with our church family.

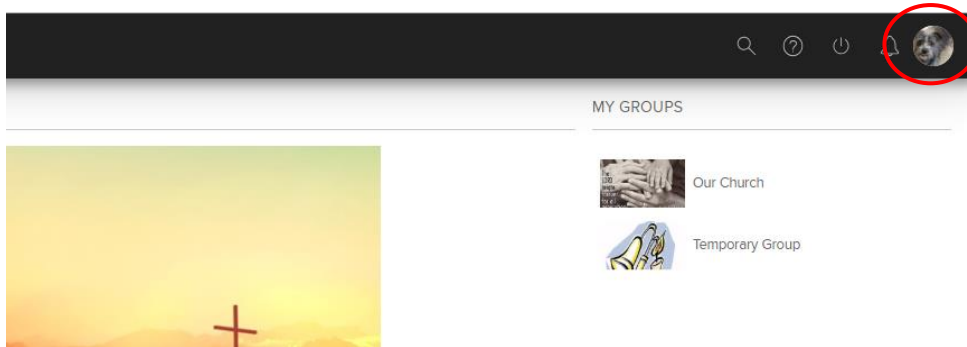
You'll be able to see calendars & events, find groups to get involved in, and find other opportunities to serve on another.

© 2008 – 2016 Church Community Builder. All Rights Reserved. Privacy Policy

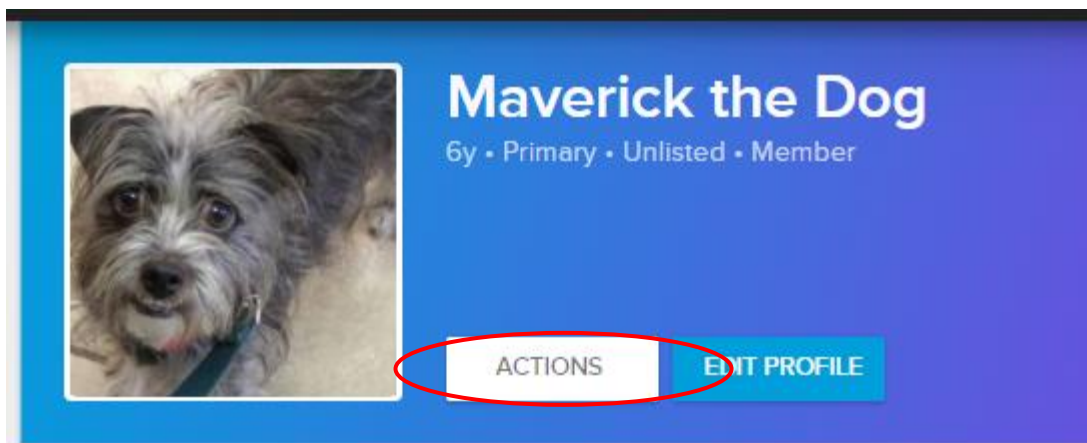
If you are experiencing problems logging in, contact Beth at info@stlcsj.org or contact the church office at 408-264-3858.

CHANGING YOUR PASSWORD

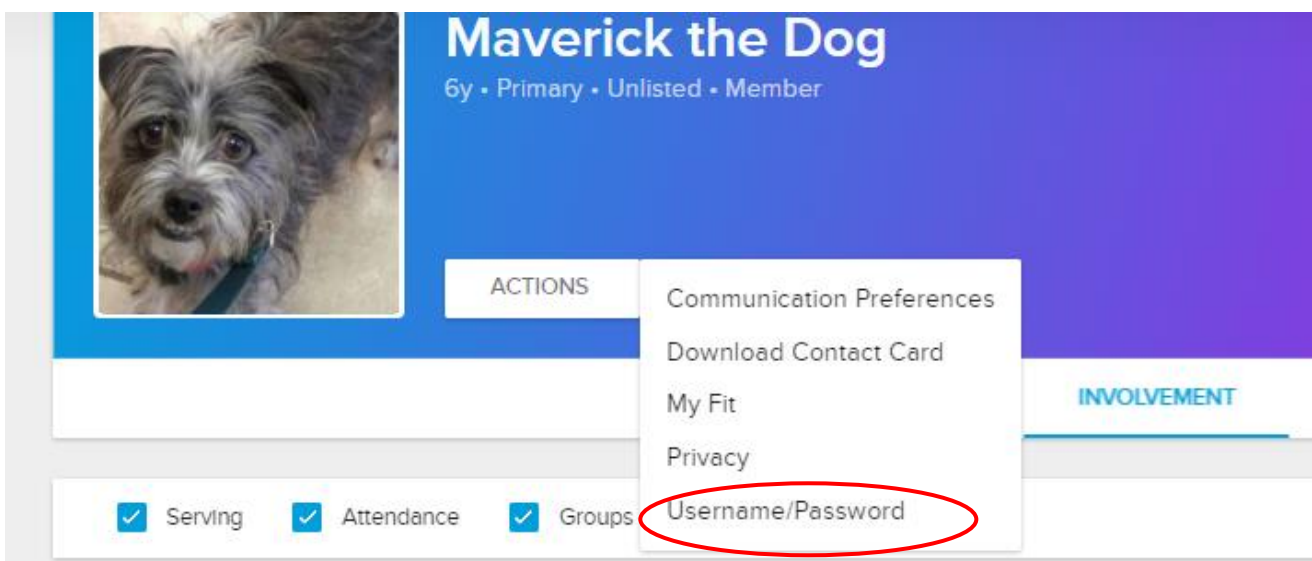
If at some later time you wish to change your password, go to your [Home](#) page and click your picture (or your initials if no photo).



On the next screen click on ACTIONS.

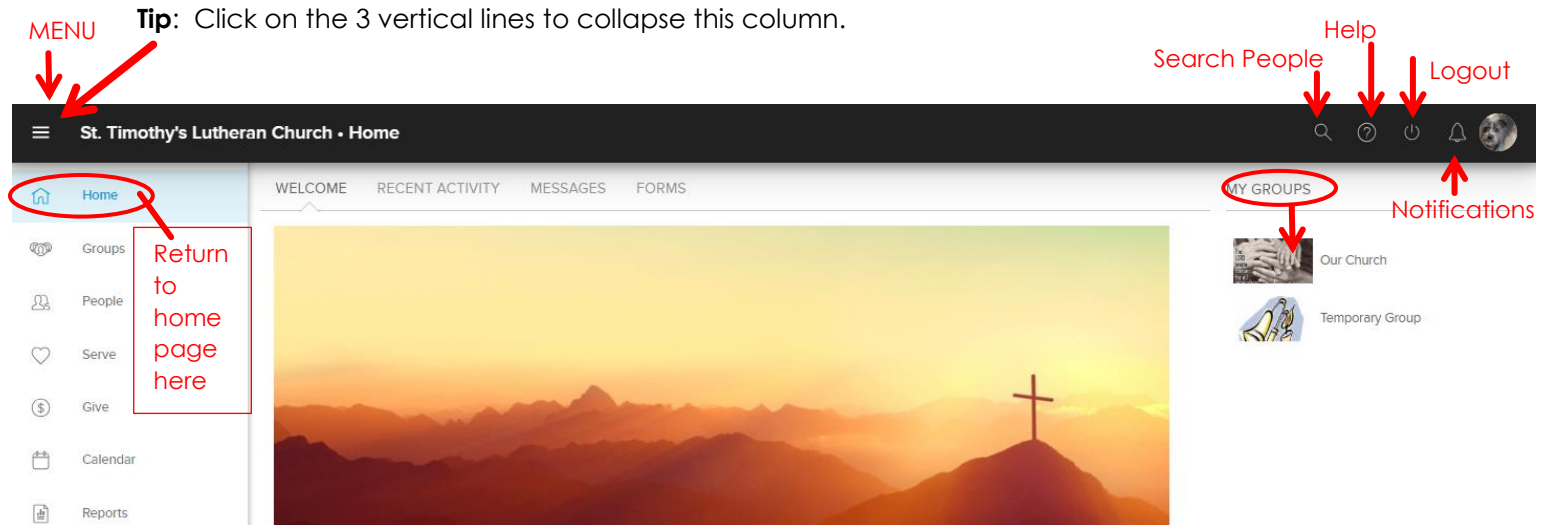


On the drop down screen click username/password and follow the instructions.



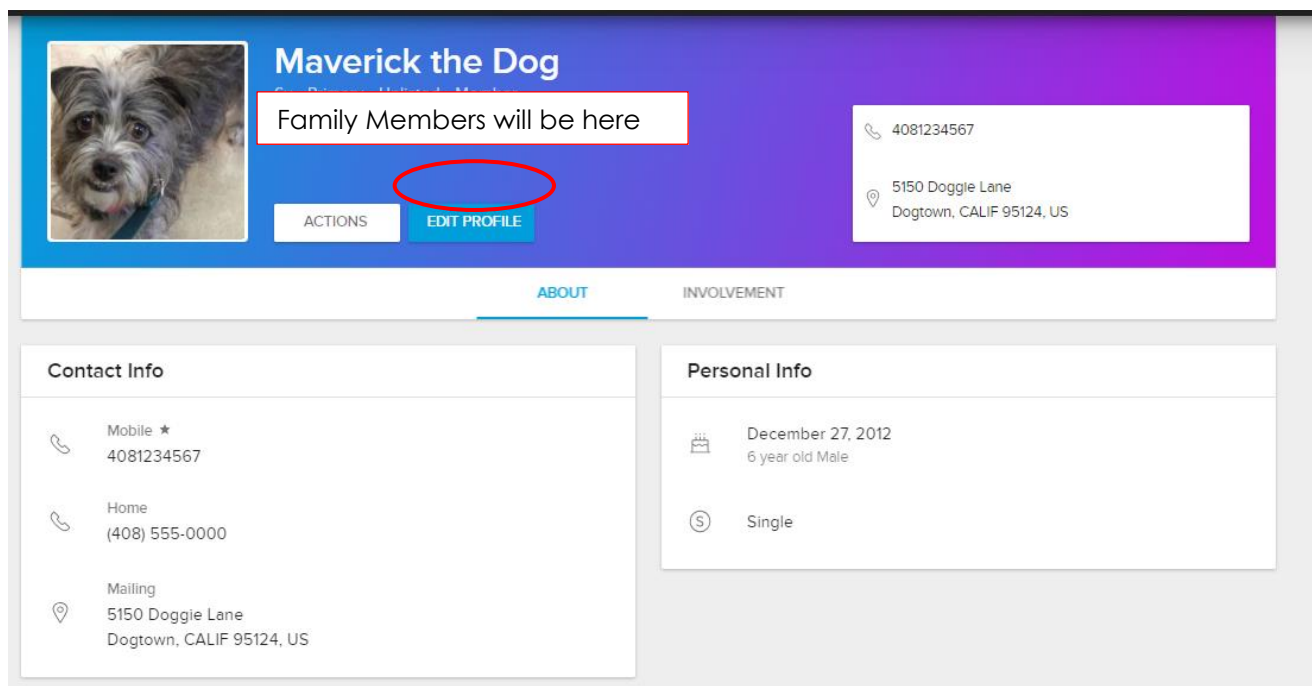
YOUR HOME PAGE

When you log in, 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.



VIEWING AND EDITING YOUR PROFILE

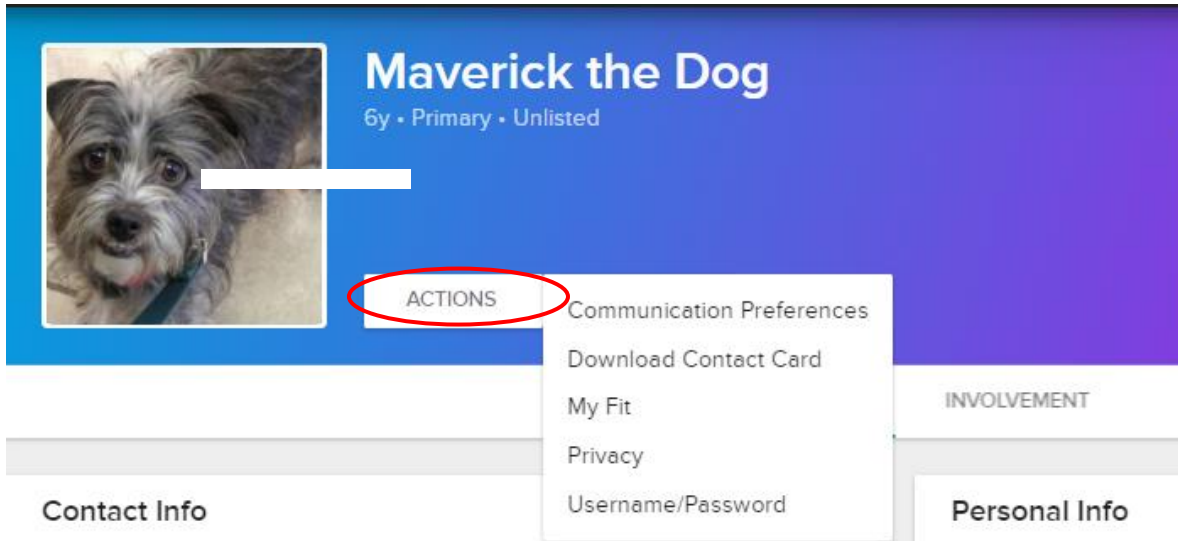
Click your photo or initials in the upper right to get to your profile page. To edit profile click "EDIT PROFILE." In the dialogue box that opens, change your information (you can also easily change the same info for family members). Hit "SAVE" when done.



Parents, please note that you can also edit your child's profile by clicking on your child's photo or initial (below your name). Use the same EDIT PROFILE box on their profile.

VIEWING AND CHANGING YOUR PRIVACY SETTINGS

To view and edit your privacy settings, click on "ACTIONS" and in the drop down menu select **PRIVACY**. 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.



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.

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 ☐ 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.

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.

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

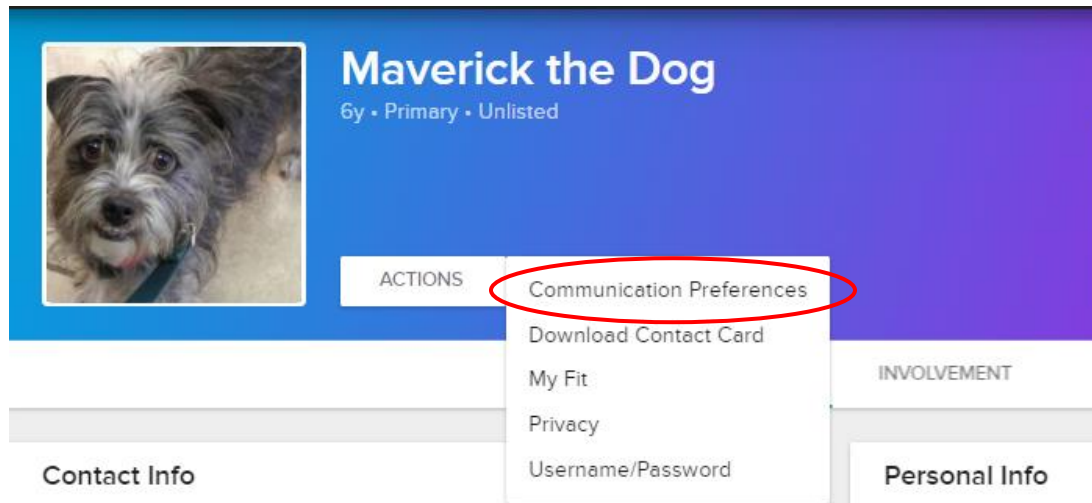
Contact - Email	
Email	Everybody ▼

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 "ACTIONS" and in the drop down menu select [communication preferences](#).



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
	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.

	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	Use group default	Use group default	Use group default	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.

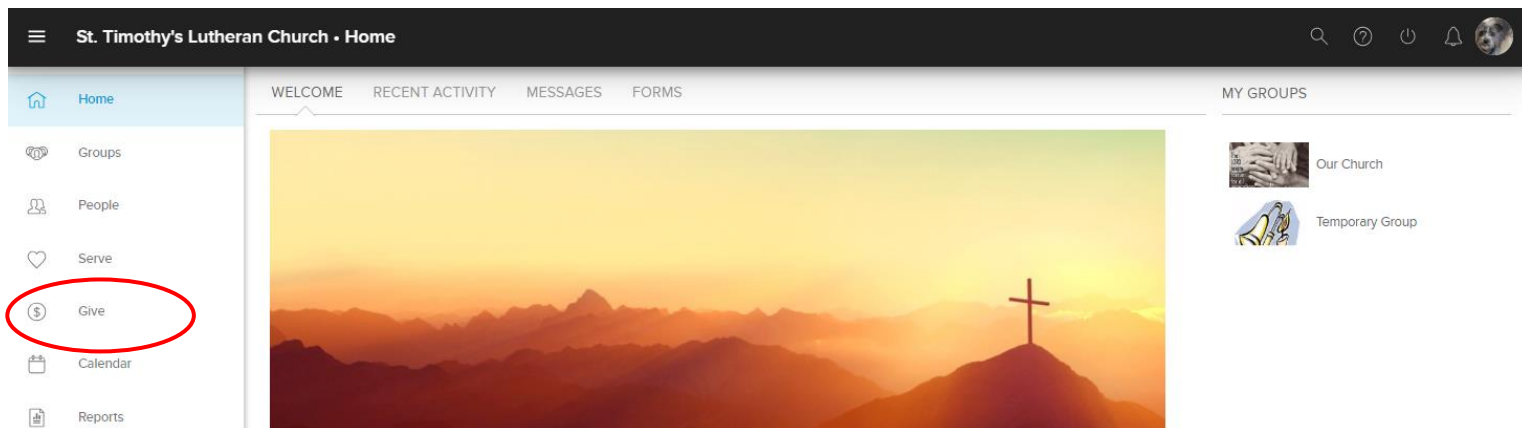
☐ **NOT Recommended** Completely remove my email address from the database.

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

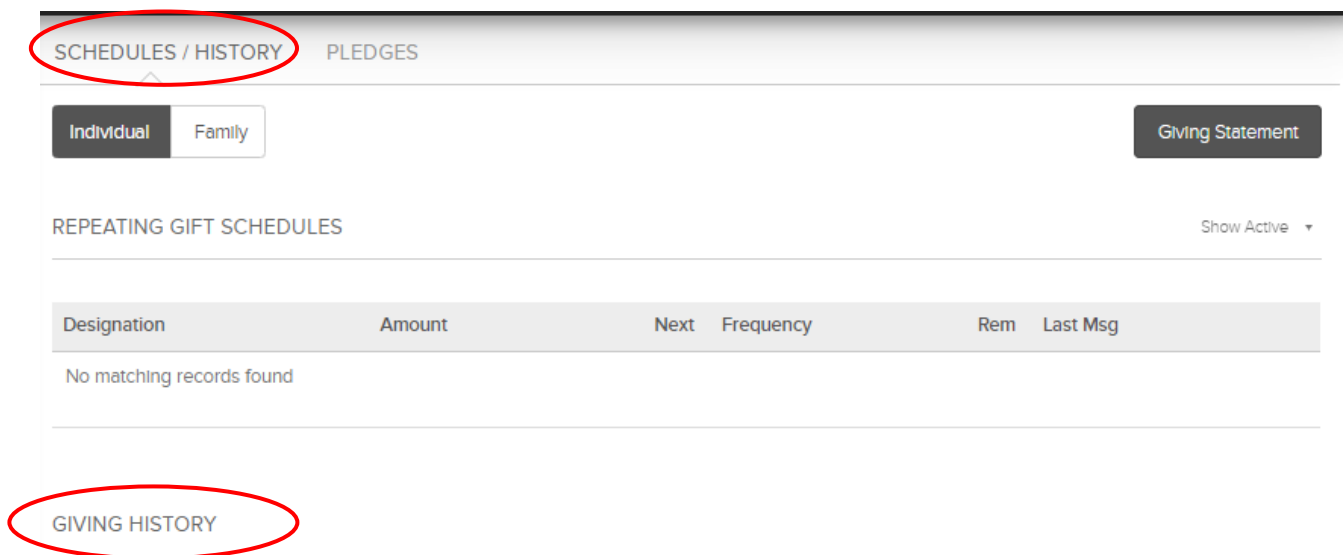
Don't forget
to click save!

VIEWING YOUR OFFERINGS AND PLEDGES

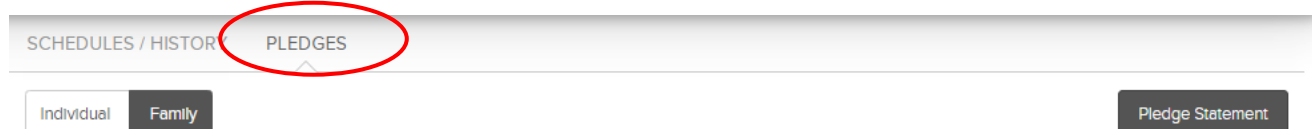
Only you, your spouse, and the financial secretary can view your offerings and pledges. To see your offerings, from the menu click on **GIVE**.



On the next screen you will be on **SCHEDULES / HISTORY**. Scroll down a little to find your offerings under **GIVING HISTORY**. You can check by individual or family. If you are married, check by family as offerings could be entered under either spouse. You can also print a Giving Statement. Page 12 has directions on printing your own statement.

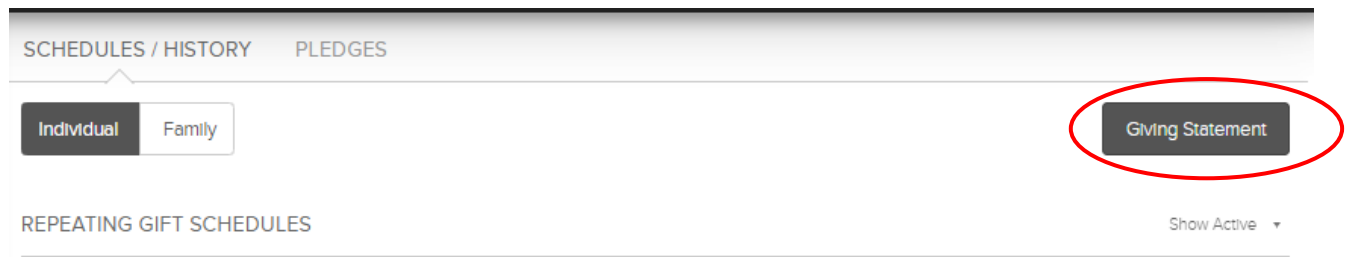


On the **PLEDGES** tab you will see a list of pledges that you have made. In St. Tim's Connect, only one spouse can be assigned the pledges. We usually assign it to the "primary contact." A married couple will want to run it as "FAMILY." You can also print a pledge statement.



PRINTING YOUR OWN GIVING STATEMENT

If you are not already viewing your offerings, on the menu to the left click on **GIVE**. Click on the **Giving Statement** button.



A dialog box will open:

A screenshot of a dialog box titled 'Giving Statements'. It contains several sections: 'Type' with a dropdown menu set to 'Individual'; 'Date Range' with a radio button selected for 'Quick Date Range...' and a 'Custom Date Range' option with 'From' and 'To' input fields; 'Tax Deductible' with a dropdown menu set to 'Both Deductible & Non-Deductible'; and 'Include Pledge Information' with a checkbox labeled 'Show pledges on giving statement'. At the bottom, there are 'Cancel' and 'Run Report' buttons.

Select the appropriate options for the statement.

TYPE

Family - Generates a combined statement for a married couple and separate statements given by children or other family members that have given during the date range.

Individual - Generates one statement for each person in the family that has given during the date range.

DATE RANGE

This will determine which transactions to include in the statement. If running a year-end statement, under "Quick Date Range" select "last year."

TAX DEDUCTIBLE

Choose which transactions to include based on their tax deductible status: tax deductible, non-deductible, or both.

PLEDGE INFORMATION

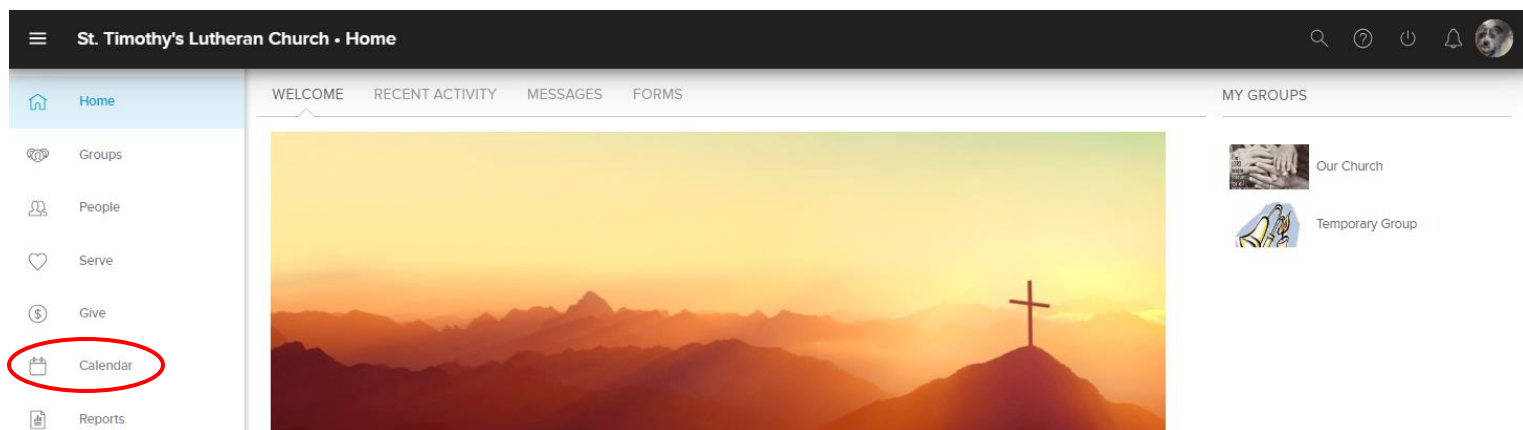
Includes a summary of all pledges set up for the individual or family during the date range of the giving statement.

SELECT "RUN REPORT"

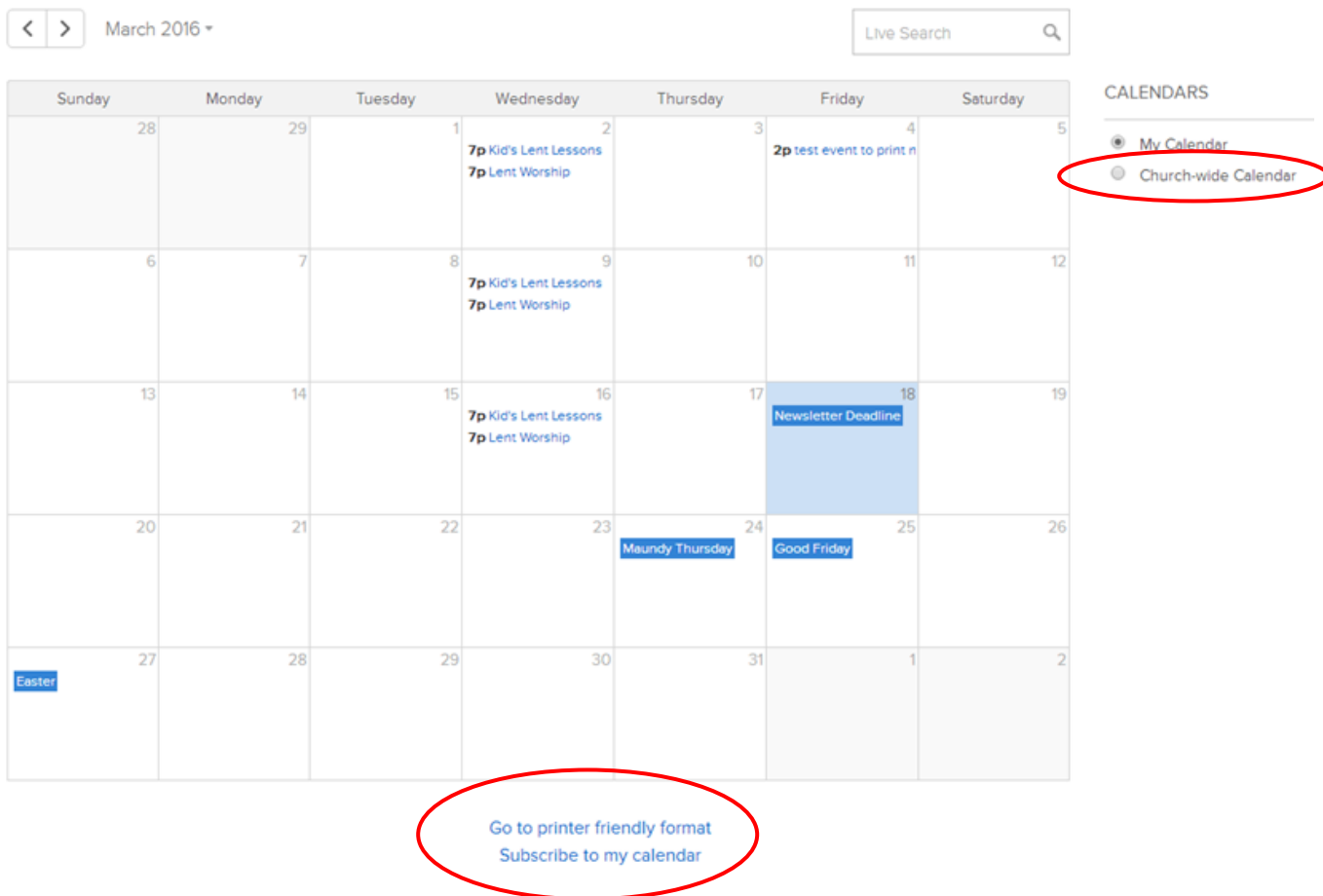
You can then save it as a PDF or print it.

VIEWING YOUR CALENDAR

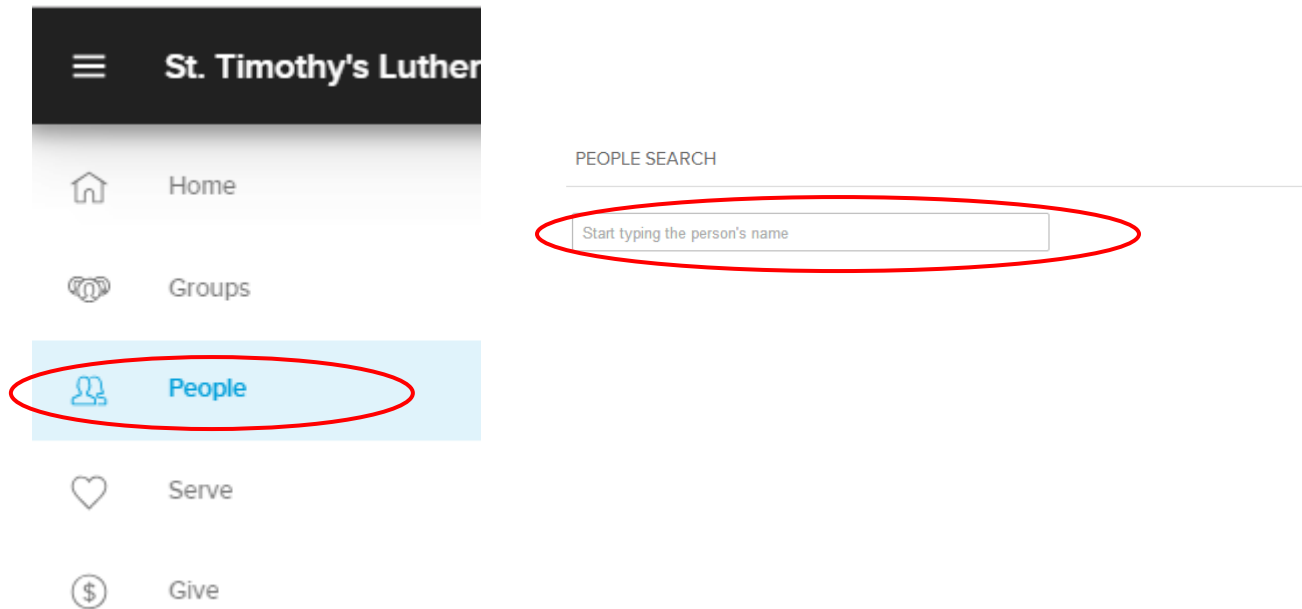
On the menu to the left, click on calendar.



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.



VIEWING OTHER PROFILES



To view a profile of a church 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.

Depending upon what the person's privacy settings are set at, you may not be able to see contact information like phone, address or 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](#))



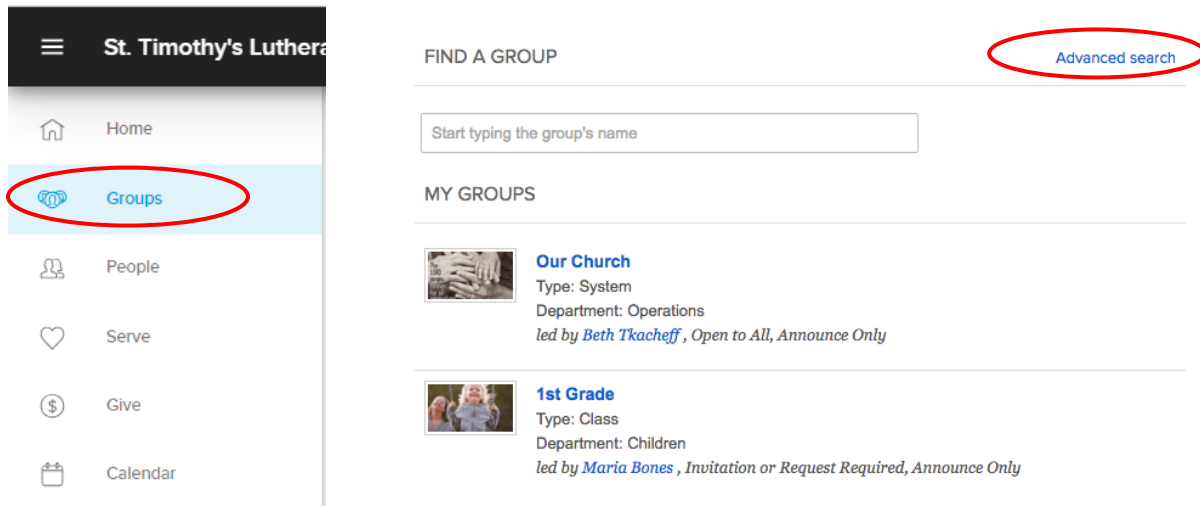
WELCOME TO ST. TIM'S CONNECT!!

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.



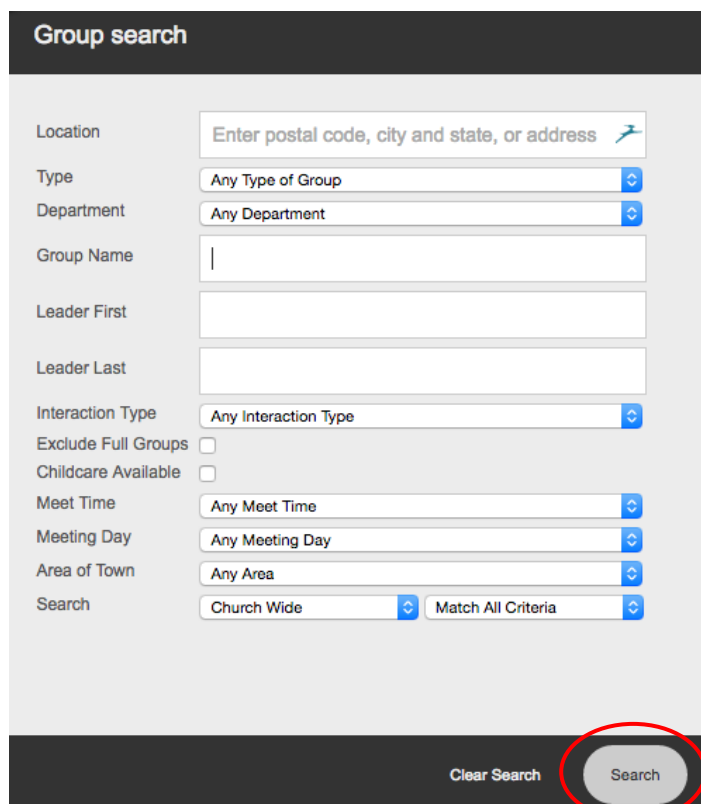
HOW TO JOIN A GROUP

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 St. Timothy's Lutheran website. On the left is a navigation menu with icons and labels: Home, Groups (circled in red), People, Serve, Give, and Calendar. The main content area is titled 'FIND A GROUP' and features a search bar with the placeholder text 'Start typing the group's name'. Below the search bar is a section titled 'MY GROUPS' which lists two groups: 'Our Church' (Type: System, Department: Operations, led by Beth Tkacheff) and '1st Grade' (Type: Class, Department: Children, led by Maria Bones). A link labeled 'Advanced search' is circled in red in the top right corner of the main content area.


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' form. It includes several input fields and dropdown menus: Location (with a placeholder 'Enter postal code, city and state, or address'), Type (Any Type of Group), Department (Any Department), Group Name, Leader First, Leader Last, Interaction Type (Any Interaction Type), Exclude Full Groups (checkbox), Childcare Available (checkbox), Meet Time (Any Meet Time), Meeting Day (Any Meeting Day), Area of Town (Any Area), and Search (Church Wide). There is also a 'Match All Criteria' button. At the bottom of the form, there are two buttons: 'Clear Search' and 'Search' (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 St. Tim's Connect. If you are currently serving in any capacity, your Group Leader may be using St. Tim's Connect 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**

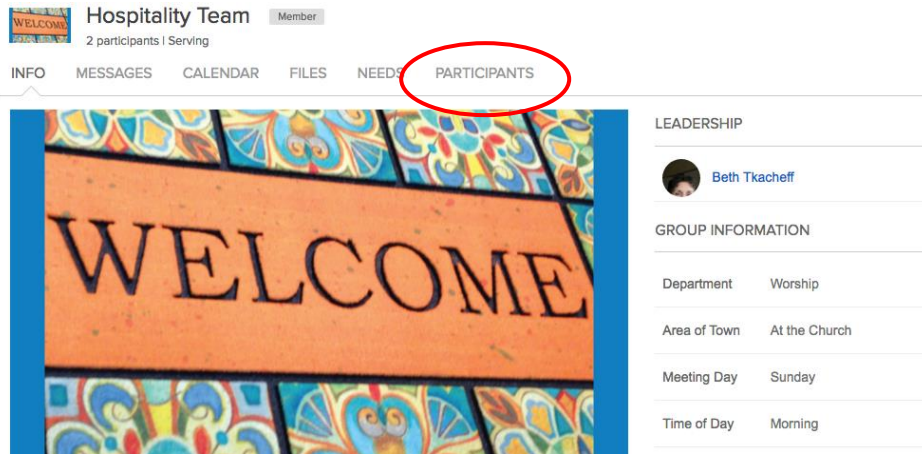
GROUP INFORMATION

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.

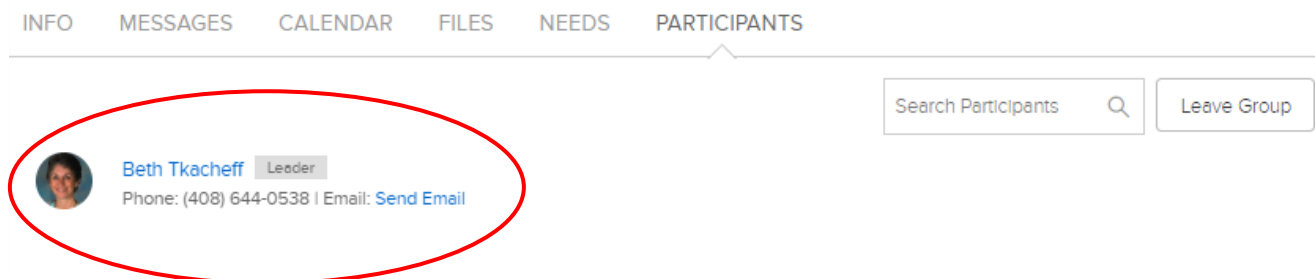
Viewing Group Participants

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



The screenshot shows the 'Hospitality Team' group page. The 'PARTICIPANTS' tab is highlighted with a red circle. Below the tabs, there is a large image of a 'WELCOME' sign. To the right, the 'LEADERSHIP' section shows Beth Tkacheff as the leader. The 'GROUP INFORMATION' section lists details: Department: Worship, Area of Town: At the Church, Meeting Day: Sunday, and Time of Day: Morning.

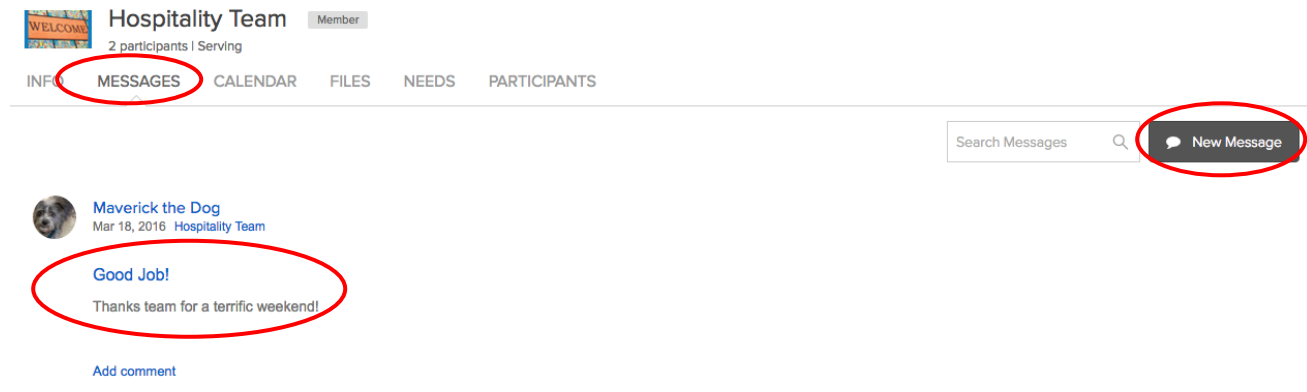
This group contains 2 members, with Beth Tkacheff as the Leader. You can send emails to individuals from this screen.



The screenshot shows the 'Hospitality Team' group page with the 'PARTICIPANTS' tab selected. A search bar labeled 'Search Participants' and a 'Leave Group' button are visible. Below the search bar, a red circle highlights the profile of Beth Tkacheff, who is the Leader. Her contact information is listed: Phone: (408) 644-0538 and Email: [Send Email](#).

Sending a Group Message

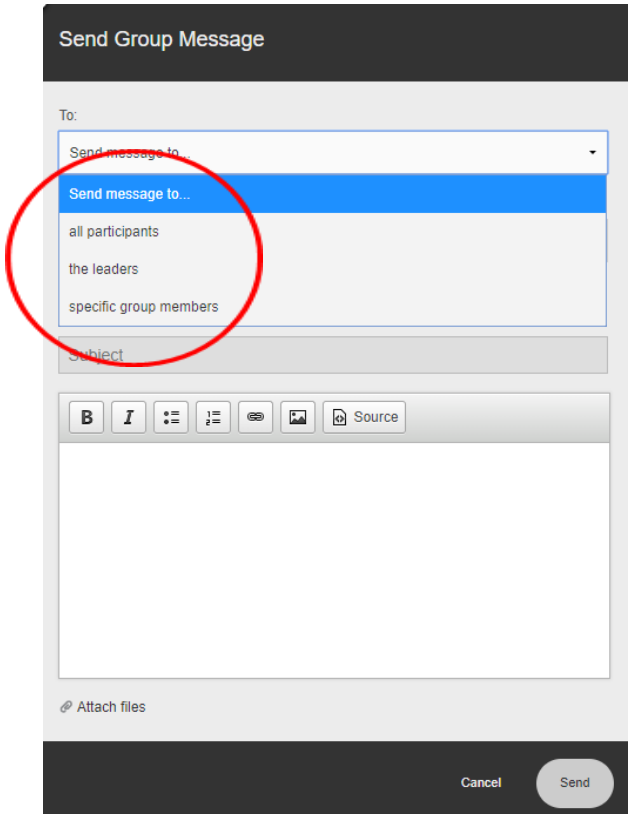
To send an email to the entire group, click on the **messages** tab. Then click **New Message**.



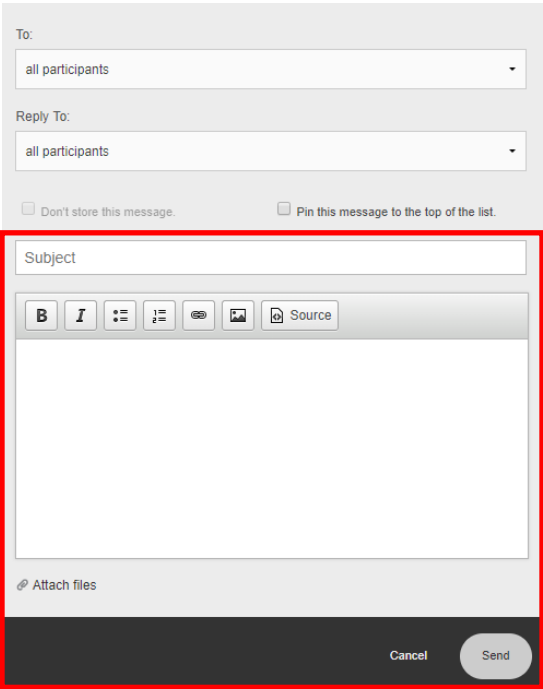
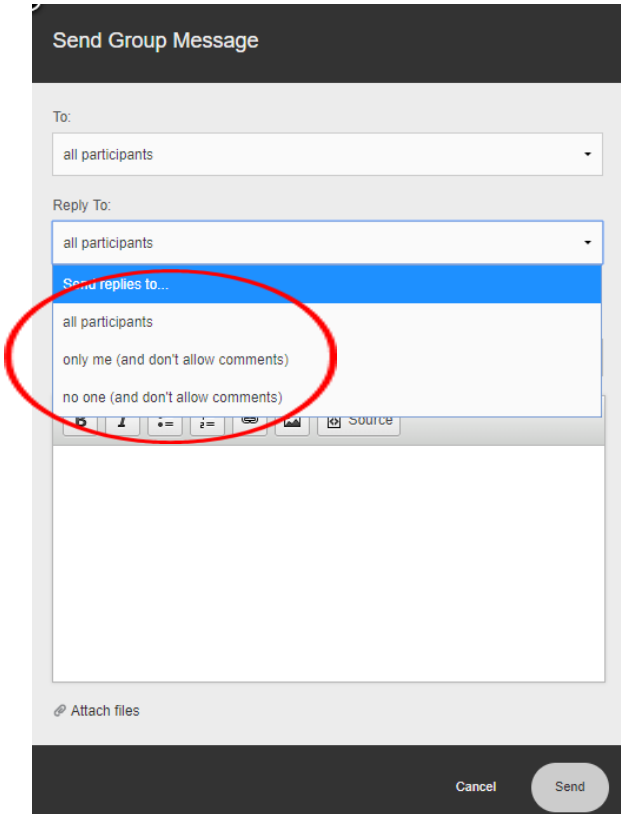
The screenshot shows the 'Hospitality Team' group page with the 'MESSAGES' tab selected. A red circle highlights the 'MESSAGES' tab. Another red circle highlights the 'New Message' button in the top right corner. Below the messages, a message from 'Maverick the Dog' is shown, dated Mar 18, 2016, with the text 'Good Job!' and 'Thanks team for a terrific weekend!'. The 'Add comment' link is also visible.

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.

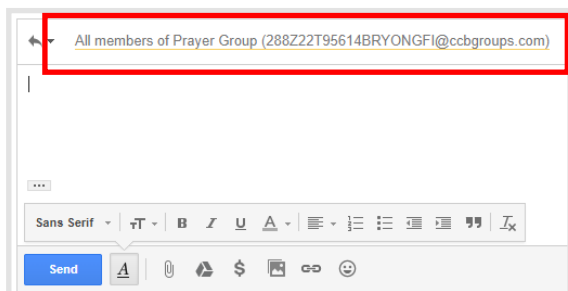


MESSAGE SAMPLES

“ALL PARTICIPANT” SAMPLE

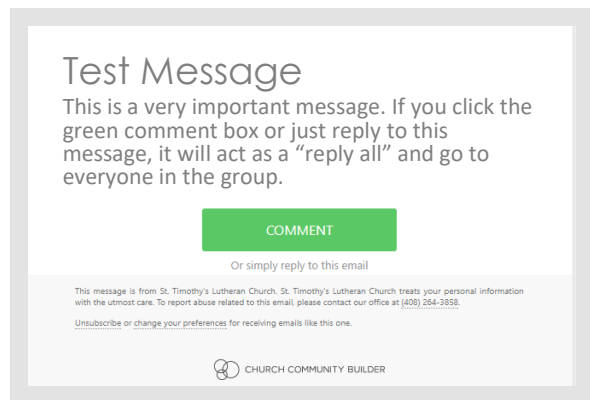
If the reply option “all participants” was picked, the green comment box will appear in the sent message. If the recipient clicks this box, he/she will be sending a reply to everyone in the group. If you click reply in your email program (Gmail, Comcast, Yahoo, etc.), you will also be sending a reply 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.



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.).

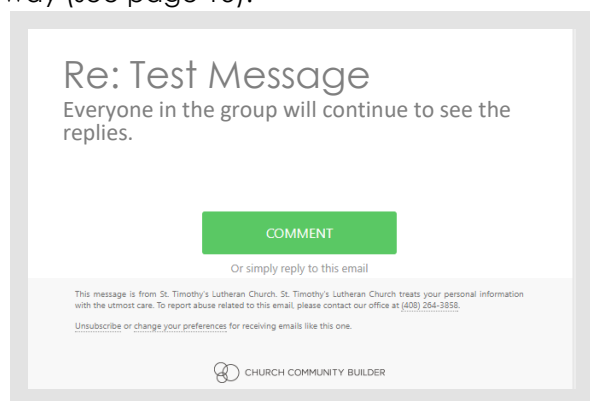
Alternatively, you can find the person in St. Tim's Connect and send an email that way (see page 15).



“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.



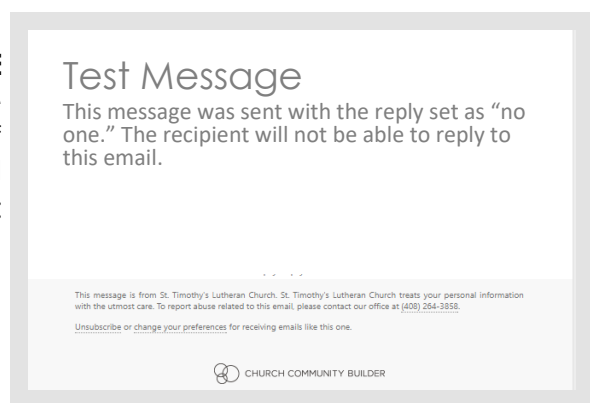
“ONLY ME” SAMPLE

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



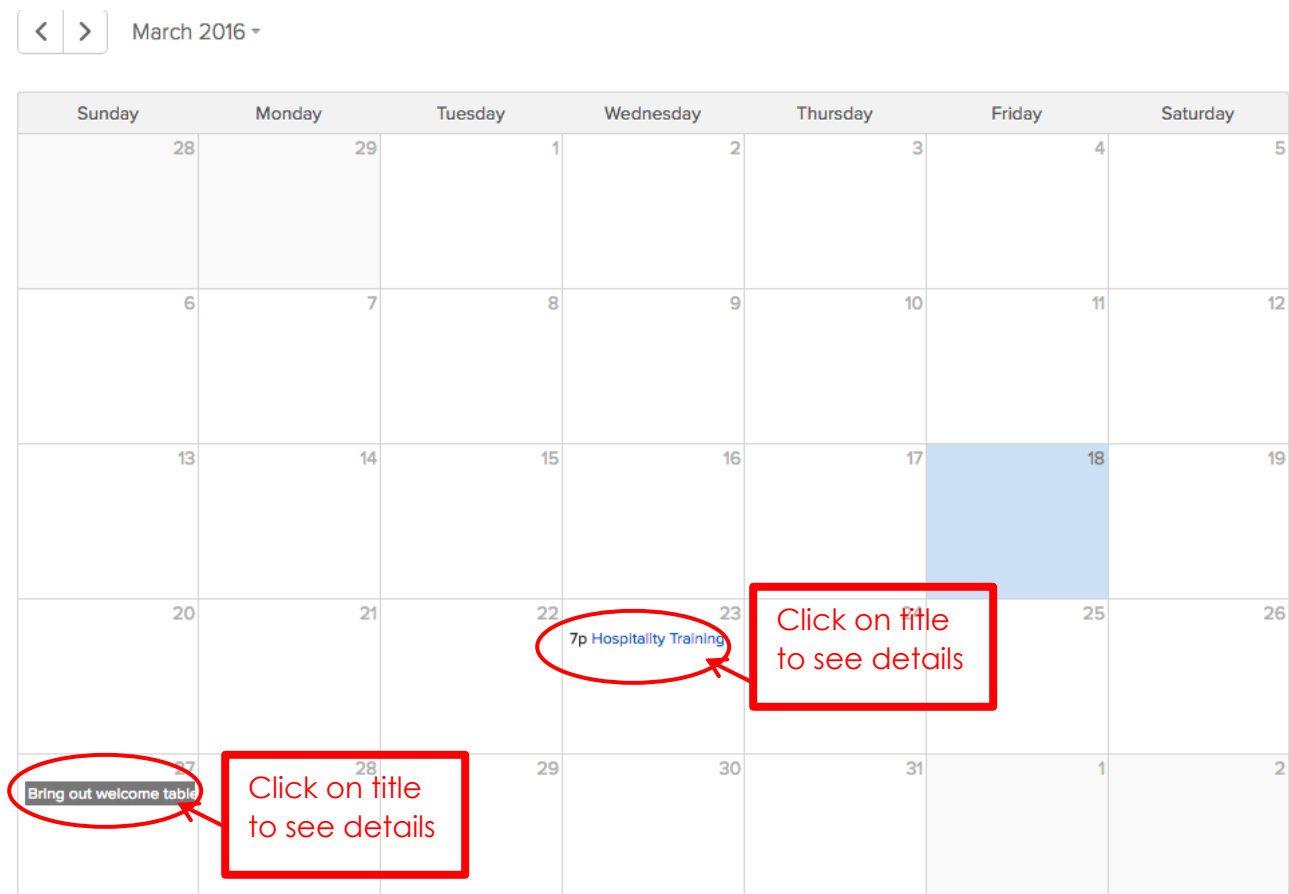
“NO ONE” SAMPLE

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:



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

applies to all occurrences

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.

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

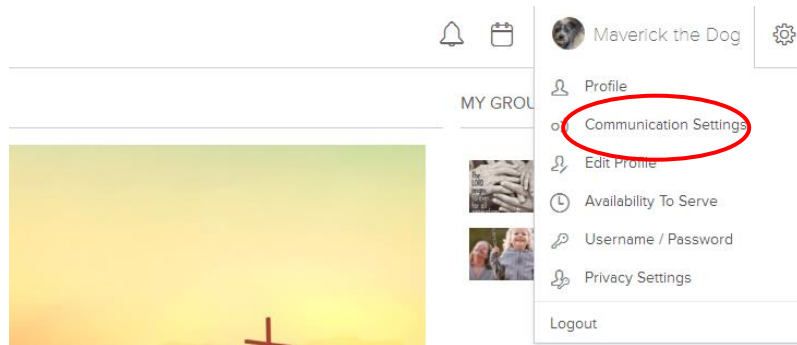
Past needs

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

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**.

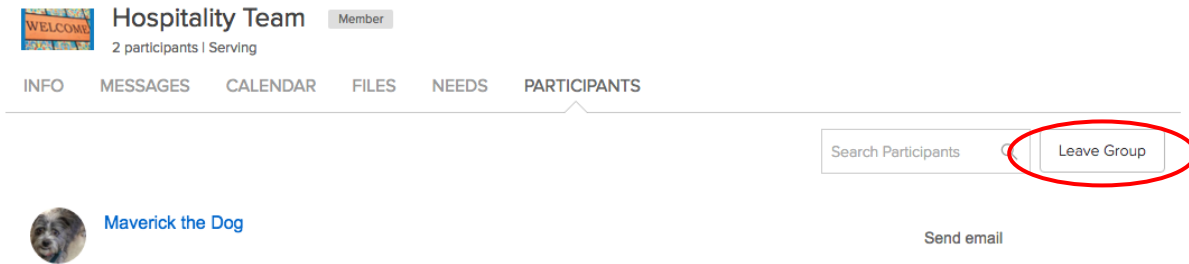


It is recommended to set your settings as indicated in the screen below. Although CCB recommends receiving weekly summaries of group activities, it was found that this communication tends to be repetitive. Please note that the **church-wide settings under Entire Church Group and under General Church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

A screenshot of the 'Communication Settings' page. The page is divided into several sections: 'Groups I am in', 'Future Group Defaults', 'General Church Communication', and 'Email Address'. Red boxes and arrows highlight specific areas: 'Communication from church office' points to the 'Recommended' status in the 'General Church Communication' section; 'Communication within your groups' points to the 'Recommended' status in the 'Groups I am in' section; 'Don't forget to save!' points to the 'Save Settings' button at the bottom right. The 'Groups I am in' section shows a table with columns for different communication preferences and rows for 'Our Church' and '1st Grade'. The 'Future Group Defaults' section shows a table with columns for different communication preferences and a row for 'Future groups I am added to'. The 'General Church Communication' section has a 'Recommended' status for 'Entire Church Group' and 'General Church Communication'. The 'Email Address' section has a 'NOT Recommended' status for 'Completely remove my email address from the database'.

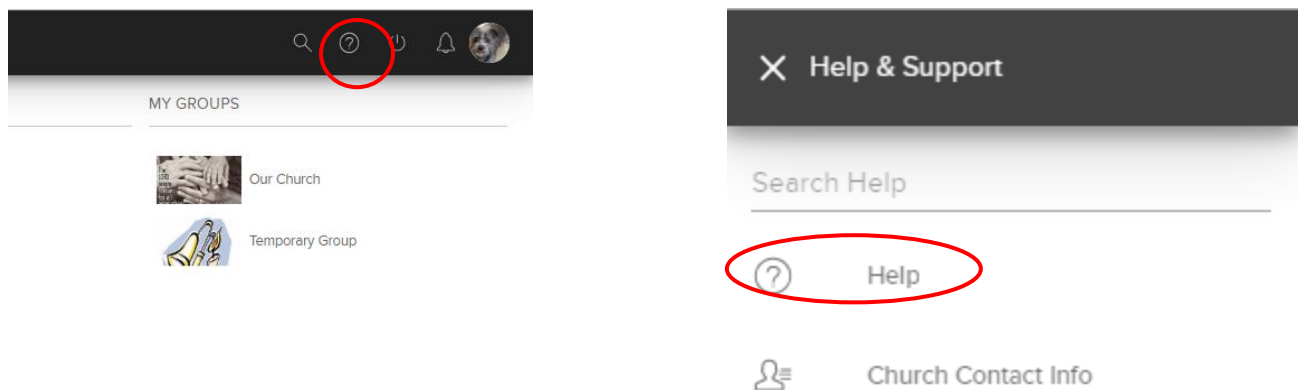
Removing yourself from a Group

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

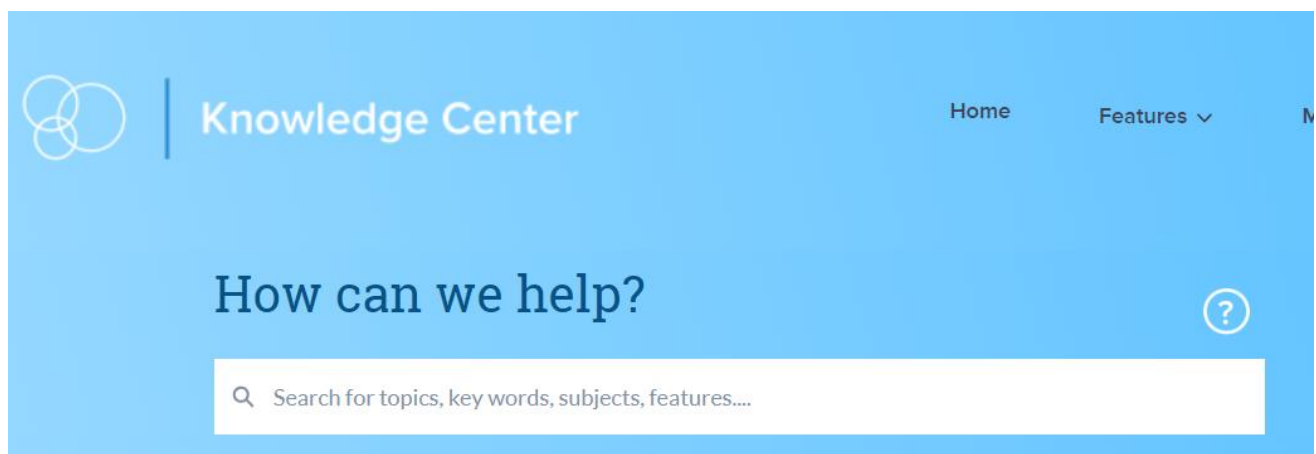


HELP BUTTON

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.



Type in what you need help with:



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