StTim'sConnect

USER GUIDE

Church Community Builder

January 2019

User Guide – Church Community Builder

TABLE OF CONTENTS

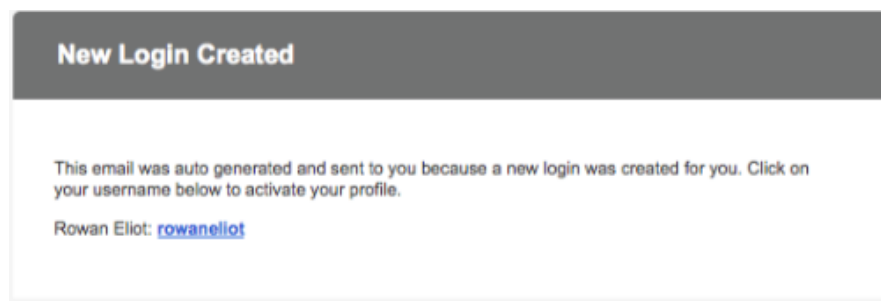# User Guide – Church Community Builder

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.

New Login Created

This email was auto generated and sent to you because a new login was created for you. Click on your username below to activate your profile.

Rowan Eliot: rowaneliot

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
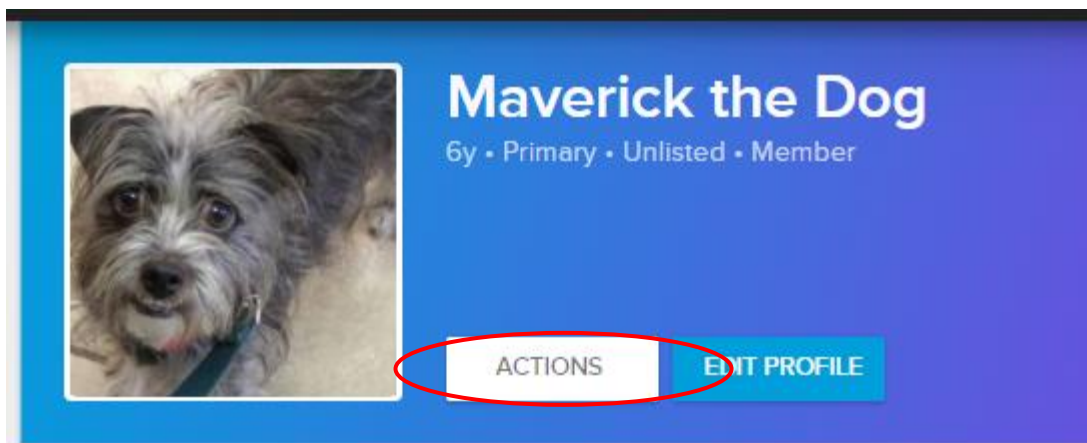

If you are experiencing problems logging in, contact Beth at info@stlcsj.org or contact the church office at 408-264-3858.
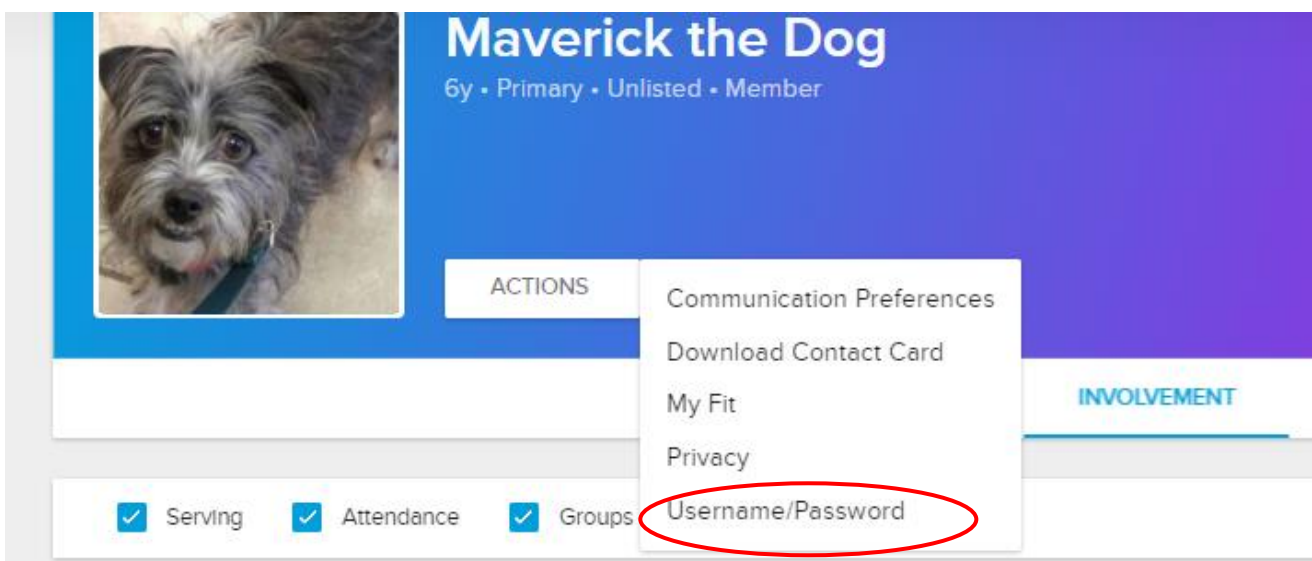
CHANGING YOUR PASSWORD

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).
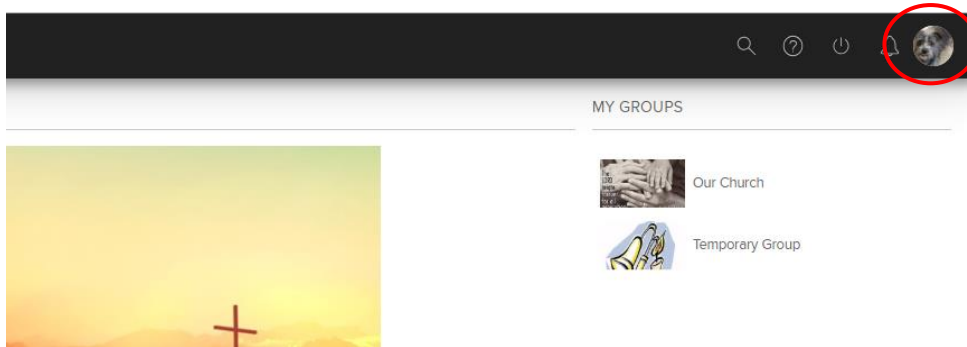
On the next screen click on ACTIONS.

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.

Tip: Click on the 3 vertical lines to collapse this column.
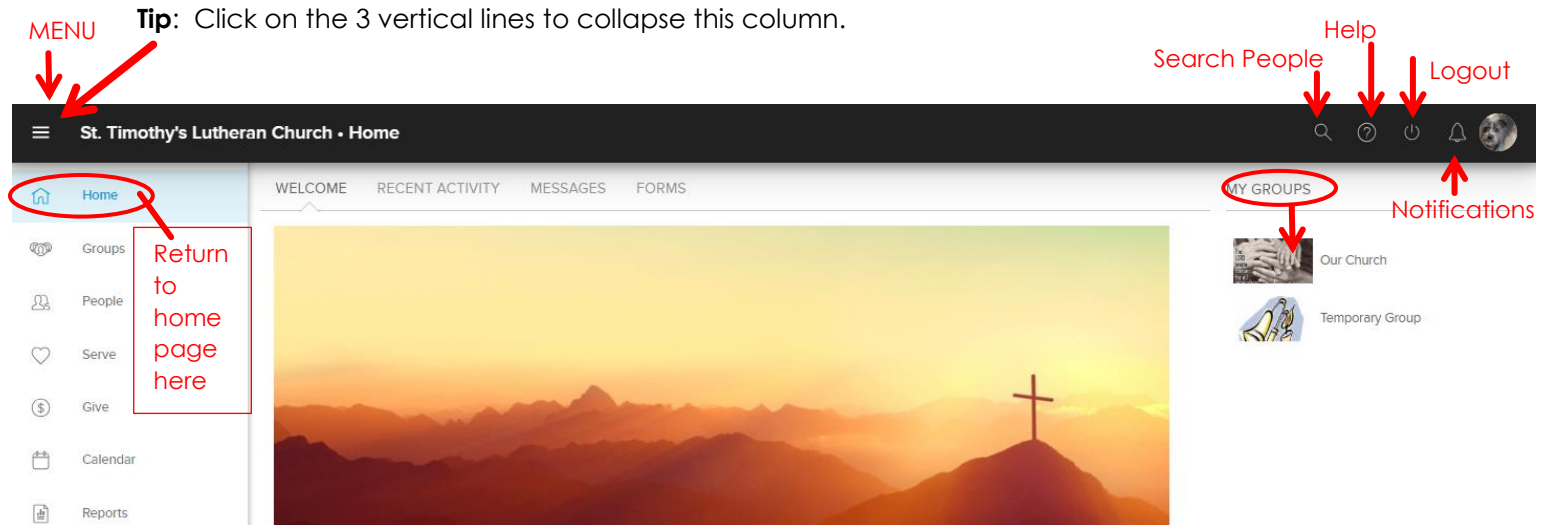

VIEWING AND EDITING YOUR PROFILE

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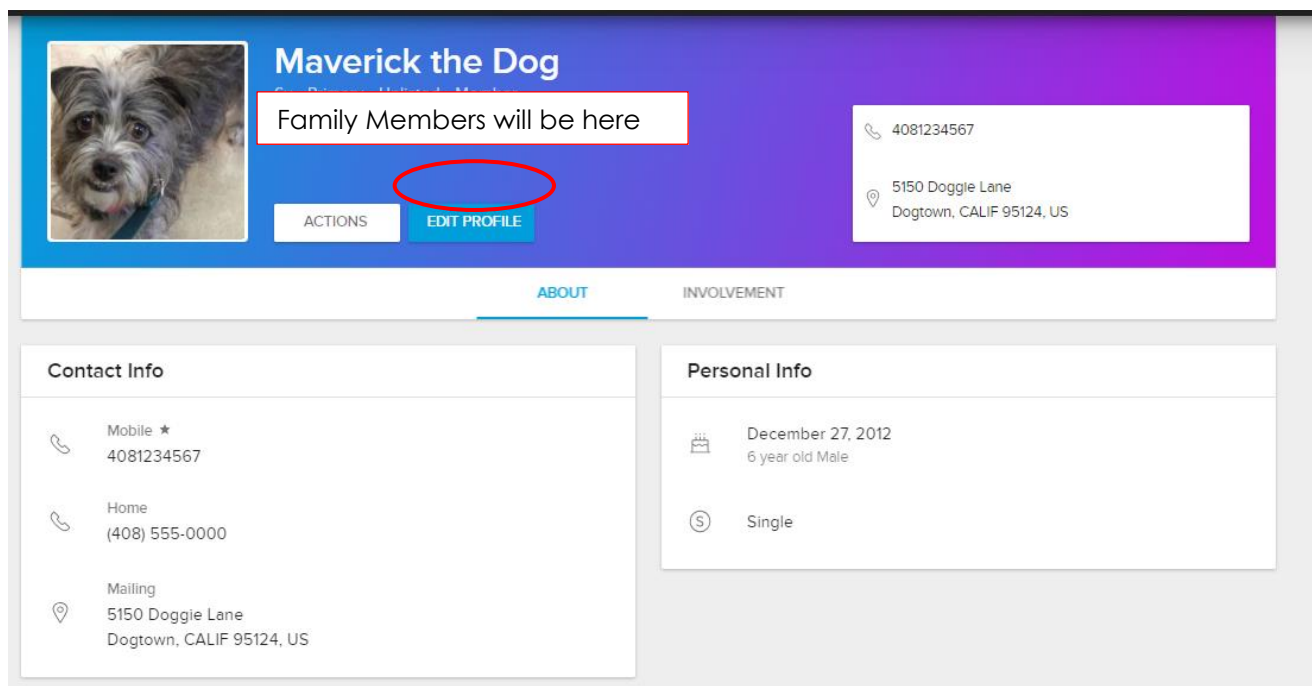
Parents, please note that you can also edit your child's profile by clicking on your child's photo or initial (below your name). Use the same EDIT PROFILE box on their profile.

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 (under18) 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.
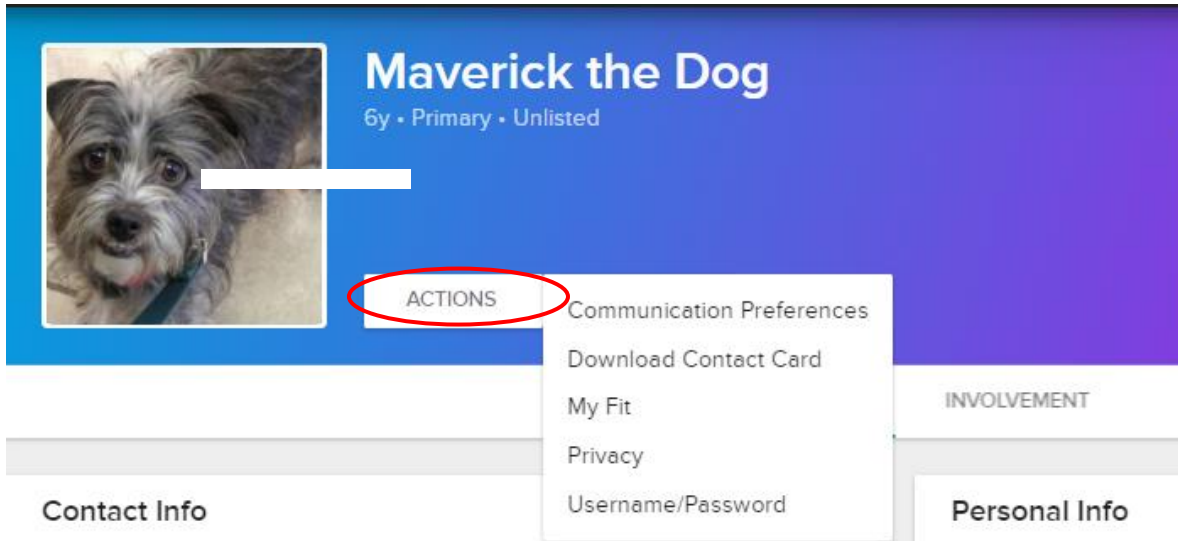
The recommended setting for your overall profile is **Listed**. Otherwise, church members will not be able to communicate with you by email using this system.

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*.
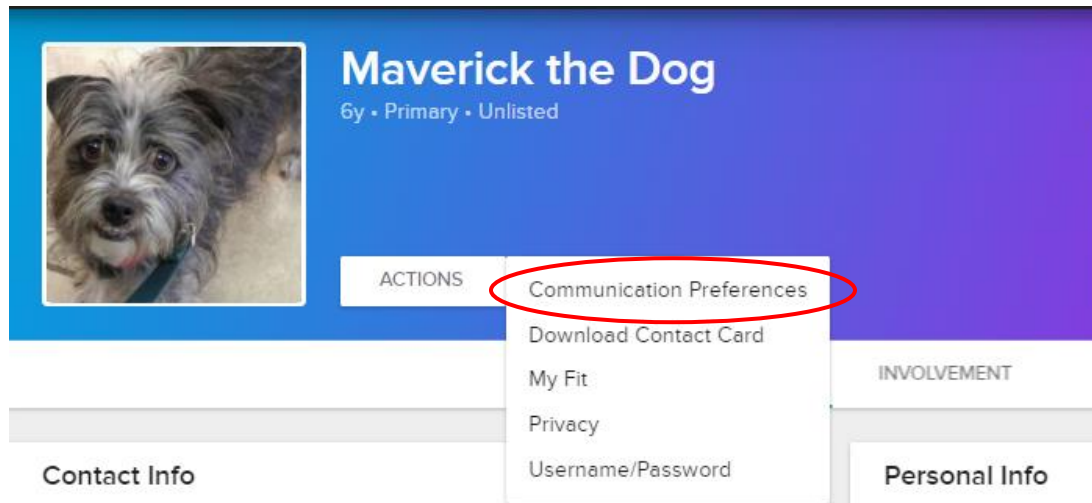
Your communication settings have been pre-set so that you will receive emails from the church office as part of the Our Church Group, as shown below as well as the "General Church Communication". If you choose to receive comments (2nd column), note that you will receive an email each time a church family 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.

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*.
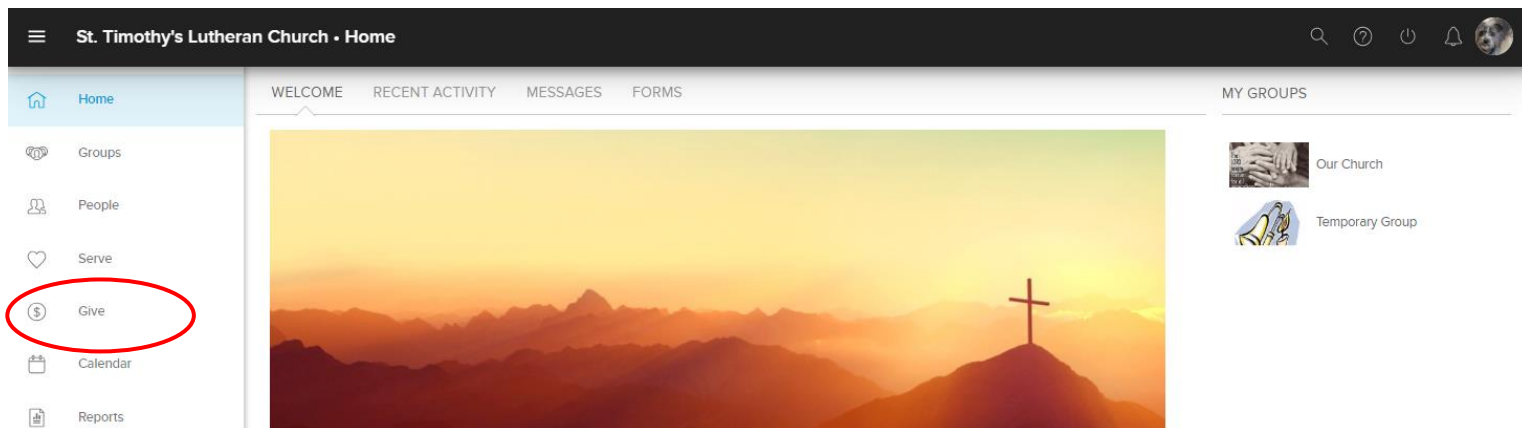
On the next screen you will be on **SCHEDULES / HISTORY.** Scroll down a little to find your offerings under **GIVING HISTORY**. You can check by individual or family. If you are married, check by family as offerings could be entered under either spouse. You can also print a Giving Statement. Page 12 has directions on printing your own statement.
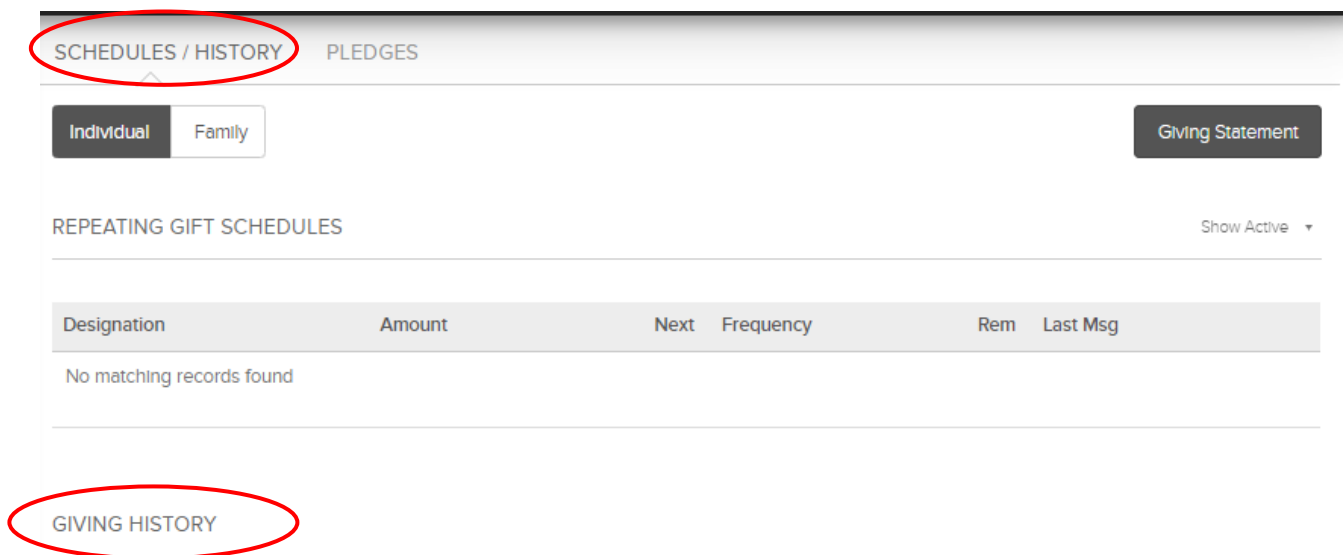
On the **PLEDGES** tab you will see a list of pledges that you have made. In St. Tim's Connect, only one spouse can be assigned the pledges. We usually assign it to the "primary contact." A married couple will what to run it as "FAMILY." You can also print a pledge statement.
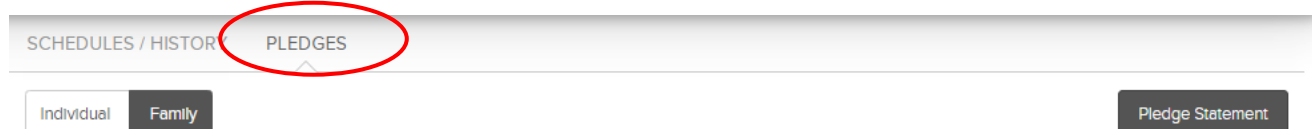
PRINTING YOUR OWN GIVING STATEMENT

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:

Select the appropriate options for the statement.

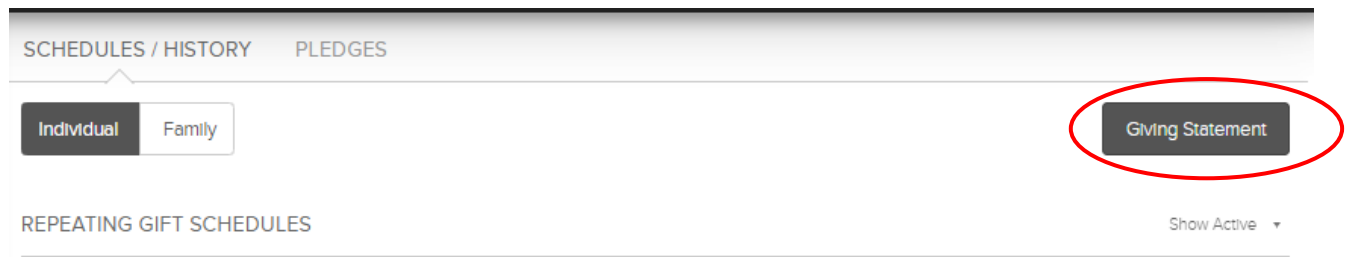**TYPE**
Family - Generates a combined statement for a married couple and separate statements given by children or other family members that have given during the date range.
Individual - Generates one statement for each person in the family that has given during the date range.

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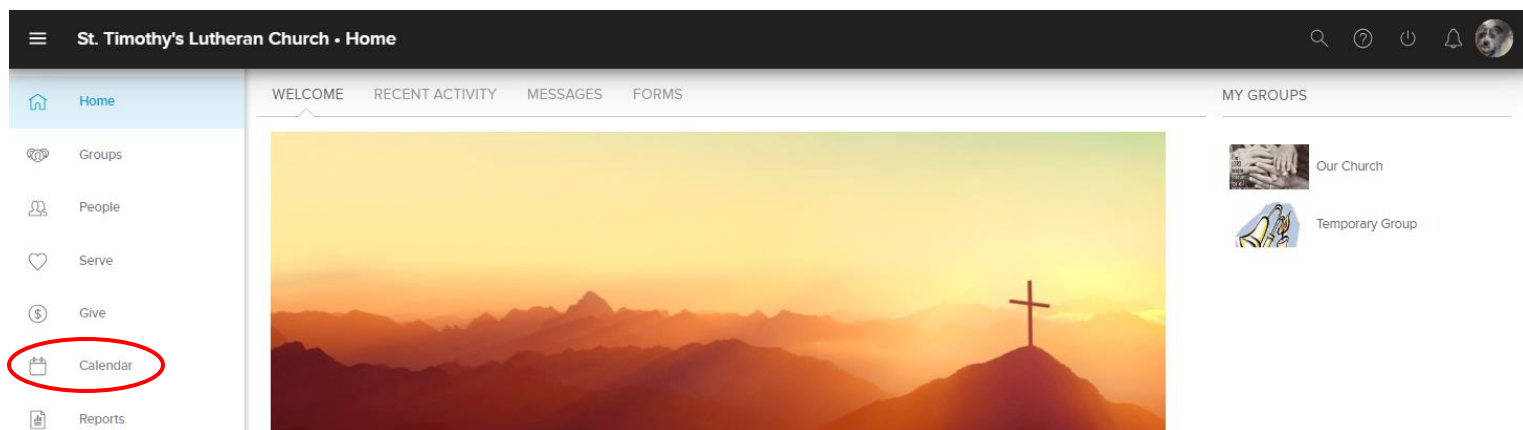
PLEDGE INFORMATION
Includes a summary of all pledges set up for the individual or family during the date range of the giving statement.

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.
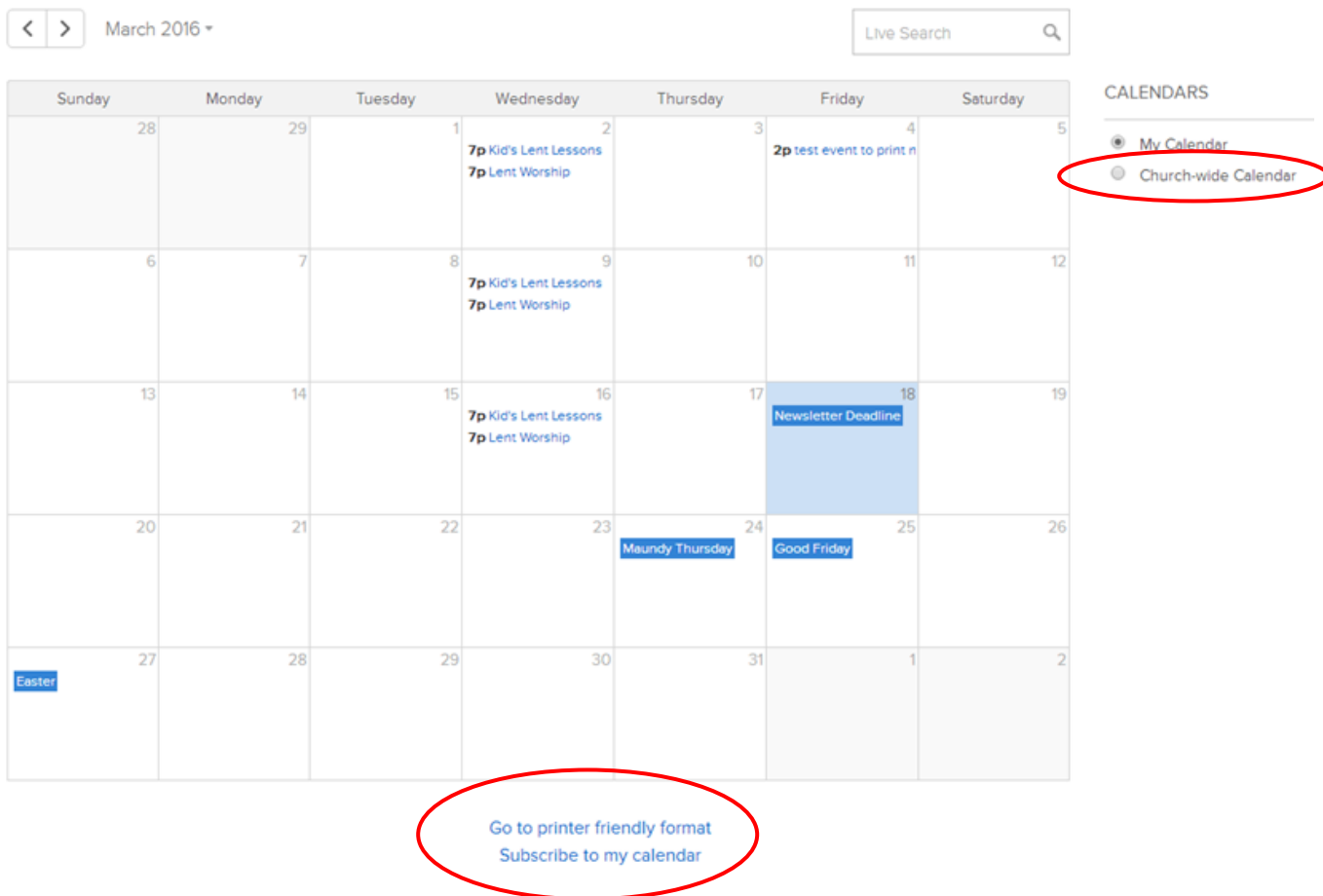
VIEWING OTHER PROFILES
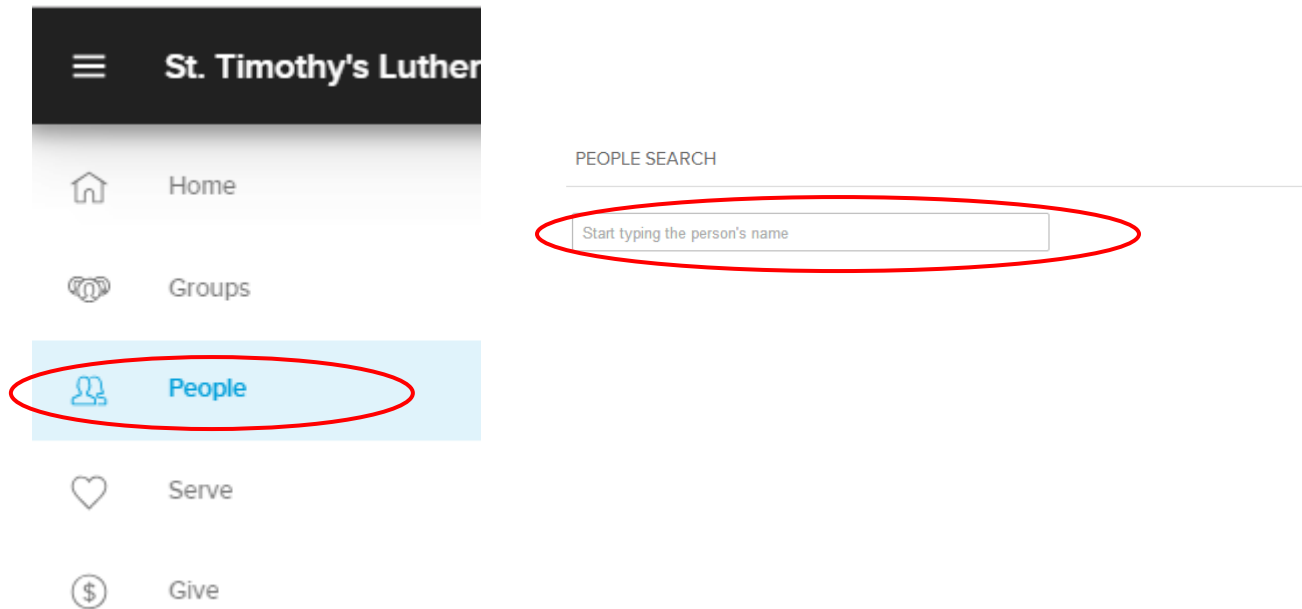
To view a profile of a church member, click the **People** tab at left of the page. Type the name in the search box. You may type the first name, last name or a combination of both. As you type, the system will automatically narrow your results and generate a list of people. You must click the name of 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.

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.

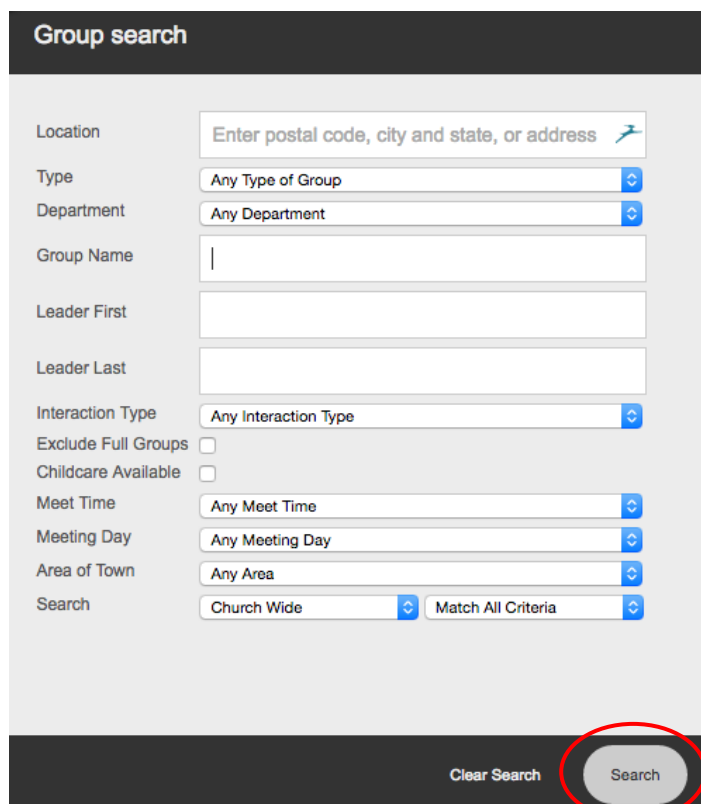After clicking on **advanced search**, you can set your search criteria or simply click on **Search** to view all groups or ministries.

Click on a group title.

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

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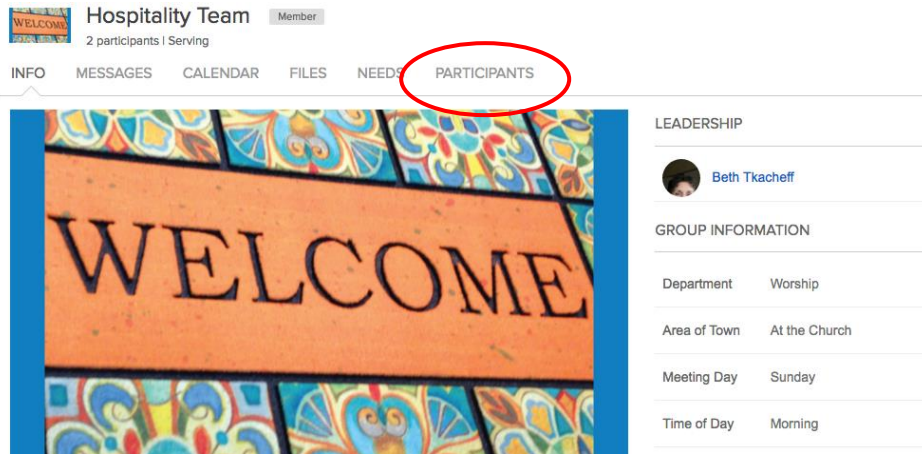
From this page, you can view the messages, calendar, needs, and participants. You can also view the group's calendar and perform Actions such as sending a message to all group members and adding a need, among others.
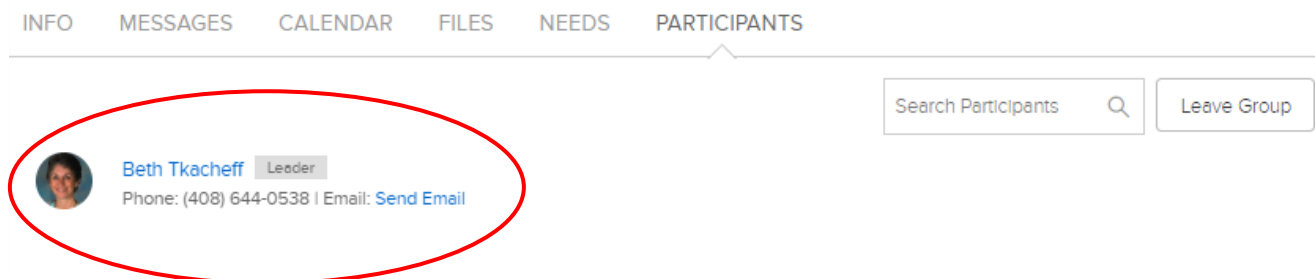
Viewing Group Participants

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

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

Sending a Group Message
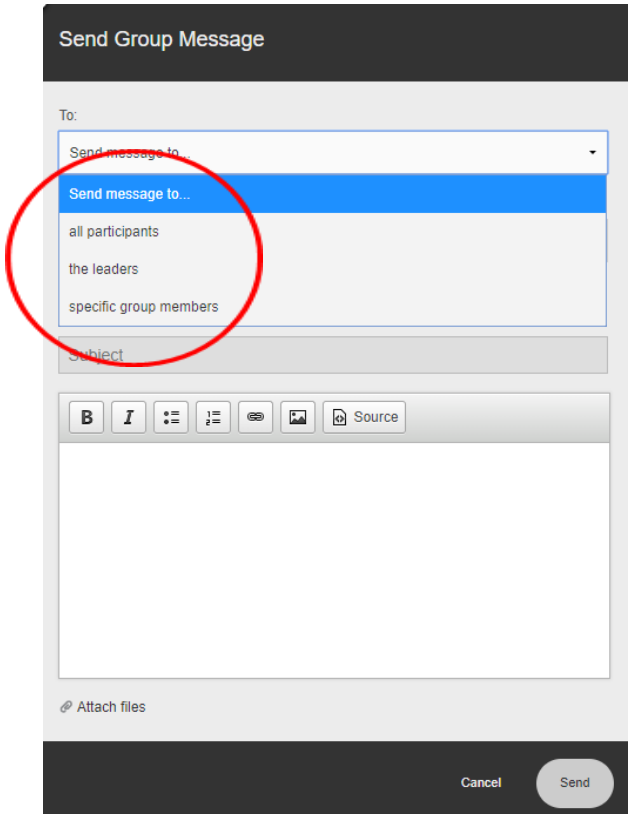
To send an email to the entire group, click on the **messages** tab. Then click **New Message**.
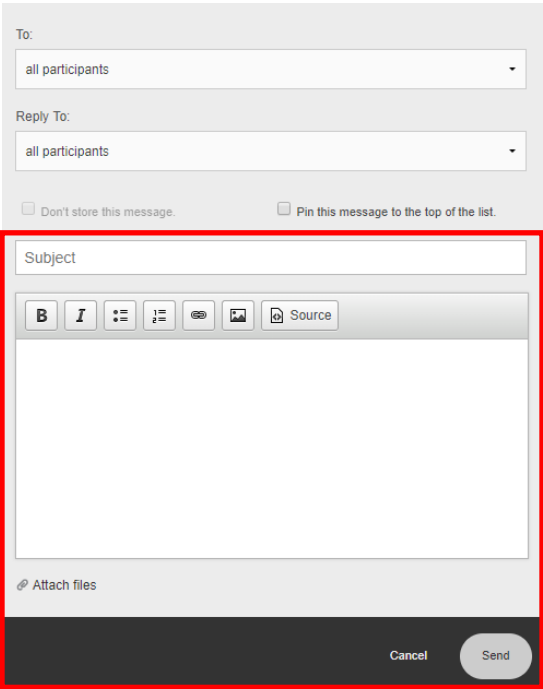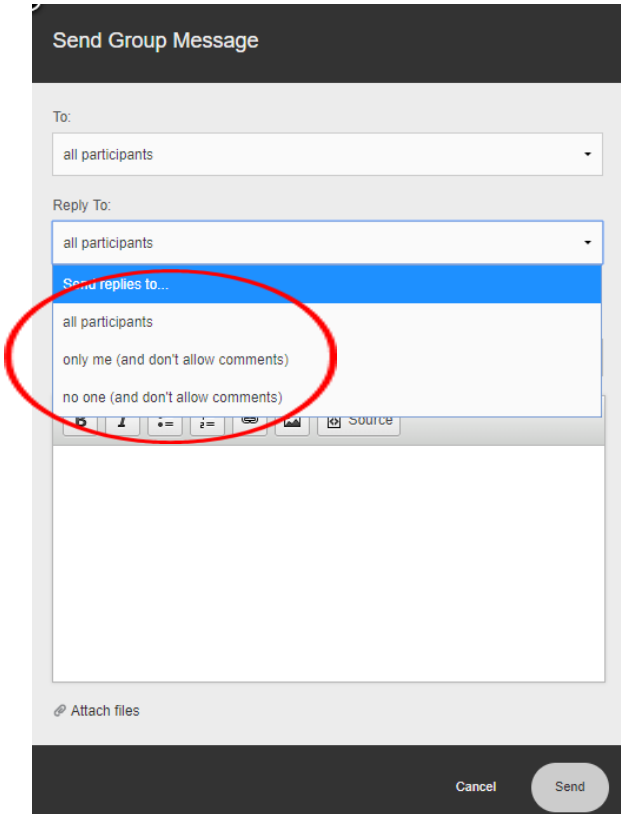
TIP: Any group messages will also be listed here. However, recipients can respond from their own email without having to login to St. Tim's Connect.

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.

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.

CHURCH COMMUNITY BUILDER

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).
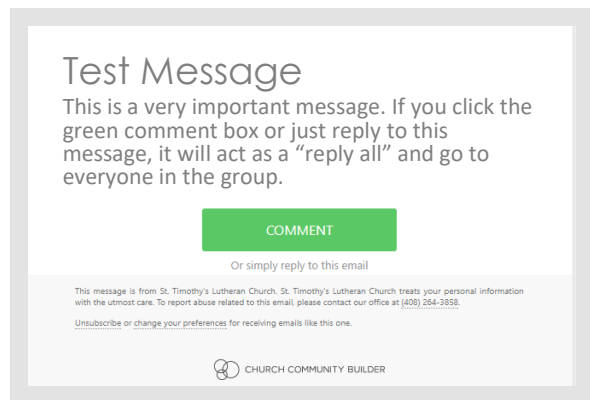
"ALL PARTICIPANT REPLY" SAMPLE

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.

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.
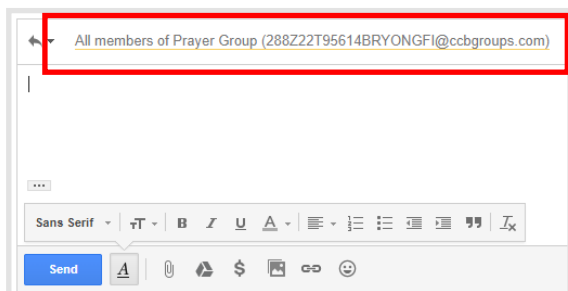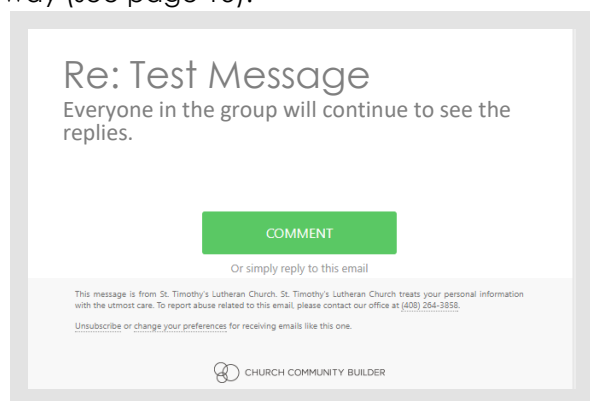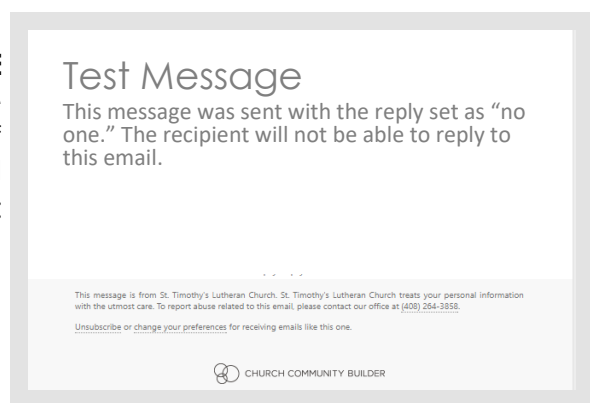Unsubscribe or change your preferences for receiving emails like this one.

CHURCH COMMUNITY BUILDER

"ONLY ME" SAMPLE

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

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.

CHURCH COMMUNITY BUILDER

"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> |

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.

CHURCH COMMUNITY BUILDER

Viewing calendar

From the **Calendar** tab, you can view upcoming group events and needs in a calendar format.
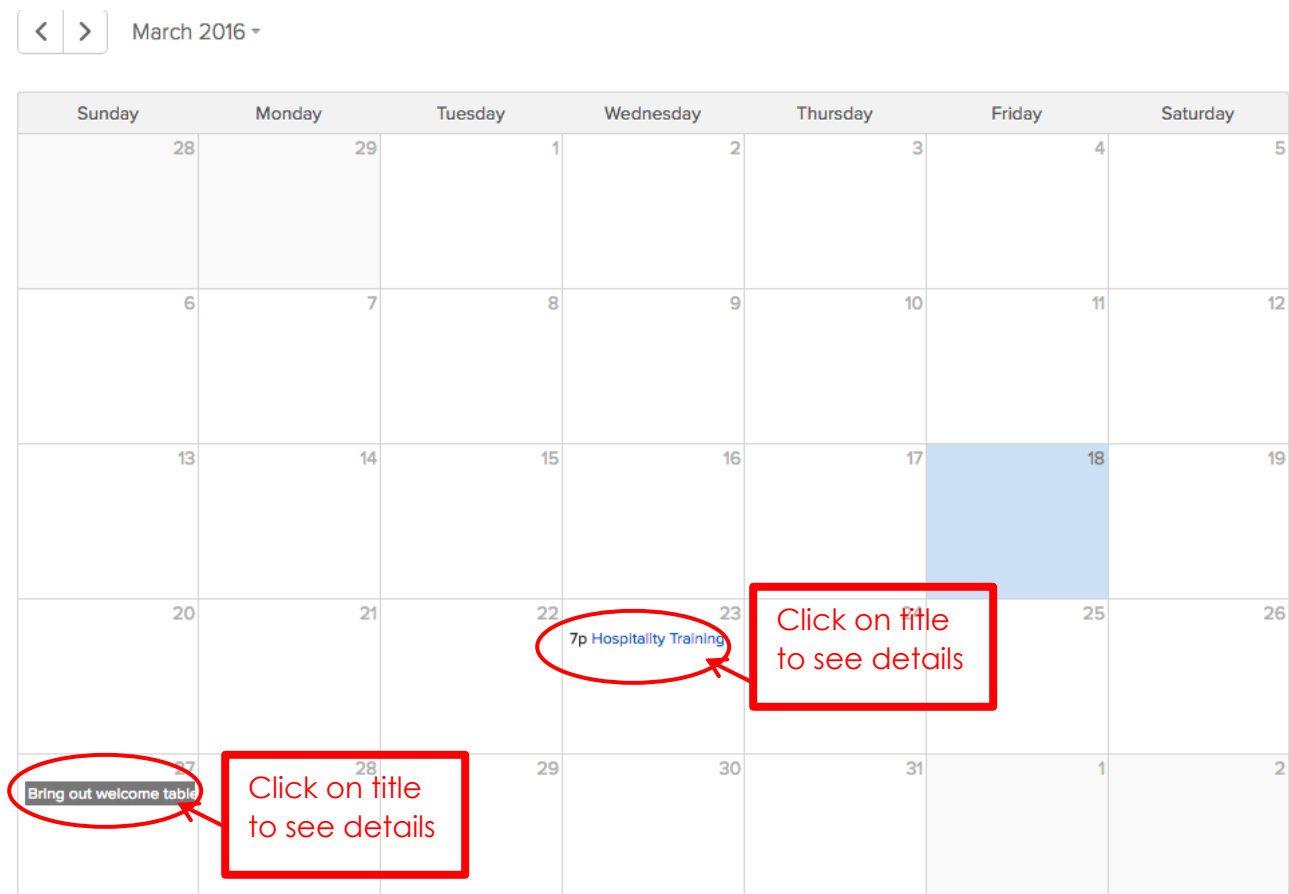
Tip: To see past months, click on the arrow to the left of the month title; to see future months, click on the arrow to the right of the month title.

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

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."

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

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.

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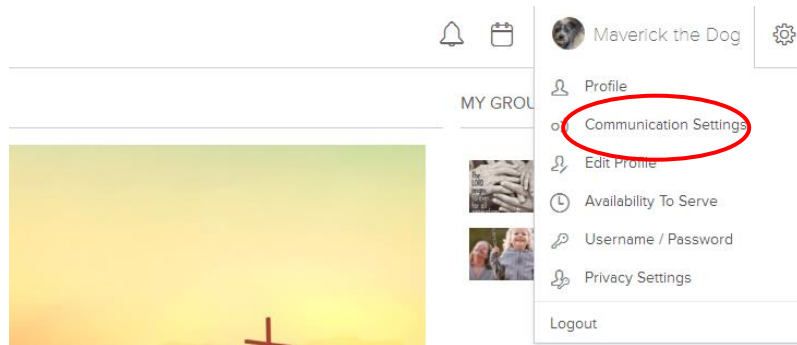
NAME	COORDINATED BY	NEXT AVAILABLE	ITEMS TAKEN
Bring out welcome table NEW	Maverick	roll out welcome table on Mar 27, 2016	0 / 1

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**.
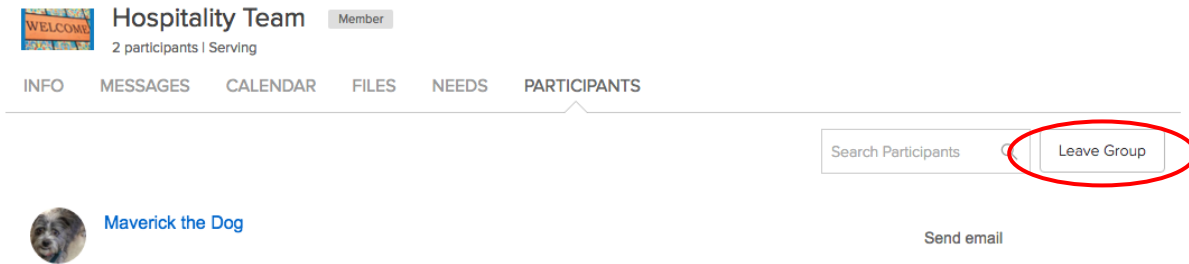

It is recommended to set your settings as indicated in the screen below. Although CCB recommends receiving weekly summaries of group activities, it was found that this communication tends to be repetitive. Please note that the **church-wide settings under Entire Church Group and under General Church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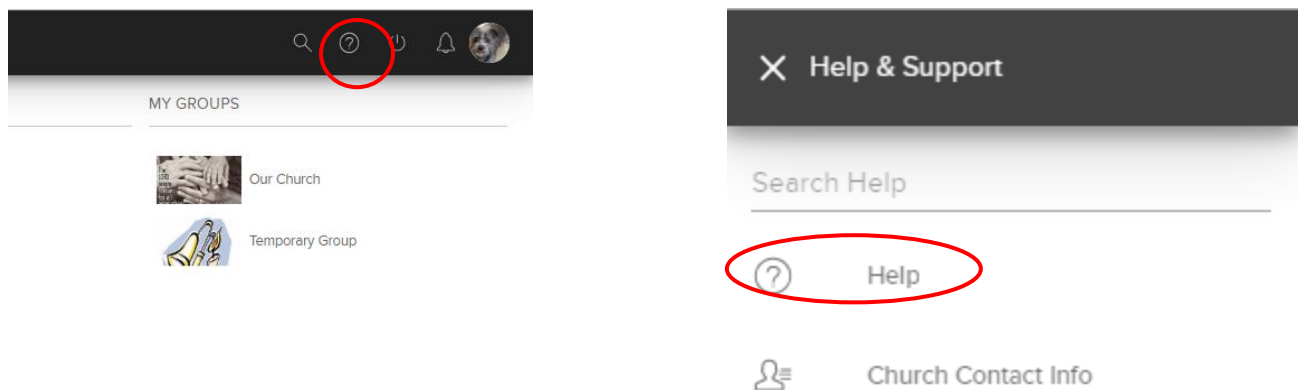
Removing yourself from a Group

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   Leave Group

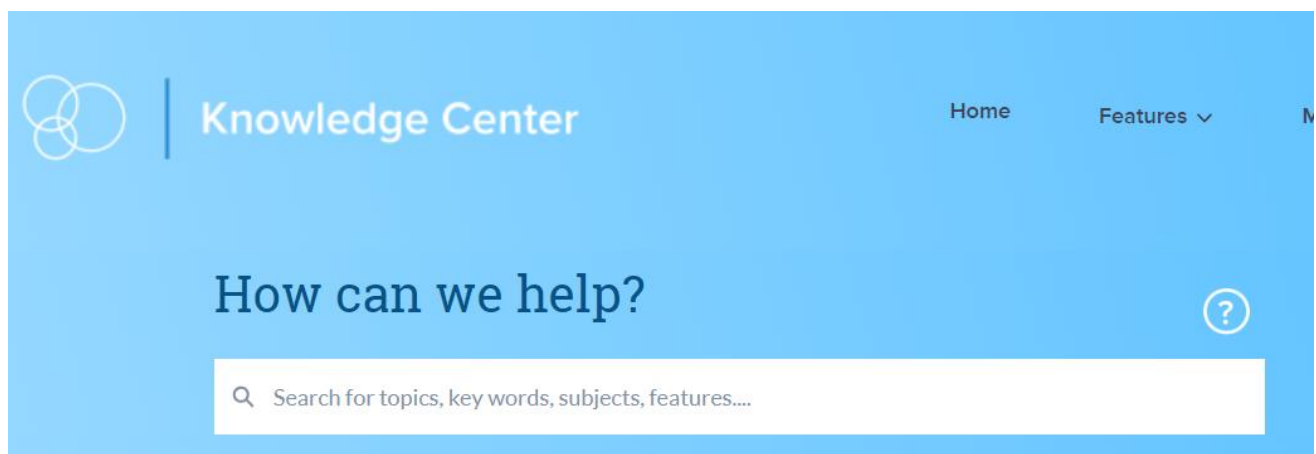Maverick the Dog

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.

MY GROUPS

Our Church

Temporary Group

X Help & Support

Search Help

? Help

?≡ Church Contact Info

Type in what you need help with:

Knowledge Center

Home   Features ⌄

How can we help?

🔍 Search for topics, key words, subjects, features....

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