

MyChurchSuite FAQ's

Who can see my or my children's contact details in MyChurchSuite?

Access to MyChurchSuite is by an email invitation initiated from within ChurchSuite. We manage which Address Book contacts are granted login access and can choose at what point it's appropriate for newcomers to be given a login. Also, no children contact details are ever visible to others in MyChurchSuite; so while parents can manage their own children's details, their contact details always remain hidden. If an under 18 serves on a rota or is in a small group, only the under 18's name only is visible to fellow team/group members, but no contact details.

Most of the content of MyChurchSuite does not involve people being able to view one another's contact details; instead the content is personal to the individual who is logged in, showing information as it relates to them. There are three exceptions to this - "My Rotas", "My Groups" and "Search for others". If you serve on a rota or are in a small group, your fellow team/group members will only be able to see your contact details that you choose to set visible - your address, telephone, mobile and email address. It's obviously helpful for at least one means of communication to be visible to others, for example, when you need to be contacted for things like rota swap requests.

The "Address Book" feature is a searchable contact directory. This is a restricted members only area, where Church Members can only search for other Members. Only Address Book contacts can show in the search results; children's names are never shown and are not searchable.

What if I don't have an email address?

Login to MyChurchSuite requires an email address, and a password that is set when the church member first receives the invitation to login. Those without an email address will not be able to use MyChurchSuite. However you can still sign up to events via our website or the church office.

What if we only have a shared email address?

Families who share an email address can still use MyChurchSuite. Each family member is sent a MyChurchSuite email invitation. The email is personalised, so each family member can identify their invite. Each invite has a unique login link so that each family member can set their own personal password, which must be different to that of other family members. In this way MyChurchSuite can correctly identify which family member is logging in.

What can I do on MyChurchSuite?

The following features all make for useful functionality for church members and ministry overseers, and are great reasons to keep logging back in.

- rota swaps
- rota unavailability
- small group sign-up
- rota management for volunteers and ministry overseers
- online giving
- subscribing to rota iCal feeds so that serving volunteers can see their upcoming rota commitments in their preferred calendar/diary application
- access to our sermon audio and video feeds
- custom links (eg. To our website)

Is there an instruction manual for users?

Yes! - Please ask at the Church Office if you would like this.