

WURC My ChurchSuite User Guide

Introduction

Welcome to My ChurchSuite! **My ChurchSuite is what we call the church member-facing side of ChurchSuite.** While your church's ministry leaders, staff and elders will use the admin-facing ChurchSuite system to help them manage church administration, we've created a great system for you too; to help you keep your details up to date and to help you access and engage with the life and activity of what's going on at your church. The features described in this guide are the common features available to all users. Additional features for "overseers" is available in other documentation.

Getting started...

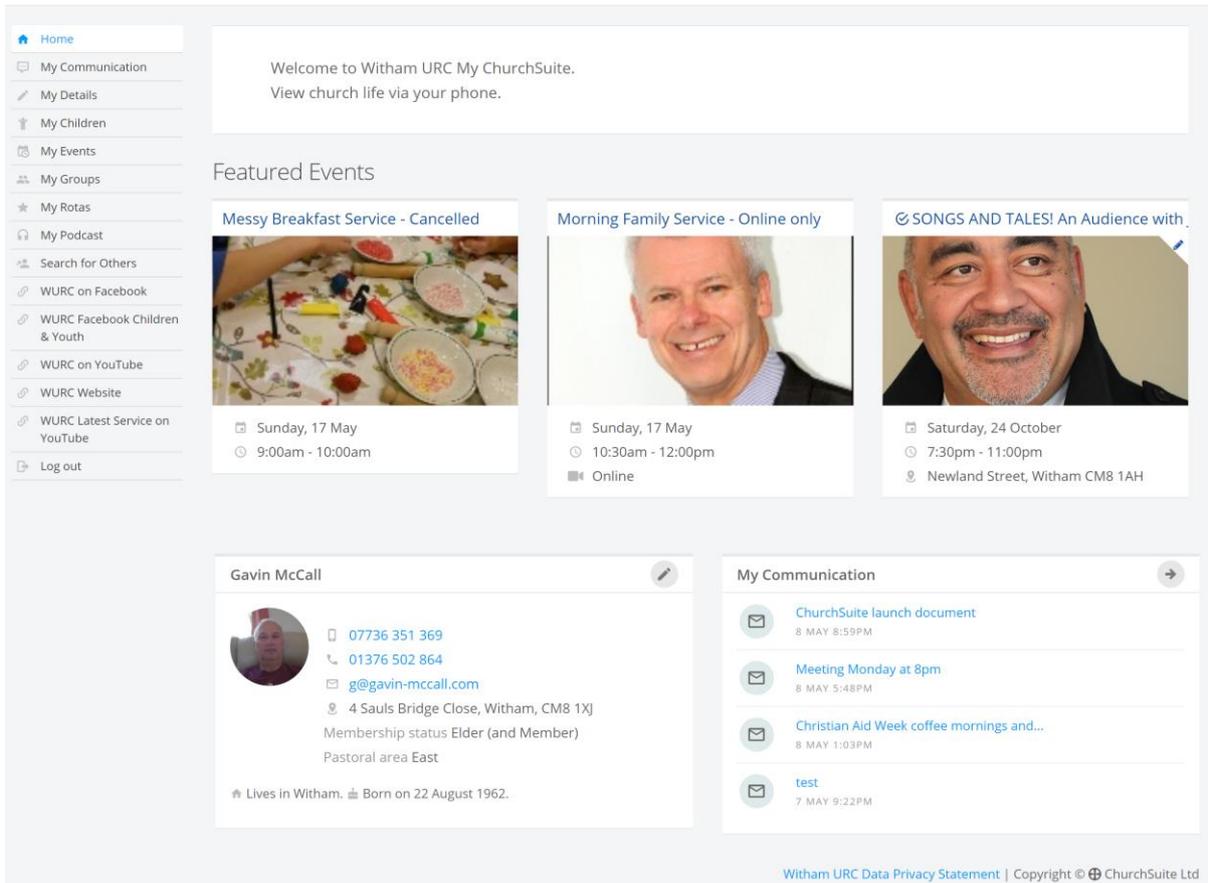
It's important to say at the outset that access to My ChurchSuite for any church attender is a decision of your church leaders – there's no automatic access or entitlement. Access is granted by invitation; a process that begins with your church sending you an email invitation; so **it's important your church has your correct email address!** That invitation email contains a unique login-link that is used to access My ChurchSuite for the first time and to set your password. Those without an email address will not be able to access My ChurchSuite.

If you share an email address with a partner you'll each receive separate personalised email invitations – be sure to click the link in your email and make sure that you set a different password to your partner; otherwise the system won't know who is logging in!

This user guide outlines the features in My ChurchSuite currently enabled at WURC .

My ChurchSuite and Under 18s!

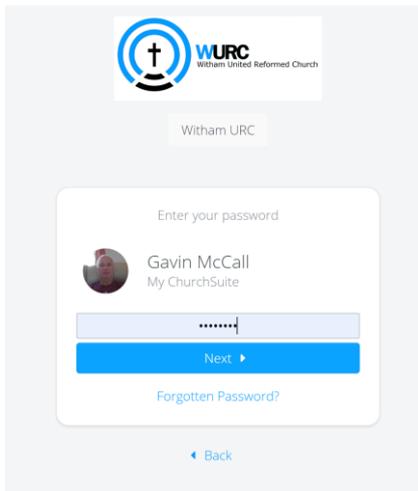
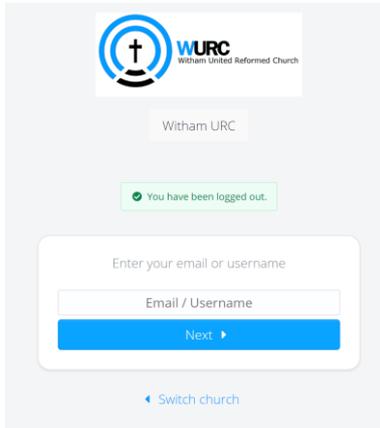
My ChurchSuite is only currently available for adult contacts in the church's Address Book module. For safeguarding reasons we not circumnavigate this by adding children as contacts in the Address Book module. Apart from potential safeguarding and data protection issues, those children will be prevented from participating in the other Children module functionality – like child check-in, medical/special needs/consents, children groups and group attendance etc.



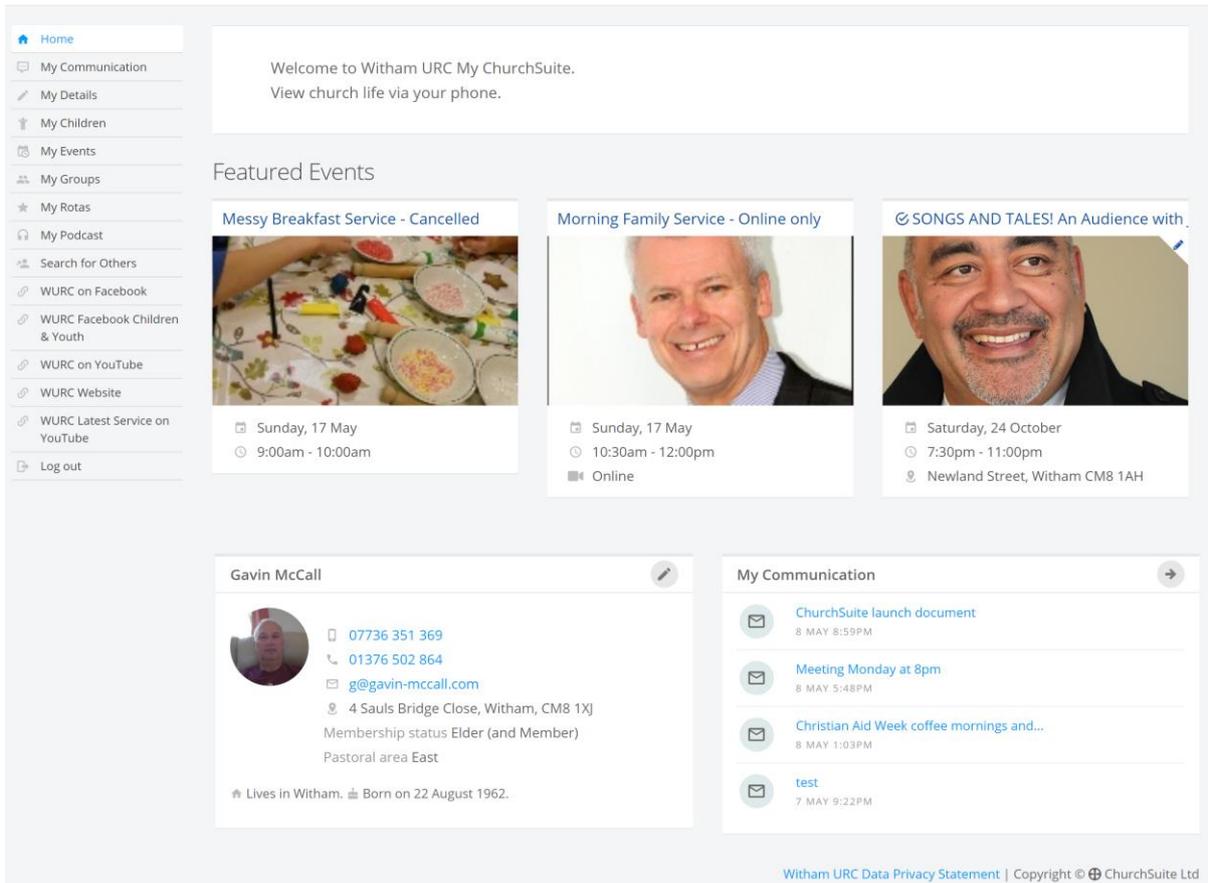
Navigating My ChurchSuite

My ChurchSuite can be accessed through any web browser and using our free iOS and Android ChurchSuite apps (available from the respective app stores). App navigation follows traditional app navigation principles – clicking backwards, swipe, single-click menus etc. My ChurchSuite is also fully responsive, which means that pages resize automatically to suit the screen size of smaller devices like laptops, smart phones and tablets. We've created a separate support article for the apps – see the related articles section at the end of this guide. **For the purposes of this guide though, we'll use screenshots taken from within a browser environment.**

To log in, head to login.churchsuite.com and follow the on-screen instructions to search for your church. For **Church**, please enter "withamurc", and select the offered value. Typing "witha" is sufficient to find our church. Next, enter your **email address** and when prompted, enter your **password**. Click **Login**. Note also the option to request a password reset email by clicking **Forgotten Password?**



Once you've successfully logged in, you're taken to the My ChurchSuite **Home** page. Our Home page is styled with our church's logo and colour scheme, so it should feel familiar to you as you navigate around the platform.



Home

- My Communication
- My Details
- My Children
- My Events
- My Groups
- My Rotas
- My Podcast
- Search for Others
- WURC on Facebook
- WURC Facebook Children & Youth
- WURC on YouTube
- WURC Website
- WURC Latest Service on YouTube
- Log out

Welcome to Witham URC My ChurchSuite.
View church life via your phone.

Featured Events

Messy Breakfast Service - Cancelled



Sunday, 17 May
9:00am - 10:00am

Morning Family Service - Online only



Sunday, 17 May
10:30am - 12:00pm
Online

SONGS AND TALES! An Audience with...



Saturday, 24 October
7:30pm - 11:00pm
Newland Street, Witham CM8 1AH

Gavin McCall



07736 351 369
01376 502 864
g@gavin-mccall.com
4 Sauls Bridge Close, Witham, CM8 1XJ
Membership status Elder (and Member)
Pastoral area East
Lives in Witham. Born on 22 August 1962.

My Communication

- ChurchSuite launch document
8 MAY 8:59PM
- Meeting Monday at 8pm
8 MAY 5:48PM
- Christian Aid Week coffee mornings and...
8 MAY 1:03PM
- test
7 MAY 9:22PM

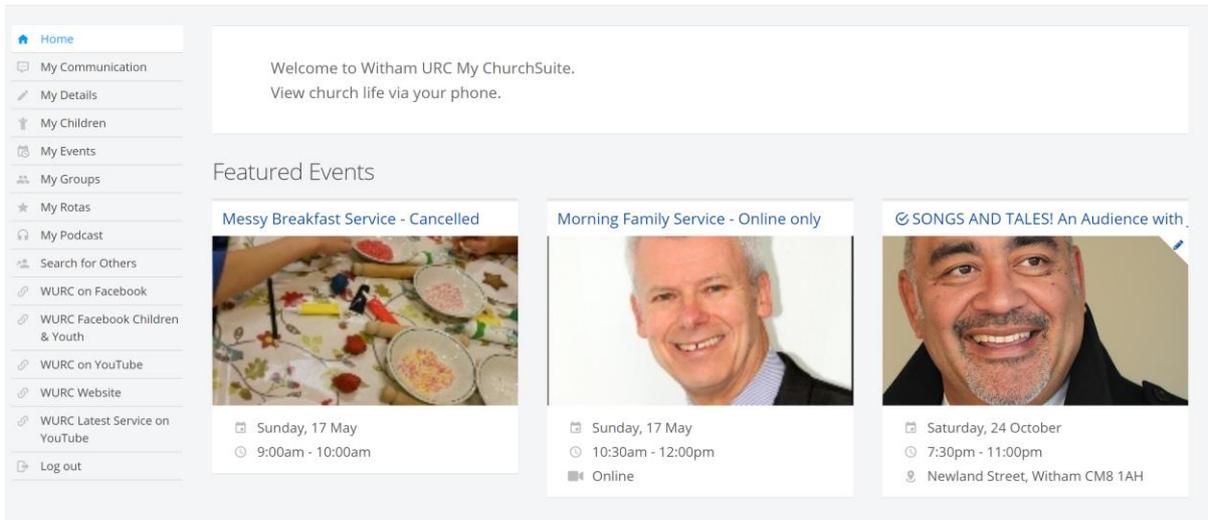
Witham URC Data Privacy Statement | Copyright © ChurchSuite Ltd

Navigation in a web browser is via the menu on the left hand side of the screen. This menu is always visible. You can either use your browser's navigation buttons to go backwards at any time or use the menu options (or the 'back' button in our apps).

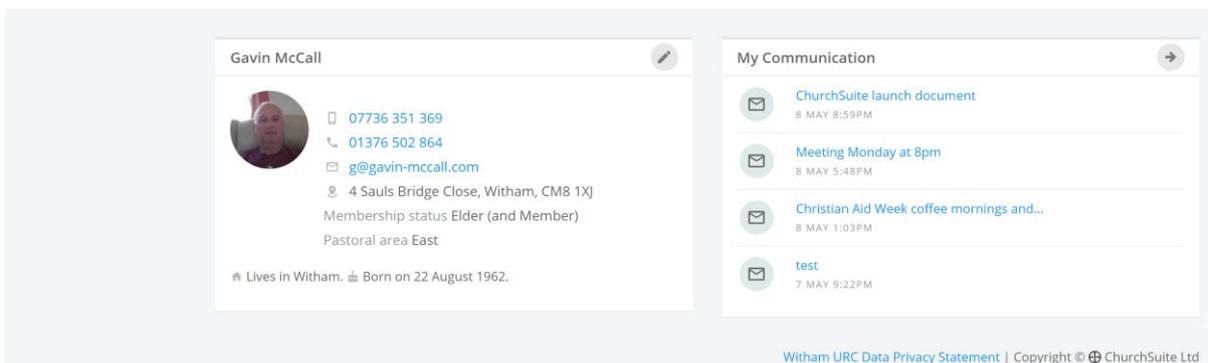
We'll now work through each of the menu options in turn.

Home & My Details

The **Home** page displays a brief welcome message and shows the next three upcoming featured events at our church. Clicking on a featured event will take you straight into the event page to see further information about the event. You can even sign-up (if it's a sign-up event) – your contact details are pre-populated into the sign-up form. You can even pay for tickets by card for your church's 'pay' events – it simple, secure and helps your church with their event management and administration. Payment option will come later.



Scrolling down the home page, there's a **My Communication** summary of your recent communications sent to you from the church – perhaps a rota reminder or the latest e-news bulletin. And on the left is the **My Details** section, which shows a summary of the main contact information your church holds about you on their database. This information is only visible to you, unless you choose to set some of your basic contact details visible to others in the church through your privacy settings (see later).



Note that your “Membership status” and “Pastoral area” is shown here. As with the current printed directory, this information is visible to others.

Clicking the pencil icon in the top right corner of your details, or selecting the **My Details** menu option will open your **Details** page to enable you to review or update your personal information, perhaps adding missing information – that's always helpful to churches!

Gavin McCall Save Changes or Cancel

Details | Login | Privacy | Communication



Title:

Name:

Middle Name:

Sex:

Date of Birth:

Marital Status:

Spouse:  Julia McCall x

Email:

Updating your marital/relationship status

As part of managing your contact details, your church may allow the marital/relationship status to be editable to enable linking of contacts together. Some of the marital statuses require confirmation before the contacts will be linked. When you select **engaged, married** or **cohabiting** as a marital status, an email is automatically sent to the other person asking them to confirm the marital status. The contacts will only be linked when the other partner clicks the 'confirm' link in that confirmation email.

On the **Login** tab you can change your password at any time...

Gavin McCall Save Changes or Cancel

Login | Details | Privacy | Communication

Email:

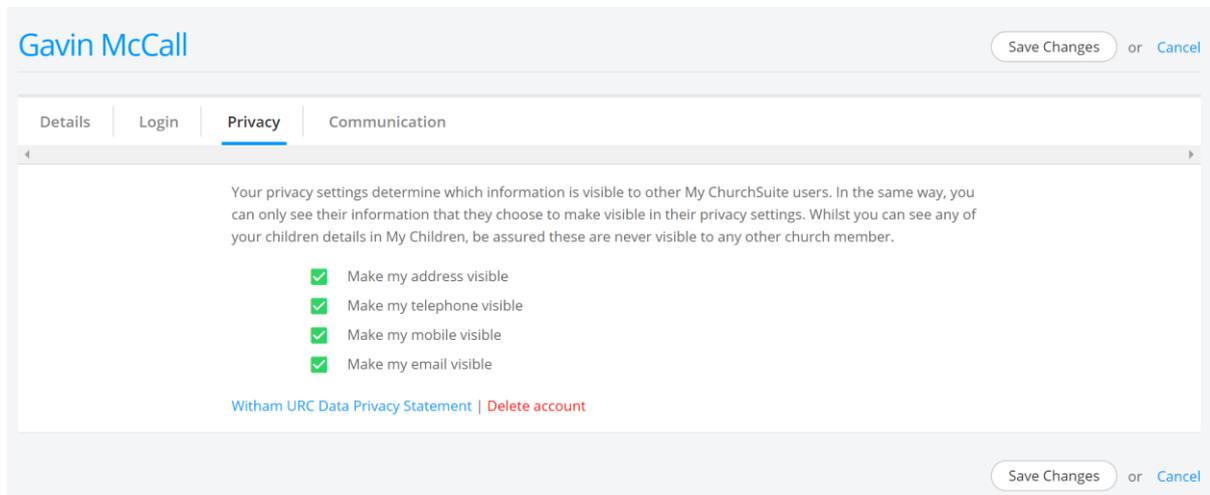
New Password:

Confirm Password:

Save Changes or Cancel

A key area of interest will be your **Privacy** settings. While your contact details are never visible to anyone outside of your church, you can easily manage the level of basic contact information you are

happy to be visible to other members in your church within My ChurchSuite. For example, it's helpful for at least a contact number and email address to be made visible, so that people can organise things like rota swaps. Note that only your **address, telephone, mobile** and **email** can be set visible (or not) – no other personal details, such as your date of birth or marital status, are ever visible to others.



Importantly, no children's contact details are ever displayed in My ChurchSuite. Parents may be able to see and manage their own children's details (see later), but it is never possible to view the details of other children. The only exception to this is if a child is serving on a rota or is part of a small group – in this case their **name only** is visible to other rota team members, ministry overseers, fellow small group members and the small group's leader. A further exception is if a child is signed up for one of our church's events, in which case an event's overseer will be able to see the child's sign-up details in My Events as part of being able to manage their event.

The **Communication** tab is where you'll manage your communication preferences – opting in or out of receiving general church communications and/or rota reminder communications. Do remember that opting out will prevent your church leaders from being able to keep in touch with you by these methods, meaning you may miss out on important church communications!

Gavin McCall

Save Changes or Cancel

Details Login Privacy **Communication**

We do our best to ensure that any communication you receive from us is relevant and helpful. At any time, you're able to choose through which means we will contact you - just opt in to receive communication using the options below.

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

Save Changes or Cancel

The “Receive general emails” switch above is the master switch to determine if any Witham URC Minister, Elder or staff can contact you via email. If you set this off, we cannot send you any email, except to review your consent to your information being stored in our database. Separate email systems which contain their own consent mechanism are excluded.

The “Receive phone calls” switch above is the master switch to determine if any Witham URC Minister, Elder or staff can contact you via phone (either landline or mobile). If you set this off, we cannot phone you.

The “Receive post” switch above is the master switch to determine if any Witham URC Minister, Elder or staff can mail or hand deliver documents to you. If you set this off, we cannot send you any documents by post or hand delivery, except to review your consent in our database.

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

My Communication



Home

My Communication

My Details

My Children

My Events

My Groups

My Rotas

My Podcast

Search for Others

WURC on Facebook

WURC Facebook Children & Youth

WURC on YouTube

WURC Website

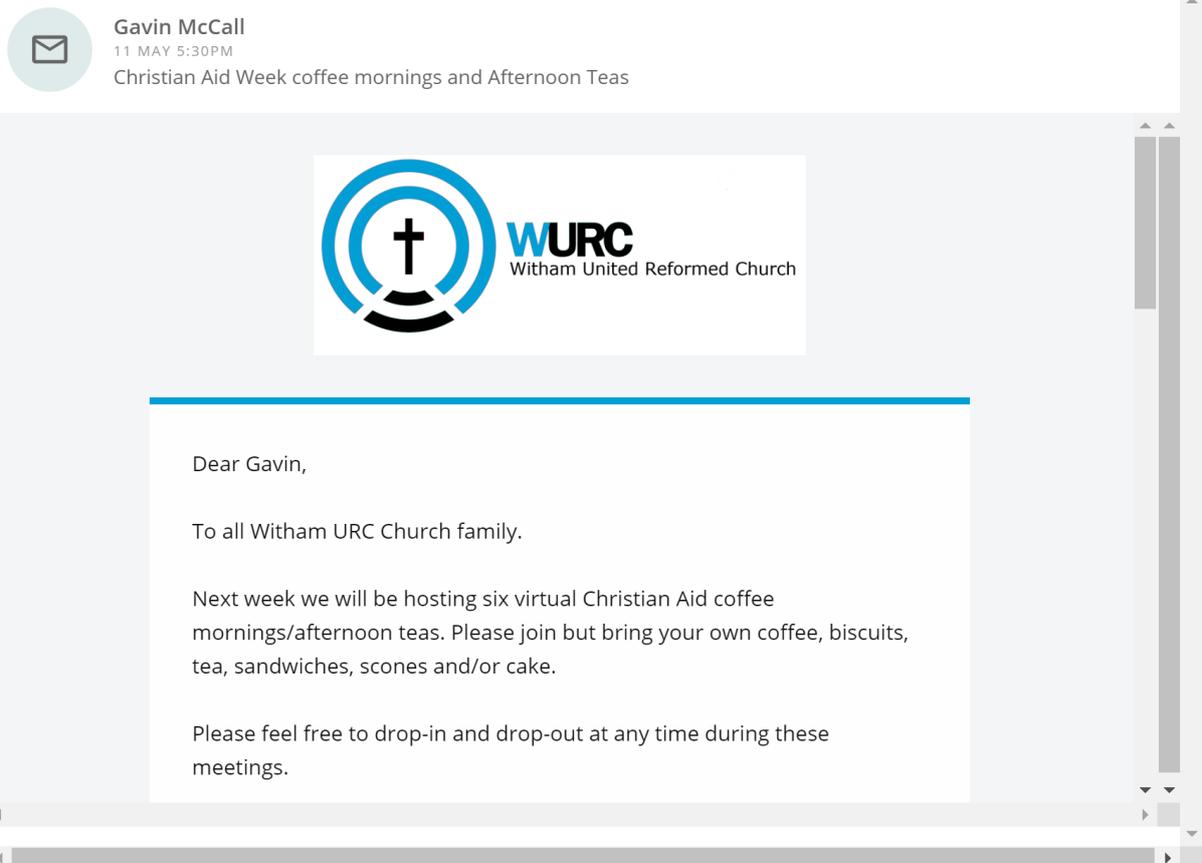
WURC Latest Service on YouTube

Log out

My Communication

	8 MAY 8:59PM	Gavin McCall	ChurchSuite launch document
	8 MAY 5:48PM	Gavin McCall	Meeting Monday at 8pm
	8 MAY 1:03PM	Gavin McCall	Christian Aid Week coffee mornings and...
	7 MAY 9:22PM	Gavin McCall	test
	7 MAY 2:52PM	Gavin McCall	Welcome
	7 MAY 1:50PM	Gavin McCall	Daily Zoom Meeting Point
	7 MAY 1:12PM	WithamURC	Dear Gavin,

You can easily view previous emails and SMS communications that have been sent to you by your church (thru ChurchSuite only) from the My Communication page. Please note that My ChurchSuite is not an email application, so it's not possible to forward or reply to messages from your My Communications page – for this you would need to use your preferred email application. Essentially **My Communication** is intended to be a simple way of viewing all your recent church messages in one place. Click on any message to open the communication in view.



The screenshot shows a communication window titled "Communication" with a close button (X) in the top right corner. The sender is "Gavin McCall" with a timestamp of "11 MAY 5:30PM" and the subject "Christian Aid Week coffee mornings and Afternoon Teas". The message content includes the WURC logo (a cross inside a circle) and the text: "Dear Gavin, To all Witham URC Church family. Next week we will be hosting six virtual Christian Aid coffee mornings/afternoon teas. Please join but bring your own coffee, biscuits, tea, sandwiches, scones and/or cake. Please feel free to drop-in and drop-out at any time during these meetings."

My Communication displays communications for the last six months, with a maximum of 50 items (whichever is fewer). Selecting any communication will open the message to view. Note: It's not possible to dismiss or hide 'read' communications – in this regard the My Communication section is not a mail folder.

My Children

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

When there's an active Child Check-in session, the My Children page includes a **Check-In** QR code that parents can scan at the church's check-in station to quickly see a list of all their children within their system so that they can check them in quickly and easily. Once checked in, the **parent pick-up passes** are shown on the My Children page too (see below).

My Children

Check-Ins

Check-In

Children

Doggie McCall ✎

☎ 01376 502 864

📅 Born on 14 February 2012 (Age 8). ♂ Sex is Male.

Jelly Belly McCall ✎

☎ 01376 502 864

📅 Born on 22 August 2010 (Age 9). ♂ Sex is Male.

Just like the My Details page for adults, clicking on the pencil icon in the top-right corner of a child will take parents into the **Details** page for that child, where they can update or add missing information, such as medical conditions, allergies or special needs. Only parents (and your leaders of course) can see this information – it's never made visible to other church members in My ChurchSuite.

Doggie McCall Save Changes or Cancel

Details | Communication | Photo/Video Consent

Name *

Sex

Date of Birth

Child's Email

Child's Mobile

School

Medical Short

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

keep in touch with the child by these methods, meaning they may miss out on important church communications!

The screenshot shows the 'Doggie McCall' user interface. At the top left is the logo 'Doggie McCall'. At the top right are buttons for 'Save Changes' and 'Cancel'. Below the logo is a navigation bar with three tabs: 'Details', 'Communication' (which is selected and underlined), and 'Photo/Video Consent'. The main content area contains a paragraph: 'We do our best to ensure that any communication you receive from us is relevant and helpful. At any time, you're able to choose through which means we will contact you - just opt in to receive communication using the options below.' Below this text is a list of five options, each with a checkbox: 'Receive general emails' (checked), 'Receive general SMS' (unchecked), 'Receive rota reminder emails' (checked), 'Receive rota reminder SMS' (unchecked), and 'Receive phone calls' (unchecked). At the bottom right of the form are buttons for 'Save Changes' and 'Cancel'.

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

The screenshot shows the 'Doggie McCall' user interface. At the top left is the logo 'Doggie McCall'. At the top right are buttons for 'Save Changes' and 'Cancel'. Below the logo is a navigation bar with three tabs: 'Details', 'Communication', and 'Photo/Video Consent' (which is selected and underlined). The main content area contains the text 'I give photo/video consent for:'. Below this text are two dropdown menus. The first is labeled 'Internal presentation, e.g. Sunday services' and has 'Yes' selected. The second is labeled 'External presentation, e.g. online' and has 'No' selected. At the bottom right of the form are buttons for 'Save Changes' and 'Cancel'.

My Events

My Events is your church's events calendar and upcoming featured events in the life of your church. You'll see any outstanding event invitations awaiting your response.

- Home
- My Communication
- My Details
- My Children
- My Events
- My Groups
- My Rotas
- My Podcast
- Search for Others
- WURC on Facebook
- WURC Facebook Children & Youth
- WURC on YouTube
- WURC Website
- WURC Latest Service on YouTube
- Log out

My Events

Invitations



Christian Aid Hike
 Tuesday, 12 May 12:00pm - 1:00pm
Accept Decline

Featured Events

Messy Breakfast Service - Cancelled



Sunday, 17 May
9:00am - 10:00am

Morning Family Service - Online only



Sunday, 17 May
10:30am - 12:00pm
Online

SONGS AND TALES! An Audience with Jon



Saturday, 24 October
7:30pm - 11:00pm
Newland Street, Witham CM8 1AH

Scrolling further down the page is the searchable events calendar. Selecting a date on the calendar or typing into the "auto-complete" **Search** box will filter the list of events happening.

Events

← Next 5 weeks →

Mon	Tue	Wed	Thu	Fri	Sat	Sun
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14



Christian Aid Zoom Coffee morning
 Monday, 11 May 10:00pm - 11:30pm Online



Christian Aid Hike
 Tuesday, 12 May 12:00pm - 1:00pm



Christian Aid Afternoon Tea
 Tuesday, 12 May 2:00pm - 3:30pm Online

TUE 12

Elders Meeting - Online
 Tuesday, 12 May 8:00pm - 9:00pm Online



Christian Aid Zoom Coffee morning
 Wednesday, 13 May 10:00pm - 11:30pm Online



Christian Aid Afternoon Tea
 Thursday, 14 May 2:00pm - 3:30pm Online

Clicking on any event will open the event page giving you further information about the event. Where applicable you may be able to **sign-up**, and for pay events, to pay for tickets online. All your details are pre-populated into the event sign-up page, so it's really easy to sign-up with just a few clicks.

Advanced Orthodox Origami



📅 Thursday, 13 December 2018
🕒 2:30pm - 4:30pm
📍 The Vestry

Sign Up

Sign Up

About

Looking for exciting and innovative ways to engage your church members? Look no further than this Advanced Orthodox Origami worship!

Sermon going on a bit long again? No worries - now your congregants can fill their time by turning their notice sheets into beautiful works of art!

Session 1: Turning over a 'new leaf' - basic discipleship

Session 2: Welcomed into the 'fold' - extending a kingdom welcome

Session 3: Discovering your "shape" - the origami way

Session 4: Nothing is wasted in the Kingdom of God - putting notice sheets to better use

Location



My Groups



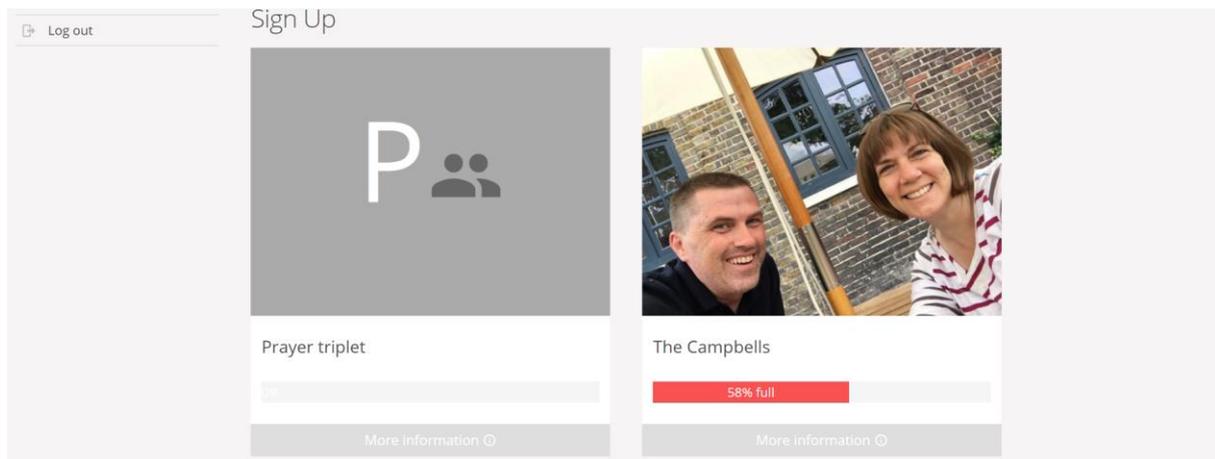
My Groups



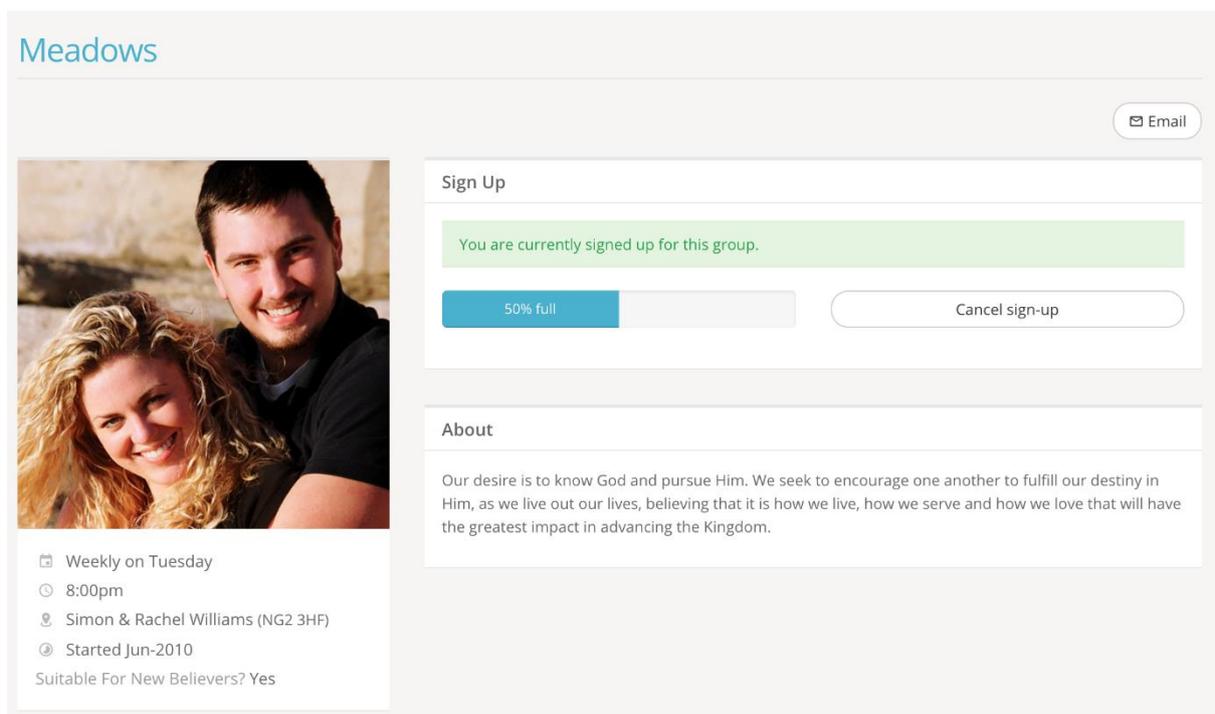
Leadership Team

[More information](#)

- Home
- My Communication
- My Details
- My Children
- My Events
- My Groups**
- My Rotas
- My Podcast
- Search for Others
- WURC on Facebook
- WURC Facebook Children & Youth
- WURC on YouTube
- WURC Website
- WURC Latest Service on YouTube



My Groups is all about the small groups in your church. The top of the page, titled **My Groups**, is the group(s) that you are already a member of or are signed up to. Click on any of your group(s) to see the group information (see below). The **group email** button is located in the top right corner. This is ideal for circulating prayer requests or group information to the group's members.



A note about the group email feature:

- Originators of group emails can set whether replies go to just themselves or to all other group members (see image below).
- Only group members can use the group email address – it's a closed group email system – group emails are not visible to anyone outside of the group.

- It's not currently possible to add attachments to group emails, but you can include hyperlinks; perhaps to files stored in Dropbox, for example. You can however send a group email to the group's email address from your regular email app – in this way you can add attachments if you wish.
- It's not possible to restrict email circulation – it goes to all current group members that have an email address. Therefore, one-to-one private messages should not be sent using this feature.
- On receiving a group email, the message makes it clear whether replies are sent to the entire group, or just the sender.
- Group emails sent, and any replies, are all recorded in your My Communication page.
- Group emails are sent to all group members who have a valid email address, even if they have opted out of receiving church emails in their communication settings, as communication options relate to church emails only, not group emails.
- A group email sent with "Send replies just to me" will disclose the sender's email address in the reply-to field of the email so that replies are routed back to just the sender (irrespective of whether "email is visible in My ChurchSuite" has been set to not be visible – it's not possible to send an anonymous email requesting replies to "just me" and not have your email address disclosed!
- A group email sent with "Send replies to me and all other [group] members" will disclose the private group email address in the reply-to field of the email so that replies are routed back to all group members without disclosing the sender's email address or the other group member email addresses.
- A group member who has chosen to be invisible in My ChurchSuite will not see the "Send Email" button.

Paul & Fiona's Group Send email Send Email or Cancel

From Paul Nation <paul@churchsuite.com>

To Paul & Fiona's Group <demo-g-kfa9s0ep@in.churchsuite.co.uk>

Subject

Body

Replies Send replies just to me
 Send replies to me and all other members

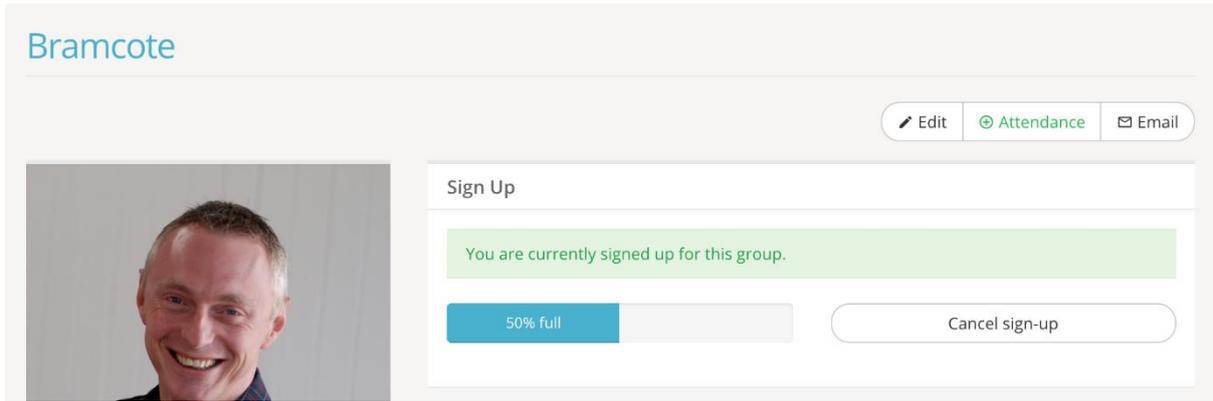
Further down the group page is the group's **Members** list – however, your church may have set for the group's member list to not be visible.

Members

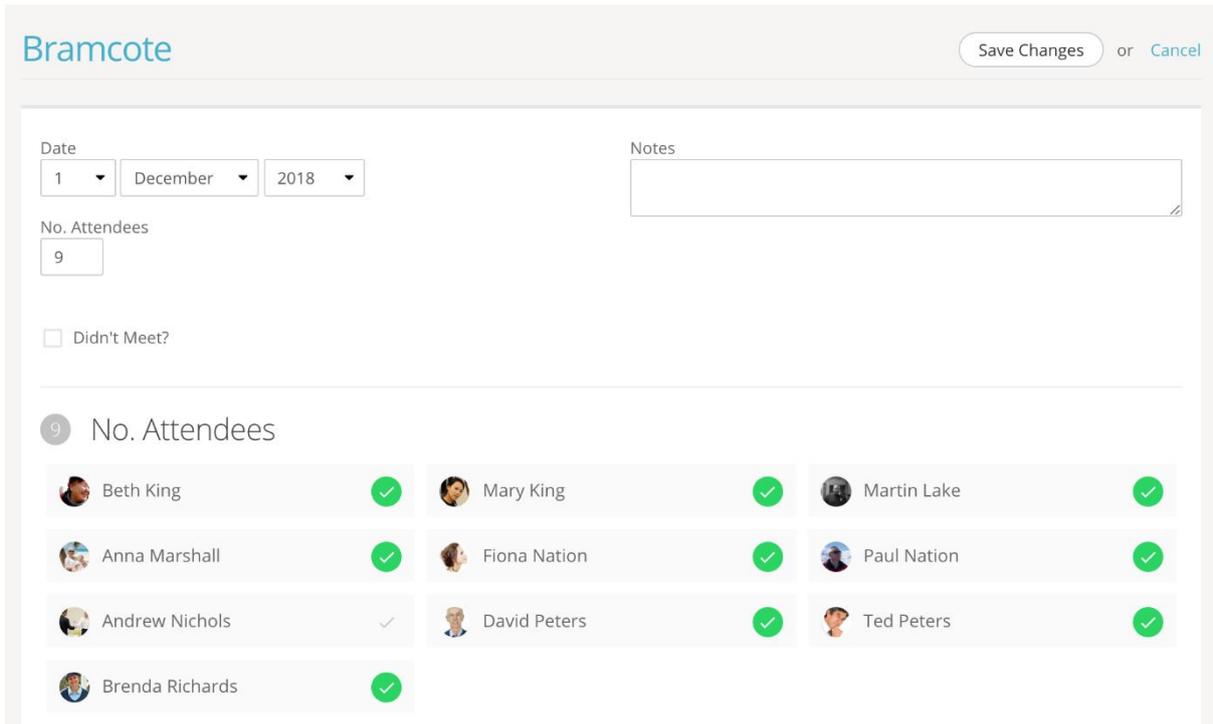
10 Members

	George Baker	george.baker1@gmail.com 07987 654 123
	Sue Frank	sue.frank@hotmail.com 07258 318 270
	Philip Lake	philip.lake@aol.com 07827 167 697
	Paul Nation	paul@churchsuite.com 07123 456 788
	Stuart Simmons	stuart.simmons@virginmedia.com 07829 908 141
	Rebecca Thomas	rebecca.thomas@yahoo.com

Helpfully, small group leaders have additional functionality based on their role permissions that allows them to record their group's attendance and manage the details and members list for their group.



To record group attendance, click the **Attendance** button at the top of the group page (shown above). You can then submit group attendance, entering the meeting date and ticking names of attendees. Add any optional meeting notes or names of visitors. You can even tick to indicate if your group "didn't meet" on a date, which will help your church with their group attendance reporting. Attendance recording is also an invaluable safeguarding record.



Selecting **Edit** from the top of the small group page allows leaders with appropriate role permissions to manage the meeting details for the group...



Name: Bramcote
Frequency: Weekly
Day: Tuesday
Time: 8:00pm
Location Name: Paul & Fiona Nation
Location Postcode: NG9 3HX

Description: This term we're exploring the Spiritual Gifts discipleship course.
We often get frustrated that, as Christian, we can so easily fail to reach our potential? The award-winning Freedom In Christ Discipleship Course is

The **Members** section (see below) is where leaders can manage the group's member list; adding and removing people to/from the group.

Members Attendance

10 Members Member

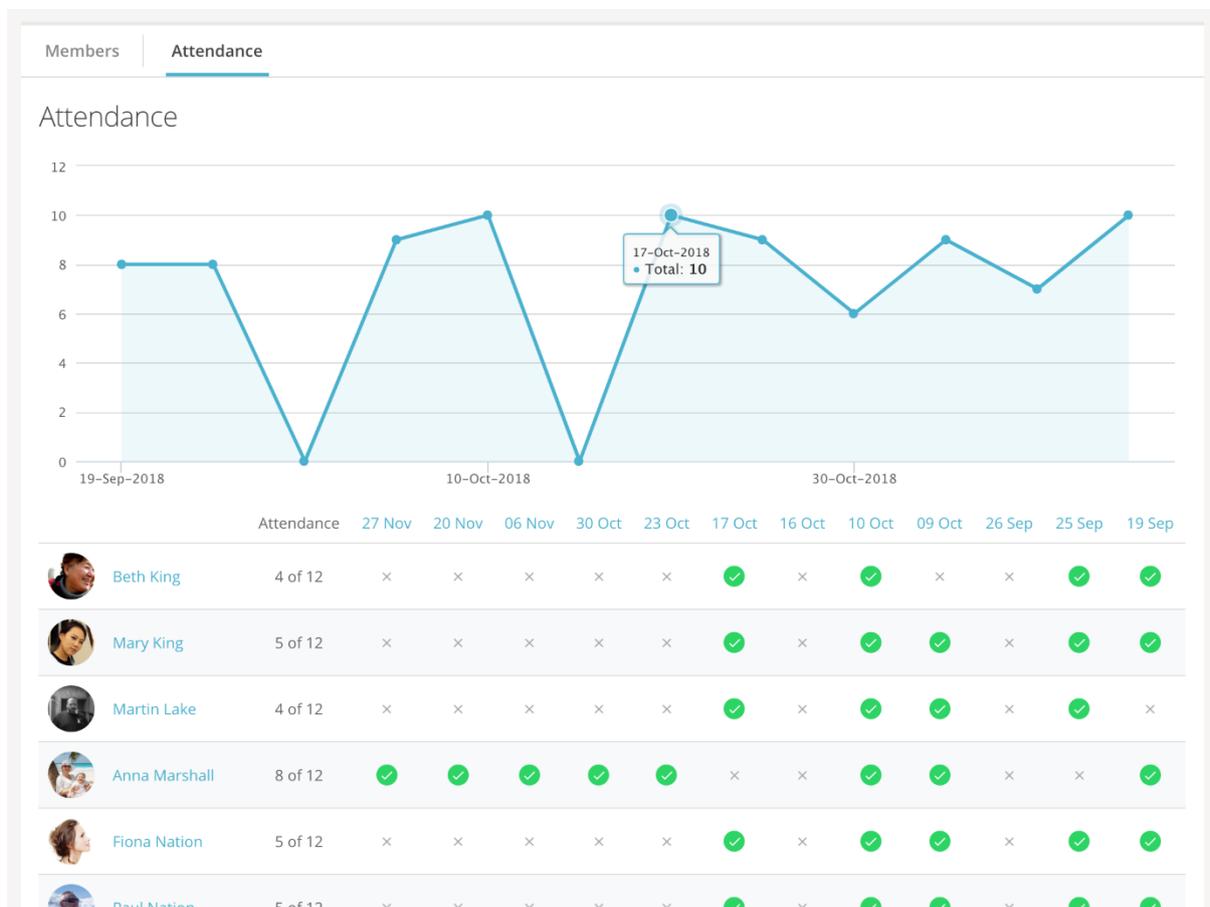
	Beth King	beth.king@live.com 07219 248 364	
	Mary King	mary.king@live.com 07334 636 777	
	Martin Lake	martin.lake@hotmail.com 07479 462 858	
	Anna Marshall	anna.marshall@hotmail.com 07835 733 885	
	Fiona Nation	fionanation1972@gmail.com 07764 336 354	Leader
	Paul Nation	paul@churchsuite.com 07123 456 788	Leader
	Andrew Nichols	AndrewNichols@gmail.co.uk	
	David Peters	david.peters@gmail.com	

- Set active
- Add role
- Remove

When adding new people to the group, you'll only see, or be able to search, for those people whose privacy settings permit. You'll need to speak to your church office if you can't locate a new member through the search, or if you have someone new joins your group who wishes to have their details

added to the church database – this can't be done in My ChurchSuite – although they may be able to submit their details by signing up to the group via your church website. Removing a group member retains all their historic group attendance, however it does prevent them from being able to participate in group emails.

To help group leaders with pastoral care in small groups, they can view recent group **Attendance**; perhaps to identify anyone who might be falling away from the group, or reaching out to those who've been finding it hard to attend recently. Your church leaders will also find small group attendance useful – it's a helpful indicator of small group ministry health, plus it helps them to identify growth needs and plan for new groups in the future.



The attendance summary (shown below) can also be used to make corrections to historic attendance entries – simply click on a date from the column headings listed in order to view or edit the attendance for that date.

	Attendance	27 Nov	20 Nov	06 Nov	30 Oct	23 Oct	17 Oct	16 Oct	10 Oct	09 Oct	26 Sep	25 Sep	19 Sep
 Beth King	4 of 12	x	x	x	x	x	✓	x	✓	x	x	✓	✓
 Marv King	5 of 12	x	x	x	x	x	✓	x	✓	✓	x	✓	✓

Signing up for small groups

One of the great features of My Groups is the ability to view the list of small groups in your church, find the group that's right for you – perhaps a group that meets on a certain day, or in a certain location, or that has a particular emphasis or focus – and then sign up. Scroll down the My Groups page to the **Sign Up** section to view the available groups; then click "More information" to view further information about the group and to sign-up.

Sign Up

Our group sign-up period is now open - simply browse the list of groups below and sign up for one that you like the look of! To sign up for a group, simply click in to view the details and then click the "Sign up to this group" button on the page that loads.



Bob & Kate's Small Group

-  Weekly on Thursday
-  8:00pm
-  28 Mansfield Gardens, Bulwell
-  Started Oct-2015

86% full

More Information 



East Bridgford

-  Weekly on Wednesday
-  7:45pm
-  NG2 5GS
-  Started Feb-2016

6%

More Information 



Gamston

-  Monthly on Wednesday
-  7:45pm
-  The Clark's Home
-  Started Nov-2007

18% full

More Information 

From the group's page it's even possible for you to sign-up to the groups with just a single button click. What's more, the small group leaders will get an immediate email notification to let them know that you've signed up, so you'll probably get a welcome message or phone call from the leaders to invite you to the next group meeting!

Arnold 2



📅 Weekly on Thursday
🕒 8:00pm
👤 Harry & Janet Simmonds (NG5 7FG)
📅 Started Jun-2018
👤 Suitable For New Believers? Yes

Sign Up

20% full

Sign Up

About

Our desire is to know God and pursue Him. We seek to encourage one another to fulfill our destiny in Him, as we live out our lives, believing that it is how we live, how we serve and how we love that will have the greatest impact in advancing the Kingdom.

...And if you sign up to a group by mistake or you wish to leave a group, you can just as easily un-signup too! Just click 'Cancel group signup'.

Meadows

Email



Sign Up

You are currently signed up for this group.

50% full

Cancel sign-up

About

Our desire is to know God and pursue Him. We seek to encourage one another to fulfill our destiny in Him, as we live out our lives, believing that it is how we live, how we serve and how we love that will have the greatest impact in advancing the Kingdom.

My Rotas

The My Rotas section displays all your upcoming serving commitments and rotas. You'll only see the My Rotas page if you have future serving dates on a current published church rota, or if there are rotas published that you can sign up to, or if you are a ministry overseer.

At the top of the My Rotas page is the **Next Serving** section detailing your upcoming serving – dates, rotas and any role(s) assigned on those dates. Dates shown in red indicate a rota date clash – perhaps if you are set to serve at the same time on multiple rotas. It's perfectly possible to be on multiple teams in a Sunday service, but some clashes may require you to swap, or to ask to be removed from a rota.



Dates shown in red strikethrough indicate 'unavailability' that you've scheduled and where your ministry overseer has not yet replaced you on the rota. When you add unavailability, you might see entries in your 'next serving' section change to red strikethrough – that happens when you're already on a rota and either you need to swap with someone else, or your ministry overseer now needs to remove/replace you on the rota (depending on your church's unavailability and swap policy).

Scrolling down the My Rotas page further is the **Unavailability** section.

Here you can add your unavailability - perhaps holidays or known dates when you won't be available to serve. Adding unavailability sets you as unavailable for all rotas in that range of unavailable dates - it's not possible to set yourself unavailable for one rota but available for another - in that scenario you'd need to liaise with your ministry overseer.

By adding unavailability overseers can manage rotas much more effectively; planning ahead and identifying gaps and shortages ahead of time. Unless your overseer has already encouraged everyone to add their unavailability, we encourage you to still communicate with them to let them know if you have added unavailability, especially if added at short notice. Note that adding unavailability doesn't send a notification to the rota overseer. Also, you cannot *edit* unavailability once it has been added, but you can remove it and add new unavailability, if applicable.

Under the Unavailability section is a list of all the **Rotas** that you are set to serve on.

Once a rota lapses or your final serving date on a rota passes, the rota will disappear from the list. Rotas with a green traffic light (see image above) on the right hand side are *published* rotas – the rota is live and visible to all rota members. Ministry overseers may also see their rotas with a red traffic light, indicating that the rota is still in *draft*. Draft rotas are only visible to overseers and not visible to rota members until they are published. Essentially overseers can plan ahead, create rotas and work on them without them being visible to rota members until they are ready to be published.

Clicking into a rota displays the rota dates and the members and roles serving on those dates. Depending on the rota functionality enabled by your church, it may also be possible for rota members to sign up to future dates on the rota, to organise swaps with others, or add unavailability.

Living	<p>9 6:00pm SUPA Week 2 <i>Theme: Incarnational living</i> <i>Reading: Hebrews 1:2-3</i></p>	16 6: SUPA <i>Theme</i> <i>Readin</i>
2	<p>Team Leader 2</p> <p> Robert Patrick</p> <p> Joe Thomas</p>	Team
4	<p>Team Helper 4</p> <p> Jeffery Banks</p> <p> Paul Nation </p>	Team

↔ Organise swap

⊕ Add unavailability

Selecting **Organise swap**, allows you to record details of the person with whom you have already made arrangements to swap with – you can't "inflict" a swap on someone! Also, you can only process a swap with people who are an existing rota member. Select their name from the **Swap with** drop-down list, and then add details of any **Return swap** you may have agreed. Saving the changes will update the rota immediately.

Set Up/Put Away () Save Changes or Cancel

Organise swap

Team
 Set Up/Put Away

Date
 09-Dec-2018

Swap with

Select the person you're swapping with.

Return swap

If applicable, when returning a swap, rota members will inherit each other's assigned rota role(s)

After adding a rota swap, an email confirmation will be sent to *you* confirming you are no longer serving on that date, and to the *swapee* confirming to them that they are now serving on that date, including a note of their role(s) on that date. A further email is sent to the *ministry overseer* advising the swap transaction.

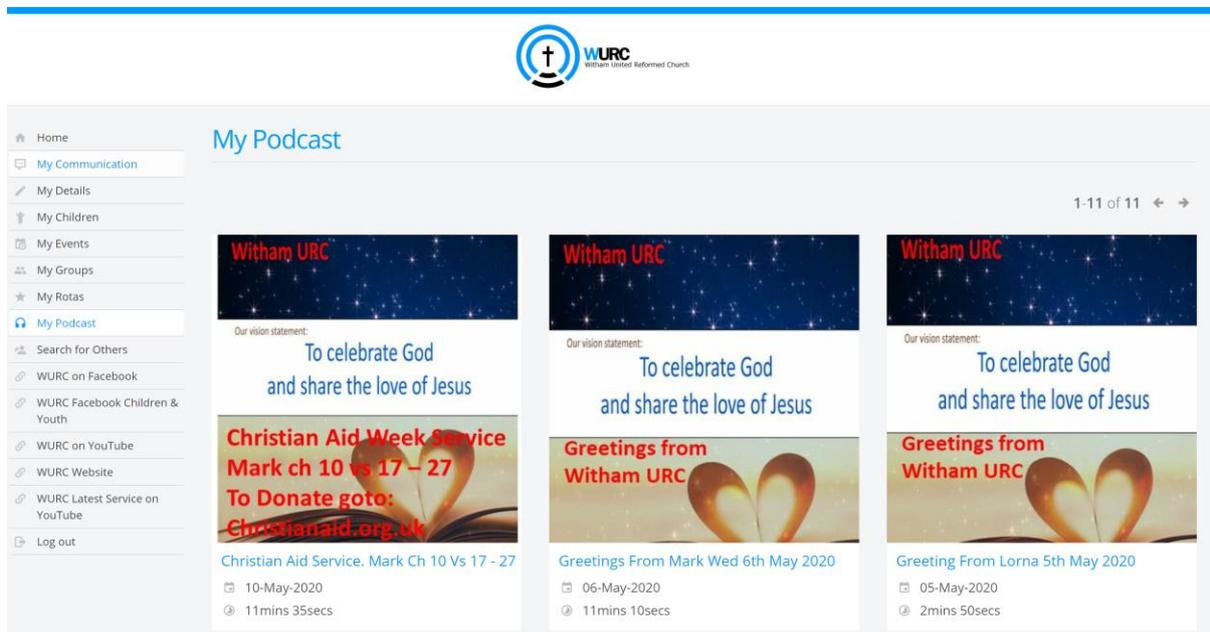
Note that it's not possible for rota members to edit their roles – this is an overseer function that must be amended on the rota by them. When swapping, a swapee will inherit the same role(s) as the swapper. If in doubt, contact your rota overseer to advise them what is happening and let them update the rota for you, as they have further functionality that allows them to manage team member roles from within My ChurchSuite.

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

...so overseers might publish empty or part-completed rotas, and then invite ministry members to sign up to future dates based on their availability. It's a great way of recruiting and helps team members too, because they can manage their serving commitments based on their known availability. You can sign up to a rota date whenever you see **Sign up** on the rota (depending on your church's rota sign-up policy of course).

My Podcast

Catch up on missed sermon messages in the My Podcast page. It's great on a smart phone or tablet – sermons on the go, all from within My ChurchSuite!



Sermon messages can be grouped by series, and they can be presented in audio or video format depending on your church's media setup and podcast configuration.

Search for Others

This is the church's contact directory provided for church members. If enabled, our church may restrict which church members can access this feature, and also restrict which church members display in search results (perhaps excluding newcomers, for example, who may not yet be using My ChurchSuite themselves). It's therefore possible that you might not find the person you are looking for – you'll need to contact your church office if this is the case. Currently no restrictions are implemented.

Home

My Communication

My Details

My Children

My Events

My Groups

My Rotas

My Podcast

Search for Others

WURC on Facebook

WURC Facebook Children & Youth

WURC on YouTube

WURC Website

WURC Latest Service on YouTube

Log out

Search for Others

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AA	Assistant to the Minister Admin	admin@withamurc.org.uk		
OA	Office Admin	info@withamurc.org.uk		01376 500 958
DA	Derek Ager	ager.derek@gmail.com	07974 975 613	01376 504 195
HA	Hazel Ager	ager.hazel@googlemail.com	07974 232 510	01376 504 195
MA	Mark Ambrose	pastor.mark@hotmail.co.uk		01376 791 197
MA	Maria Anderson	mariaanderson1952@gmail.com		01376 511 982

Remember, you'll only be able to view the contact details of others based on their personal privacy settings, and they'll only be able to see your contact details based on your privacy settings. In the example below, Gavin has chosen to set all his contact details visible to others. Clicking on a contact displays a pop up contact card.

Contact Details



Gavin McCall

📞 07736 351 369

☎ 01376 502 864

✉ g@gavin-mccall.com

📍 4 Sauls Bridge Close, Witham, CM8 1XJ

Membership status Elder (and Member)

Pastoral area East

[Load in Maps](#)

On your phone, clicking on the phone number will take you with a few clicks into calling that number. Clicking on the email address may open an email application to send an email. Clicking on "Load in Maps" will open a map application on your phone. Typically, you will be able to get directions to location.

External Links

The remaining items you see on the My ChurchSuite menu after "Search for Others" are "external links". These are links to external websites and resources that your church may have set up for you. Some links are only available certain grouping of people and not to others – this is so the content we provide you is relevant to you. If you think there are missing external links, contact your church office.

- [WURC on Facebook](#)
- [WURC Facebook Children & Youth](#)
- [WURC on YouTube](#)
- [WURC Website](#)
- [WURC Latest Service on YouTube](#)

External links can include things like a link to your church's website, or social media pages, or perhaps resources like kid's curriculum, leader resources or small group resources. Why not let your church know if there are further external links that you think might be useful to have.

When to Log Out

If you are using My ChurchSuite on a phone, do not Log out.

If you log out, you will need to re-enter the church, email and password to re-enter.

The phone app will require you to set a PIN on first use.

If you leave the app, when you return, you will need to enter this PIN, or provide biometric authentication to re-enter the app.

Unauthorised data access is prevented should someone attempt to use your phone since they will not know the PIN to enter the app.

Privacy Statement

[Witham URC Data Privacy Statement](#) | Copyright ©  ChurchSuite Ltd

Please note that on many pages the above link is shown. Selecting this link will display the Witham URC Data Privacy Statement, and additional links to a number of Addendum which describe what data is collected and how that data is used.

The Privacy Statement is unchanged from the statement approved in 2018.

At the end of the Privacy statement, there are links to seven addenda which give detailed information of the data collected and how it will be used.

Please read the following Addendum for an explanation of the data we collect

[Information we collect about you](#)

[Information we collect about your children](#)

[Information we may collect about you and your child if you check your visiting child in to our groups](#)

[Information we may collect about you if you are a bookings customer](#)

[Information we may collect about you if you are a user of the church admin facing database](#)

[Information we may collect about you if you sign up for a small group](#)

[Information we may collect about you when you sign up for one of our events](#)

Further help

Further help, email gavin.mccall@withamurc.org.uk.