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**LOVING GOD, LOVING PEOPLE, SERVING PEOPLE**

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## 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 pastors will use the admin-facing ChurchSuite system to help them manage the church, 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.

### Getting started...

It's important to say at the outset that access to My ChurchSuite for any church member 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 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!


**KINGS HOPE CHURCH**  
 NOTTINGHAM


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My ChurchSuite helps you keep on top of your personal details and involvement with your church. From events to groups and rotas, use the menu to navigate through.


### Featured Events




[Scriptural Sand Sculpting For Beginners](#)  
 Saturday, 1 December  
 2:00pm - 5:30pm  
 Beeston Beach Front



[The Alpha Course](#)  
 Monday, 3 December  
 7:15pm - 10:00pm  
 Kings Hope Main Auditorium







[PCC Annual General Meeting](#)  
 Monday, 3 December  
 7:30pm - 10:00pm  
 The Crypt



**Paul Nation**  
 07123 456 788  
 0115 824 2300  
 paul@churchsuite.com  
 17 Long Street, Beeston, Nottingham, Notts, NG1 1AB, UK  
 Main Site  
 Electoral Roll Electoral Roll in Parish  
 Twitter @churchsuite  
 Special dietary needs None  
 Lives in Nottingham, UK. Born on 2 August 1978.


#### My Communication

- 
[Leadership Team Meeting](#)  
 01-DEC 16:26
- 
[\[Kings Hope Church\] Child Consent Request \( \)](#)  
 30-NOV 10:23
- 
[\[ChurchSuite\] Flow Summary, 28 November](#)  
 28-NOV 06:31
- 
[\[ChurchSuite\] Event sign-up: The Alpha Course](#)  
 27-NOV 15:59

## 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](http://login.churchsuite.com) (<http://login.churchsuite.com>) and follow the on-screen instructions to search for your 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?



**KINGS HOPE CHURCH**  
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Kings Hope Church

Enter your password




**Paul Nation**  
My ChurchSuite

Login

[Forgotten Password?](#)

[◀ Back](#)

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



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### Featured Events

#### Scriptural Sand Sculpting For Beginners




Saturday, 1 December  
 2:00pm - 5:30pm  
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 17 Long Street, Beeston, Nottingham, Notts, NG1 1AB, UK  
 Main Site  
 Electoral Roll Electoral Roll in Parish  
 Twitter @churchsuite  
 Special dietary needs None  
 Lives in Nottingham, UK. Born on 2 August 1978.

**My Communication**

- Leadership Team Meeting  
01-DEC 16:26
- [Kings Hope Church] Child Consent Request ( )  
30-NOV 10:23
- [ChurchSuite] Flow Summary, 28 November  
28-NOV 06:31
- [ChurchSuite] Event sign-up: The Alpha Course  
27-NOV 15:59

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 - continue scrolling or click a link to jump to a particular section of interest.

# My ChurchSuite menu options...

[Home & My Details \(#home2\)](#)

[My Messages \(#mycomms\)](#)

[My Children \(#mychildren\)](#)

[What's on @ Kingsway \(#myevents\)](#)

[My Groups \(#mygroups\)](#)

[My Rotas \(#myrotas\)](#)

[My Giving \(#mygiving\)](#)

[Sermon Podcast \(#mypodcast\)](#)

[Address List Search \(#search\)](#)

[Custom external links \(#externallinks\)](#)

## Home & My Details

The Home page displays a brief welcome message and shows the next three upcoming featured events at your 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's simple, secure and helps your church with their event management and administration.

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My ChurchSuite helps you keep on top of your personal details and involvement with your church. From events to groups and rotas, use the menu to navigate through.

### Featured Events



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Saturday, 1 December  
2:00pm - 5:30pm  
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Kings Hope Main Auditorium



[PCC Annual General Meeting](#)

Monday, 3 December  
7:30pm - 10:00pm  
The Crypt

Scrolling down the home page, there's a My Messages summary of your recent communications sent to you from your 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).

The screenshot shows a user profile for Paul Nation. At the top, there is a dark button labeled "Edit my details" with a pencil icon. The profile is divided into two main sections. The left section, titled "Paul Nation", contains a circular profile picture of a man with sunglasses. Below the picture, contact information is listed: a mobile number "07123 456 788", a landline number "0115 824 2300", an email address "paul@churchsuite.com", a home address "17 Long Street, Beeston, Nottingham, Notts, NG1 1AB, UK", a location pin icon labeled "Main Site", "Electoral Roll Electoral Roll in Parish", "Twitter @churchsuite", and "Special dietary needs None". At the bottom of this section, it says "Lives in Nottingham, UK. Born on 2 August 1978." The right section, titled "My Communication", has a right-pointing arrow icon and lists four recent communications, each with an envelope icon: "Leadership Team Meeting" (01-DEC 16:26), "[Kings Hope Church] Child Consent Request ( )" (30-NOV 10:23), "[ChurchSuite] Flow Summary, 28 November" (28-NOV 06:31), and "[ChurchSuite] Event sign-up: The Alpha Course" (27-NOV 15:59).

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!



# KINGS HOPE CHURCH

NOTTINGHAM

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- Kings Website
- Log out

## Paul Nation

Save Changes or Cancel

Details Login Privacy Communication



Name \* Paul Nation

Sex Male

Date of Birth 2 August 1978

Marital Status Married

Spouse  Fiona Nation x

Email \* paul@churchsuite.com

Mobile 07123 456 788

Telephone 0115 824 2300

## 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...

The screenshot shows the 'Login' tab of a user profile for 'Paul Nation'. At the top right, there are buttons for 'Save Changes' and 'Cancel'. Below the tabs (Details, Login, Privacy, Communication), the 'Email' field is populated with 'paul@churchsuite.com'. There are two empty input fields for 'New Password' and 'Confirm Password'.

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.

The screenshot shows the 'Privacy' tab of the same user profile. It includes a 'Save Changes' and 'Cancel' button at the top right. A text block explains that privacy settings determine visibility to other My ChurchSuite users. Below this, there are four checkboxes: 'Make my address visible' (unchecked), 'Make my telephone visible' (unchecked), 'Make my mobile visible' (checked with a green checkmark), and 'Make my email visible' (checked with a green checkmark). At the bottom, there are links for 'Privacy Notice' and 'Delete account'.

Importantly, no children 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 are 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 your 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!

Paul Nation

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. Here are your current communication preferences, but you may opt in or out at any time by visiting this page.

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








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

## My Communication

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### My Communication

	12-MAR 10:52	ChurchSuite	<a href="#">[ChurchSuite] Event sign-up: Will's Dinner</a>
	07-MAR 15:17	Kings Hope Church Events	<a href="#">[Kings Hope Church] Imagine Prayer Evening -...</a>
	07-MAR 14:55	ChurchSuite	<a href="#">[Kings Hope Church] Rota swap: Hospitality &amp;...</a>
	07-MAR 14:53	Paul Nation	<a href="#">Swap request</a>
	07-MAR 14:46	Kings Hope Church Events	<a href="#">[Kings Hope Church] Imagine Prayer Evening</a>
	06-MAR 19:30	Paul Nation	<a href="#">Newcomer dinner</a>
	06-MAR 13:07	ChurchSuite	<a href="#">[Kings Hope Church] Rota swap: Worship...</a>

You can easily view previous emails and SMS communications that have been sent to you by your church 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.

Communication


**ChurchSuite**  
14-JUN 14:22  
[\[Kings Hope Church\] Rota swap: Liturgical Dance 10:30am](#)

**KINGS HOPE CHURCH**  
NOTTINGHAM

A swap has been arranged for **Liturgical Dance 10:30am**

[Details](#)

- **Date:** 03-Sep-2017 10:30
- **Was:** Paul-Nation
- **Now:** Mary Brown

  
Kings Hope Church


## 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).

The screenshot shows the 'My Children' page for Kings Hope Church Nottingham. The page has a sidebar menu on the left with options: Home, My Communication, My Details, My Children (highlighted), My Events, My Groups, My Rotas, My Giving, My Podcast, Search for Others, Kings Facebook, Small Group Resources, Kings Freecycle, Kings Website, and Log out. The main content area is titled 'My Children' and is divided into two sections: 'Check-Ins' and 'Children'. The 'Check-Ins' section features a large QR code for check-in. Below it, there are two rows of check-in data for 'Habakkuk Nation' and 'Joel Nation', both showing an IN time of 9:48am and an OUT time of - (indicating they are still in). The 'Children' section displays two child profiles. The first profile is for 'Habakkuk Nation', showing a photo, contact details (07123 946 257, 0115 824 2300, hab.nation@gmail.com), and birth information (Born on 10 May 2002 (Age 15), Sex is Male, Attends Long Itchington Primary School). The second profile is for 'Joel Nation', showing a photo, contact details (0115 824 2300), and birth information (Born on 7 July 2006 (Age 11), 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.



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Log out

Habakkuk Nation

Save Changes


or

Cancel

Details

Communication

Photo/Video Consent



Name \*

Habakkuk

Nation

Middle Name

Formal Name

Sex

Male

Date of Birth

10

May

2002

Child's Email

hab.nation@gmail.com

Child's Mobile

07123 946 257

Additional Email(s)

Additional parent email for communication.

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!

Habakkuk Nation

Save Changes

or

Cancel

Details

Communication

Photo/Video Consent

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. Here are your current communication preferences, but you may opt in or out at any time by visiting this page.

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

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

**Habakkuk Nation**Save Changes or Cancel

Details

Communication

**Photo/Video Consent**

I give photo/video consent for:

☒


Internal presentation, e.g. Sunday services

☒

External presentation, e.g. online

## What's On @ Kingsway

"What's on @ Kingsway" 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.

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**My Events**


Invitations

04 JAN

School of the Prophetic

AcceptDecline

Featured Events




Scriptural Sand Sculpting For Beginner

📅 Saturday, 1 December

🕒 2:00pm - 5:30pm

📍 Beeston Beach Front




The Alpha Course

📅 Monday, 3 December

🕒 7:15pm - 10:00pm

📍 Kings Hope Main Auditorium



PCC Annual General Meeting

📅 Monday, 3 December

🕒 7:30pm - 10:00pm

📍 The Crypt


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.

Calendar

Search

Next 5 weeks


Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	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



Scriptural Sand Sculpting For Beginners

Saturday, 1 December


2:00pm - 5:30pm



Morning Service

Sunday, 2 December


10:30am - 12:00pm



Evening Service

Sunday, 2 December


6:30pm - 8:30pm



Staff Team Meeting

Monday, 3 December

7:30am - 11:30am



The Alpha Course

Monday, 3 December

7:15pm - 10:00pm

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 prepopulated 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!

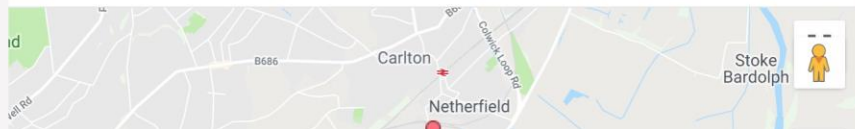
**Session 1:** Turning over a 'new leaf' - basic discipleship

**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







If you're an overseer for an event, you'll have additional functionality on the event page for the events that you oversee. At the bottom of the event page overseers will see the current Sign-ups list. Clicking on a 'sign-up' will show you all their sign-up information and sign-up question responses. Overseers can even download the signup list to a CSV file.

### 4 Sign-Ups

Sign-Ups

As an event overseer you are able to see the details of those who have signed up to this event.

Name	Details	Notes	Ticket
 Tom Gerrard	<a href="mailto:gerrardy@hotmail.com">gerrardy@hotmail.com</a>		Alpha and Bible - 5.00 27-Nov-2018 via Events <span>Paid 5.00</span>
 Lindsey Marshfield	<a href="mailto:lindsey@gmail.com">lindsey@gmail.com</a> 07884 773 664		Alpha Course 27-Nov-2018 via Sign up Sheet <span>Free</span>
 Seamus Tarn	<a href="mailto:seamus@hotmail.com">seamus@hotmail.com</a>		Alpha Course 27-Nov-2018 via Events <span>Free</span>
 Sidney Yeo		Likes fish	Alpha Course 27-Nov-2018 via Sign up Sheet <span>Free</span>

Overseers are also able to use the event Check-In feature to optionally record attendance at an event.



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Serve the City



Monday, 19 March 2018

All day

The Crescent

Sign Up

Sign up

About

Put a description of your event here and explain what people can do if they sign up. Perhaps outline the times of the 3 sessions and the different serving opportunities for each session. Don't forget to upload a beautiful image for your event!

Location



Go to check-in

Check-In

## Small Groups



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My Groups



Bramcote

Weekly on Tuesday

8:00pm


Paul & Fiona Nation

Started Oct-2016

Suitable For New Believers? Yes

50% full


More information



Leadership Team

Started Jan-2018

More information



Meadows

Weekly on Tuesday

8:00pm

Simon & Rachel Williams

Started Jun-2010

Suitable For New Believers? Yes


50% full

More information

Small Groups is all about the small groups in our 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.

## 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.

📅 Weekly on Tuesday

🕒 8:00pm

📍 Simon & Rachel Williams (NG2 3HF)

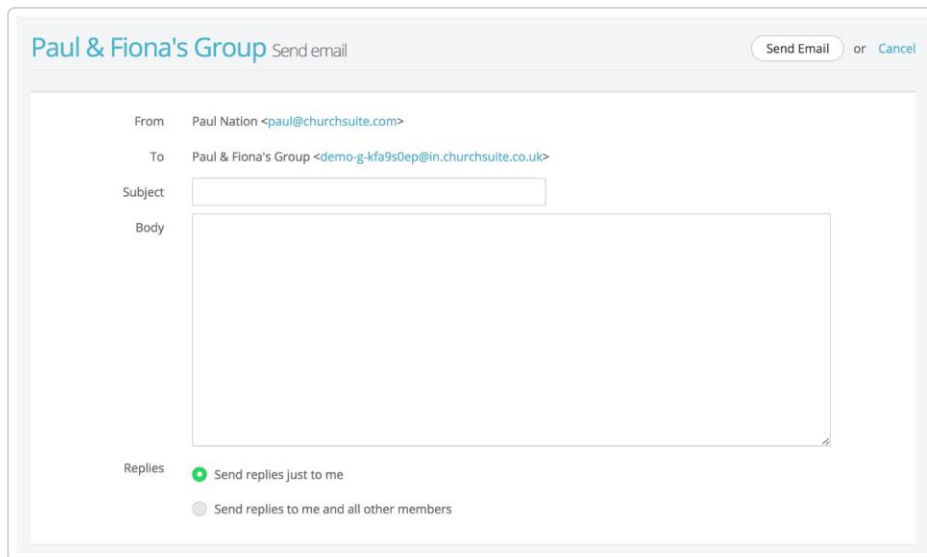
🕒 Started Jun-2010

Suitable For New Believers? Yes

### 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.



The screenshot shows a web form titled "Paul & Fiona's Group Send email". In the top right corner, there are two buttons: "Send Email" and "Cancel". The form fields are as follows:

- From:** Paul Nation <paul@churchsuite.com>
- To:** Paul & Fiona's Group <demo-g-kfa9s0ep@in.churchsuite.co.uk>
- Subject:** A text input field.
- Body:** A large text area for composing the email content.
- Replies:** Two radio button options:
  - ☒ 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.

Bramcote

Edit

Attendance

Email



Sign Up

You are currently signed up for this group.

50% full

Cancel sign-up











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.

Bramcote
Save Changes or Cancel

Date
1 December 2018
Notes


No. Attendees
9
☐ Didn't Meet?

9 No. Attendees

 Beth King	 Mary King	 Martin Lake
 Anna Marshall	 Fiona Nation	 Paul Nation
 Andrew Nichols	 David Peters	 Ted Peters
 Brenda Richards		

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

Bramcote
Save Changes or Cancel



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.

MembersAttendance

10Members

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	

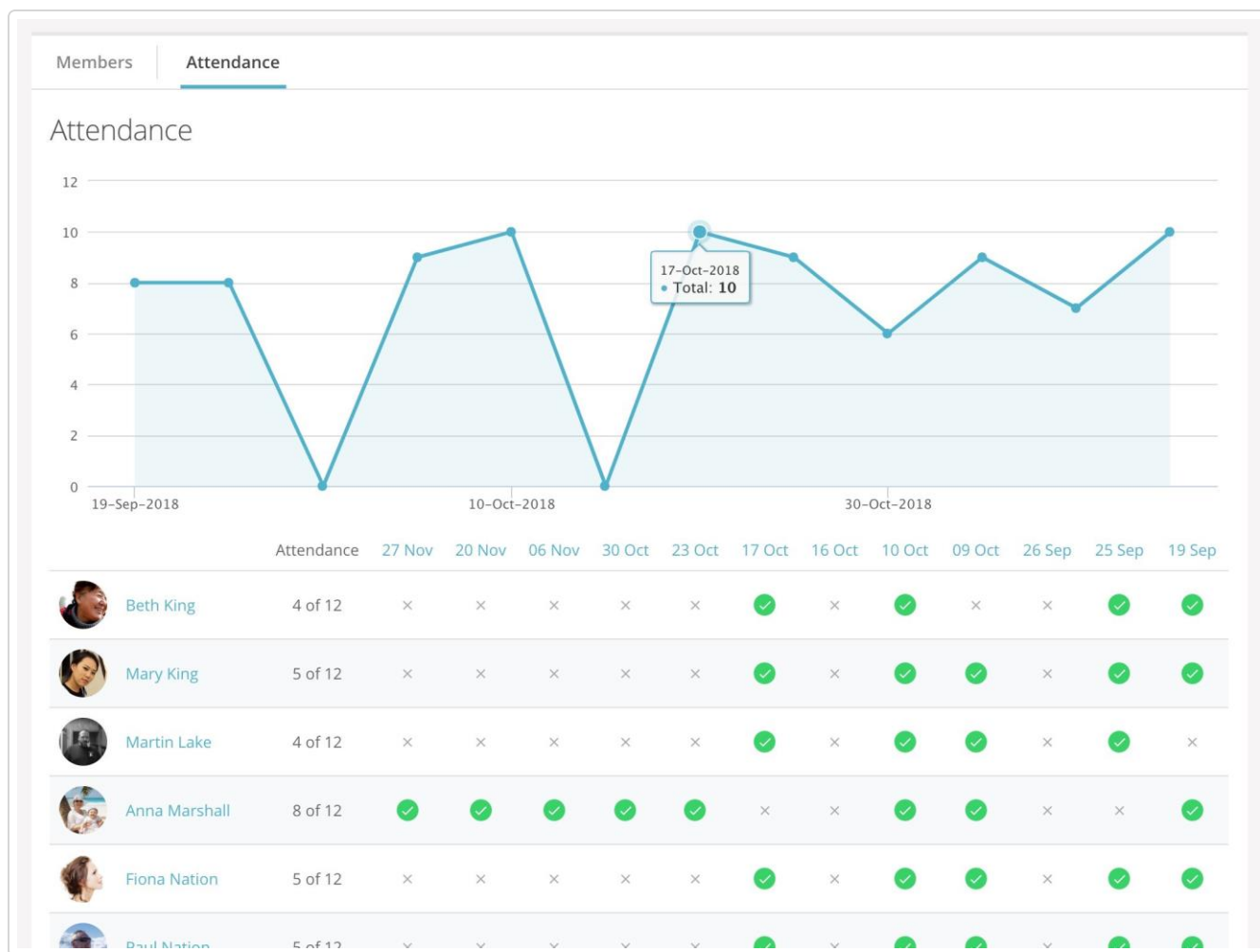
Set active

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	✓	✓

If you're a designated Cluster overseer, you'll have an extra section in My Groups called Clusters, showing the groups within your cluster (see below). Overseers are able to click through and view the attendance and member lists of the small groups within their cluster. It's not possible for overseers to change any of the group meeting details, add or remove group members, or submit or edit group attendance.

## Cluster: Greater Nottingham

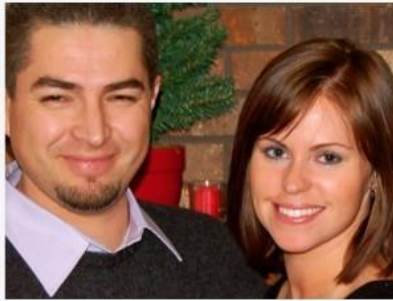


### Beeston 2

📅 Weekly on Friday  
🕒 8:00pm  
📍 Claire & Mark's House  
📅 07-Mar-2013 → 01-May-2017

65% full

[More information ⓘ](#)



### Carlton

📅 Weekly on Tuesday  
🕒 7:30pm  
📍 NG4 3AH  
📅 Started Sep-2016

[More information ⓘ](#)



### Dave's Group

📅 Weekly on Thursday  
🕒 8:00pm  
📍 Dave's House  
📅 01-Mar-2016 → 31-Dec-2016

49%

[More information ⓘ](#)

## Signing up for small groups

One of the great features of Small Groups (if enabled by your church) is the ability to view the list of small groups in your church, find the group that's right for the 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

## 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.



**KINGS HOPE CHURCH**  
 NOTTINGHAM

- Home
- My Communication
- My Details
- My Children
- My Events
- My Groups
- My Rotas**
- My Giving
- My Podcast
- Search for Others
- Kings Facebook
- Small Group Resources
- Kings Freecycle
- Kings Website
- Log out

## My Rotas

### Next Serving

December			
09 DEC	<b>Biblical Balloon Modelling</b> 8 days - The 10.30 at the Main	Shapers Twisters	
09 DEC	<b>Set Up/Put Away</b> 8 days - The 6 at the Main	Team Helper	
16 DEC	<b>Preaching &amp; Speaking</b> 3 weeks - The 6 at the Main		
23 DEC	<b>Preaching &amp; Speaking</b> 4 weeks - The 6 at the Main		

[Show more](#)

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).

January

13 JAN	<del>Biblical Balloon Modelling</del> 13 Jan - The 10.30 at the Main	Shapers Twisters	
13 JAN	<del>Set Up/Put Away</del> 13 Jan - The 6 at the Main	Team Helper	

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

Unavailability





















September		
20 SEP	<b>Holiday</b> 20-Sep-2016 - All Day	

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.

Rotas				
	<b>Set Up/Put Away</b> Jan → Dec 2018 - The 10.30 at the Main			
	<b>Preaching &amp; Speaking</b> Oct 2018 → Mar 2019 - The 6 at the Main			
	<b>Set Up/Put Away</b> Oct 2018 → Apr 2019 - The 6 at the Main			
	 <b>Worship</b> Oct 2018 → Apr 2019 - The 6 at the Main			
	 <b>Biblical Balloon Modelling</b> Nov 2018 → May 2019 - The 10.30 at the Main			
	 <b>Production</b> Nov 2018 → Jul 2019 - The 10.30 at the Main			
	 <b>Worship</b> Nov 2018 → May 2019 - The 10.30 at the Main			

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.

Dates

Members

Show

All dates

in the future

December 2018

2 6:00pm

SUPA Week 1

Theme: Incarnational living

Reading: John 14:9

Team Leader 2

Ryan Lawson

Oliver Russell

Team Helper 4

David Andrews

Gary Higgins

Peter Miller

Steve Ryan

9 6:00pm

SUPA Week 2

Theme: Incarnational living

Reading: Hebrews 1:2-3

Team Leader 2

Robert Patrick

Joe Thomas

Team Helper 4

Jeffery Banks

Paul Nation

Matthew Stephanies

Emily Taylor

16 6:00pm

SUPA Week 3

Theme: Incarnational living

Reading: Philippians 2:6-7

Team Leader 2

Pete Jacobs

Ian Turner

Team Helper 5

Samuel Bradley

Sue Elliott

Daniel Morris

Jessica Todd

Rob Vincent

23 6:00pm

SUPA Week 4

Theme: Christmas Service

Reading: Matthew 1:18-23 The Birth of Jesus

Team Leader 1

Stuart Morris

Team Helper 4

Thomas Clark

Debbie Gretton

Emily Hartley

James Richards

1 hidden due to their privacy settings.

30 6:00pm

SUPA Week 4

Team Leader 1

Stuart Morris

Team Helper 4

Thomas Clark

Debbie Gretton

Emily Hartley

James Richards

1 hidden due to their privacy settings.

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 your unavailability.

018

9 6:00pm

SUPA Week 2

Theme: Incarnational living

Reading: Hebrews 1:2-3

2

Team Leader

2

Robert Patrick

Joe Thomas

4

Team Helper

4

Jeffery Banks

Paul Nation

↔ Organise swap

+ Add unavailability

16 6:

SUPA

Theme

Readin

Team

Team

Selecting Organise swap (if this feature is enabled), 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 dropdown 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

Jeffery Banks

Select the person you're swapping with.

Return swap

09-Dec-2018 - Set Up

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 advice 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...

Dates

Members

Show

All dates

in the future

December 2018

2 10:30am

SUPA Week 1

Family service 🙏

Theme: Did Adam have a belly button?

6 / 8

⊕ Sign Up

Team Leader 2

Ryan Lawson

Oliver Russell

Team Helper 4

David Andrews

Gary Higgins

Peter Miller

Steve Ryan

9 10:30am

SUPA Week 2

Sunday: Advent 2 🌲

Theme: Incarnational Living - Doing Life Jesus' Way

Bible: John 1:1-14

5 / 8

⊕ Sign Up

Team Leader 2

Robert Patrick

Joe Thomas

Team Helper 3

Jeffery Banks

Matthew Stephanies

Emily Taylor

16 10:30am

SUPA Week 3

Baptism service - lots of guests expected

7 / 8

⊕ Sign Up

Team Leader 2

Pete Jacobs

Ian Turner

Team Helper 5

Samuel Bradley

Sue Elliott

Daniel Morris

Jessica Todd

Rob Vincent

23 10:30am

SUPA Week 4

6 / 8

⊕ Sign Up

Team Leader 1

Stuart Morris

Team Helper 4

Thomas Clark

Debbie Gretton

Emily Hartley

James Richards

1 hidden due to their privacy settings.

30 10:30am

SUPA Week 4

6 / 8

⊕ Sign Up

Team Leader 1

Stuart Morris

Team Helper 4

Thomas Clark

Debbie Gretton

Emily Hartley

James Richards

1 hidden due to their privacy settings.

...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).

### Rota functionality for ministry overseers

Overseers have full rota management functionality within My ChurchSuite. If you're an overseer you'll be able

to: -

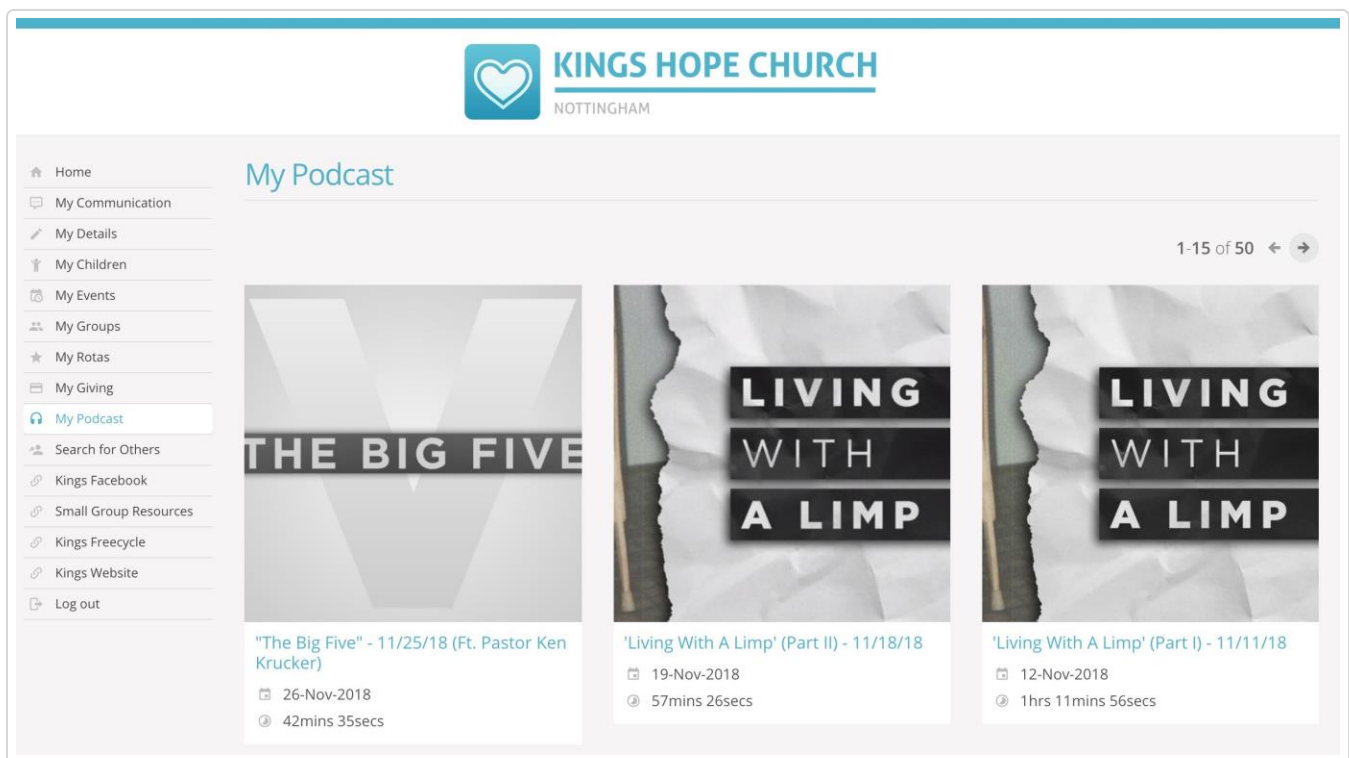
- Manage teams, team members and roles within your ministry, including adding/removing members to teams and assigning roles to team members.
- Create draft rotas, publish and distribute them.
- Manage rota members on the rota page, including adding/removing people from rota dates, swapping people, and adding/removing dates on the rota.
- Add notes to dates on the rota, to communicate important information for rota members about something happening on that date.

- Enable rota sign-up and manage maximum sign-up numbers for individual dates or the entire rota.
- Add and manage unavailability for all serving team members and themselves.
- Receive clash notifications and manage responses.

Full details of the ministry overseer functionality is covered in the related article referenced at the end of this article.

## Sermon Podcasts

Catch up on missed sermon messages in the Sermon 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.

## Address List Search

This is your church's contact directory provided for church members. If enabled, your 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).


## Search for Others

1-50 of 209 ← →

	John Abraham			
	Stuart Abraham		0115 958 33613	
	Gemma Alexander			
	Joe Alexander	<a href="mailto:joe@adams.com">joe@adams.com</a>	07970 123 456	
	James Andrews	<a href="mailto:james.andrews@andrews.com">james.andrews@andrews.com</a>	07876 609 163	01275 673 815
	Benjamin Armstrong	<a href="mailto:Benii@iscali.com">Benii@iscali.com</a>		

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, Jim has chosen to set all his contact details visible to others. Clicking on a contact displays a pop-up contact card.

Contact Details



Jim Andrews

07876 609 163

01275 673 815

[james.andrews@andrews.com](mailto:james.andrews@andrews.com)

75 Highcliffe Road, Nottingham, NG7 1AR

Main Site

Electoral Roll Not on Electoral Roll

Load in Maps

## External Links

The remaining items within My ChurchSuite are custom links you may find useful. For example, you may want to look at the latest (and historic) notice sheets, or browse the Kingsway website. You might also want to refer to this guide!! All are available as custom links at the bottom of the My ChurchSuite menu.

Why not let us know if there are further external links that you think might be useful to have.

Still need help? Here are some useful articles on the ChurchSuite website

#### RELATED ARTICLES

Subscribe to a My Rotas iCal feed (</article/108-using-ical-feeds-to-subscribe-to-my-rotas>) Working with rotas in My ChurchSuite (</article/361-managing-my-rotas-in-my-churchsuite>)

iOS and Android apps for smartphones and tablets (</article/148-using-churchsuite-ios-and-androidapps-for-smartphones-and-tablets>)

Emailing those on a rota through My ChurchSuite (</article/344-emailing-those-on-a-rota-throughmy-churchsuite>)

Managing privacy settings in My ChurchSuite (</article/107-managing-privacy-settings-in-mychurchsuite>)

Event overseer functionality in My ChurchSuite (</article/384-event-overseer-functionality-in-mychurchsuite>)