

EMMANUEL

Loughborough

Introduction to ChurchSuite

As most of you will be aware, at Emmanuel we keep contact details of church members on a database so that we can keep in touch with our members in connection with the ongoing mission and ministry of our church. We have recently changed the database platform to a church management system called ChurchSuite which is used by the majority of the larger churches in the country. The platform is fully compliant with GDPR and enables us to update information in one place rather than having lots of separate address lists which are difficult to monitor and update. It has the added advantage that church members on email can, if they choose, manage their own personal details and how much or little contact information they are happy to share with other church members.

To quote from the promotional blurb:

'My ChurchSuite' is the ideal way for church members to stay connected to one another and stay up to date on all that's going on in the life of your church. Through My ChurchSuite, church members are able to update and manage their own personal details and those of their children, sign-up for events, join small groups, keep on top of the rotas they're serving on and much more! '

Access to My ChurchSuite is by an invitation initiated via the admin-facing ChurchSuite platform which is only accessed by authorised staff from the church office.

My ChurchSuite is accessible from any web browser, or using our free iOS or Android apps.

As a member of Emmanuel Church and if you have completed and returned one of the previous membership contact forms, we will already have your details on our system. However, we are taking this opportunity to update our records and check what information you are happy to share with other church members via My ChurchSuite. This

will replace the membership directory which we previously produced. If you tick the box on the data collection form to say you are happy to receive emails and to share some of your contact details with other church members, we will send you an invitation from My ChurchSuite.

If you are on one of the church rotas you will also be able to receive reminders, if you would like, for when you are on duty and will also be able to sort out swaps without needing to contact the office.

The following images show examples of the information that can be seen by church staff, and what sort of personal information that you as a church member can manage on ChurchSuite.

Admin facing screen shot (below)

The screenshot displays the admin interface for a contact named 'Joe Bloggs'. At the top, there are buttons for 'Delete' and 'Archive'. Below this is a navigation bar with 'Communicate', 'My ChurchSuite', 'Add', and 'Edit' options. The contact's profile includes a photo of a dog, a location pin for 'Loughborough', and contact details: '09876 543 219', '01509 123 456', and 'Joe@thebloggs.com'. The address is '1 The House, Bloggers Ways, Loughborough, Leicestershire, LE11 3NW', with a map view below it. On the right, there are tabs for 'Electoral Roll' and 'Member'. The 'Communication' section lists: 'Receive general emails', 'Receive general SMS', 'Receive rota reminder emails', and 'Receive rota reminder SMS'. The 'My ChurchSuite & Privacy' section states: 'This contact has the following level of visibility within My ChurchSuite (if enabled) and the Communication PDF generator.' and lists: 'Allow My ChurchSuite login', 'Name is visible', 'Address is visible', 'Telephone is visible', 'Mobile is visible', and 'Email is visible'. There is a 'Notes' section with '0' notes and an 'Add note' button. At the bottom, there is a 'Recent Activity' section with 'Communication' and 'Changes' tabs, and a 'Move to Children' button.

Info that church members can edit (*below*)



Rectangular Snip

Title

Name *

Sex

Date of Birth

Marital Status

Email *

Mobile

Telephone

Address

Address 2

Address 3

Town/City

County

Postcode

The information which other church members can see based upon the privacy selection made by the church member (*below*)

Contact Details ✕



Joe Bloggs

☎ 01509 123 456

✉ Joe@thebloggs.com

📍 1 The House, Bloggers Ways, Loughborough, Leicestershire, LE11 3NW



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How the privacy selections work (*below*)

Emmanuel, Loughborough

Home | My Communication | My Details | My Events | Search for Others | Log out

Joe Bloggs Save Changes or Cancel

Rectangular Snip

Details | Login | **Privacy** | Communication

Decide what details are visible to others in the church.

- Make my address visible
- Make my telephone visible
- Make my mobile visible
- Make my email visible

[Data Privacy Notice](#) | [Forget me](#)