

# Getting Started in Online Community

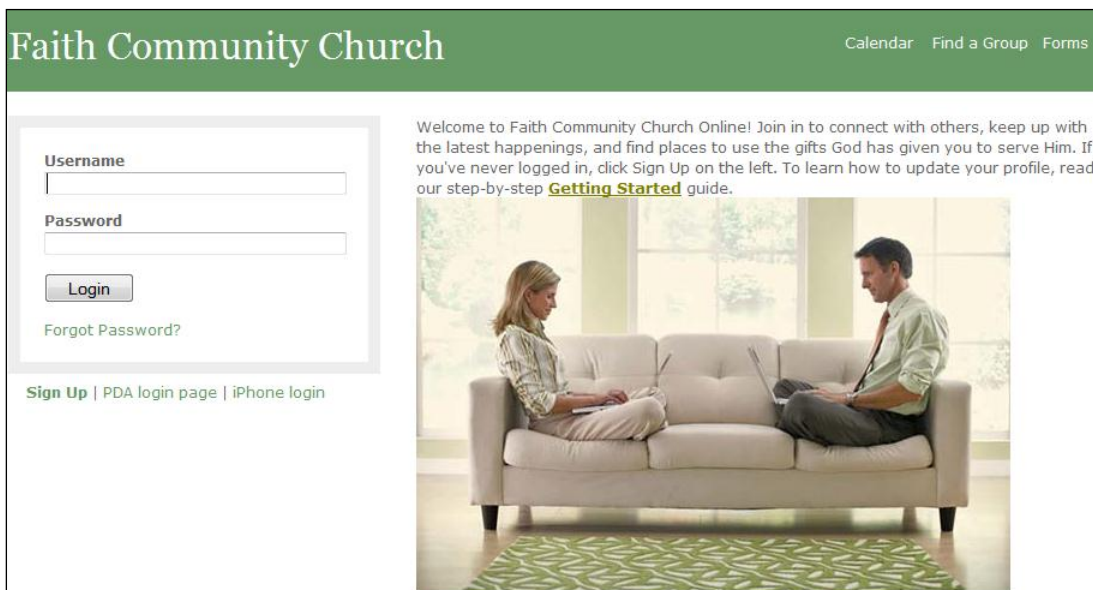
Faith Community Church Online is a great way to keep connected to one another and stay up to date with what's going on in the church. Once you have a username and password, you will be able to update your own personal information, communicate with others, identify serving opportunities, view the church calendar and more! If you're comfortable navigating your basic profile, you may want to skip to page 5 to learn how to input your Social and Serving information.

## Logging On

To request a username and password, visit [fcch.org](http://fcch.org) and then on the lower right side of the page click **Online Community**. The login screen appears.



You may want to bookmark the login screen. Once you are at the login screen, click **Sign Up**.



Online Community works best with Mozilla Firefox. You can use Internet Explorer, but you may experience some limitations. You can download Firefox for free by following the link on the login screen.

On the next screen, enter your name, email address and phone number, and then click **Submit**. Within one business day, the Online Community Administrator will email you a username and password.

## Faith Community Church

**First Name**

**Last Name**

**Email**

**Contact Phone**

[Forgot Password?](#)

### Request a Username and Password

[Login](#) | [PDA login page](#) | [iPhone login](#)

When you receive your username and password, go to the login screen again and log in. Your home page appears. Notice upcoming events on your calendar and a list of your groups.

## Faith Community Church

Home Groups Calendar Messages People More▼Help Settings Logout

Reports Search←

**Welcome to Faith Community Church Online!**  
You can use this web-based tool to connect, encourage one another, and communicate within your ministry groups and small group.

*Guiding people to a deeper relationship with Christ and a greater love for others*

### Upcoming Subscribe

No upcoming events

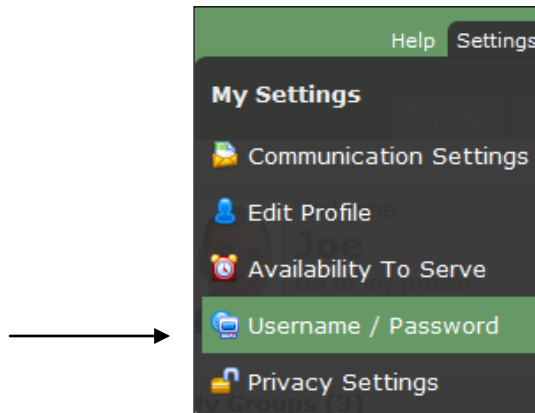
September 2011						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

[Go to my calendar](#)

### My Groups (3) ←

- Entire Church Database - office use only
- SP - Friends of Online Community
- SP - Shoeshine Group
- Faith Community Regular Attendees

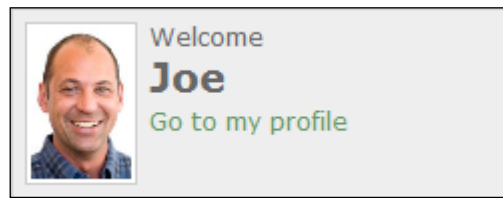
If you want to change your username and password, click **Settings** in the upper right corner, and then click **Username/Password**.



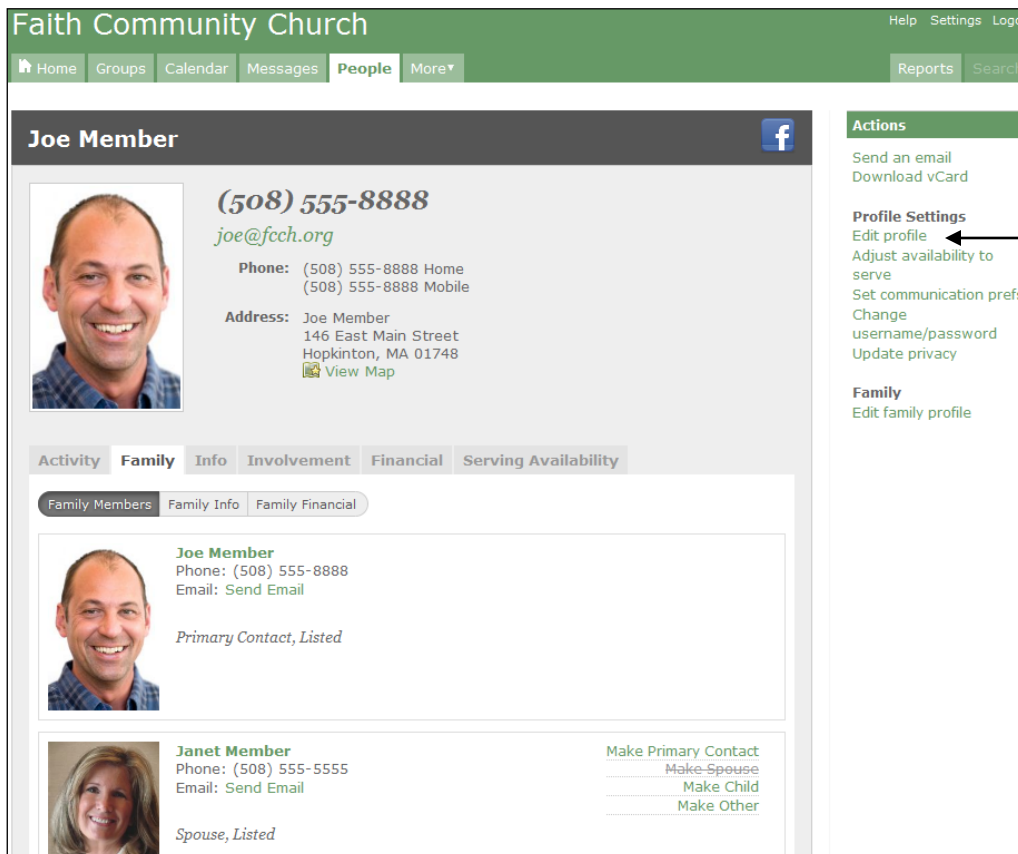
Make your changes, and then click **Save**. The login screen appears. Log in again under your new settings. Once you are logged in, your home page appears again.

### Your Profile

You can now update your profile by clicking **Go to my profile** in the Welcome box toward the upper right corner.



Your family page appears. We will discuss the family profile on page 13. For now, click **Edit Profile**.



On the next screen, notice there are several tabs in your profile. They are Basic, Address, Serving, Social, Custom Fields and Plugged In. Make sure your contact information is up to date on the Basic and Address pages. You can decide whom to share your information with in your Privacy settings (see pages 19 - 20). Please note that while you can see your email address, it is not visible to other users. You can add or change your photo by clicking **Browse**, selecting the photo on your computer (jpeg only), and then clicking **Open**. The photo appears when you click **Save** at the bottom of the screen.

Faith Community Church

Home Groups Calendar Messages People More Reports Settings

Basic Address Serving Social Custom Fields Plugged In

**Joe** **Member** More name fields...

**Personal**

Photo  **Browse...**  Delete Photo

Family Position Primary Contact

Gender Male

Date of Birth Sep 15 1965

Marital Status Married

Anniversary Dec 31 1991

Allergies bananas (used by Check-In system)

**Contact**

Email joe@fcch.org

Contact Phone (508) 555-8888

Home Phone (508) 555-8888

Mobile Phone (508) 555-8888

More contact fields...

Cancel or **Save**

Note: You can wait until you have completed all of the tabs to click **Save**. However, it is safer to click **Save** after each tab. When you click **Save**, you return to your Profile screen. To continue making changes, click **Edit Profile** on the right side of the screen under the **Actions** heading, **Profile Settings** subheading.

Click the **Serving** tab, and then enter the following:

- **Spiritual Gifts:** Click your top three spiritual gifts. You may enter more than three if you have gifts that are tied for first, second or third places. (Note: press and hold the Ctrl key (Cmd on a Mac) to choose more than one gift). For assistance in determining your spiritual gifts, the Equipping Ministry offers the Designed to S.E.R.V.E. class, the SHAPE workshop, and individual meetings with a member of the Equipping Ministry. Contact Equipping at [Servicing@fcch.org](mailto:Servicing@fcch.org) for more information.
- **Passions:** Click on the areas that interest you the most.
- **Abilities:** Click on the abilities that you possess.
- **Personal Style:** Click on your personal style (see definitions on next page).

**Faith Community Church**

Home Groups Calendar Messages People More ▾

Basic Address **Serving** Social Custom Fields Plugged In

**Joe Member** [More name fields...](#)

**Tip**

To select or deselect multiple choices, hold down the following keys when clicking:  
Mac: "Cmd + Click"  
Windows: "Ctrl + Click"

**Spiritual Gifts**

- Administration
- Apostleship
- Craftsmanship
- Creative Communication**
- Discernment
- Encouragement
- Evangelism

**Passions**

- Issue - Discipleship
- Issue - Economic
- Issue - Education
- Issue - Environment
- Issue - Outreach/Missions
- Issue - Family
- Issue - Hunger**

**Abilities**

- Music - Chart Songs
- Music - Choir
- Music - Choir Director
- Music - Clarinet
- Music - Composer
- Music - Double Bass
- Music - Drums**

**Other**

Personal Style: **People-Unstructured**

Cancel or **Save**

**Personal Style** - Read the following statements and decide which **one** best describes how you like to work. Then choose the appropriate category from the drop-down list.

### Task Structured

A person who is task oriented is energized by doing things. This person's ministry should be accomplishing tasks that serve people, and his or her primary focus should be on task accomplishments. A structured person prefers to plan and bring order to his or her life. This person's ministry should be defined clearly, and his or her relationship with others should be consistent.

### Task Unstructured

A person who is task oriented is energized by doing things. This person's ministry should be accomplishing tasks that serve people, and his or her primary focus should be on task accomplishments. An unstructured person prefers to have lots of options and flexibility. This person's ministry should be described generally and his or her relationship with others should be spontaneous.

### People Structured

A person who is people oriented is energized by interacting with people. This person's ministry should be more involved with direct people interaction, and his or her primary focus should be on relationship issues. A structured person prefers to plan and bring order to his or her life. This person's ministry should be defined clearly, and his or her relationship with others should be consistent.

### People Unstructured

A person who is people oriented is energized by interacting with people. This person's ministry should be more involved with direct people interaction, and his or her primary focus should be on relationship issues. An unstructured person prefers to have lots of options and flexibility. This person's ministry should be described generally and his or her relationship with others should be spontaneous.


On the **Social** tab, you can enter links to your social media sites. For example, enter your Facebook user name (Note: this is not the name you log into Facebook with, but a distinct user name you set up in your Facebook account). The Facebook icon appears on your main screen, and others can click it to go directly to your Facebook page. People must be your 'friends' to see your content.


The screenshot shows a user profile interface with a green header containing tabs: Basic, Address, Serving, Social, Custom Fields, and Plugged In. The 'Social' tab is active. Below the header, the name 'Joe Member' is displayed in a white box, with a red link 'More name fields...' to its right. Underneath is a section titled 'Social Networks' with a list of social media platforms, each with its icon, name, URL template, and an input field for the user's profile name. The Facebook input field contains the text 'joemember'.

Social Network	URL Template	Input Field
Twitter	<a href="http://www.twitter.com/username">http://www.twitter.com/username</a>	<input type="text"/>
Facebook	<a href="http://facebook.com/username">http://facebook.com/username</a>	joemember <input type="text"/>
LinkedIn	<a href="http://linkedin.com/in/username">http://linkedin.com/in/username</a>	<input type="text"/>
Posterous	<a href="http://username.posterous.com">http://username.posterous.com</a>	<input type="text"/>
Vimeo	<a href="http://vimeo.com/username">http://vimeo.com/username</a>	<input type="text"/>
YouTube	<a href="http://youtube.com/user/username">http://youtube.com/user/username</a>	<input type="text"/>
StumbleUpon		<input type="text"/>

Faith Community Church


Home Groups Calendar Messages **People** More ▾

**Joe Member** 



**(508) 555-8888**  
[joe@fch.org](mailto:joe@fch.org)

**Phone:** (508) 555-8888 Home  
 (508) 555-8888 Mobile

**Address:** Joe Member  
 146 East Main Street  
 Hopkinton, MA 01748  
 [View Map](#)

Click the **Custom Fields** tab to enter the following items:

- **Home Church:** If Faith Community Church is your home church, *please leave this field blank.*
- **HS Grad Year:** This field is mainly used by our Student Ministry, but feel free to enter your high school graduation year if you'd like!
- **Personality:** If you're familiar with Smalley & Trent's personality test, and you know your 'animal,' choose it from the drop-down list. Otherwise, leave it blank and contact the Equipping Ministry at [Serving@fch.org](mailto:Serving@fch.org) for more information.
- **Education:** Choose from the drop-down list. Click **Save**, or continue to the next tab.

Basic Address Serving Social **Custom Fields** Plugged In

**Joe** **Member** [More name fields...](#)

**Custom Text Fields**

Home Church

HS Grad Year

**Custom Date Fields**

**Custom Pulldown Fields**

Personality

Education

[Cancel](#) or



There are a few last items on the Plugged In screen that you may complete. Note that School and School Grade are used by our Student Ministry. If you're comfortable sharing your commitment story, testimony or faith journey, type it in the **Faith Journey** area. Click **Save** when you are finished.

Now that you have entered this information, others can find out more about you by clicking on your **Info** page.

## Serving Opportunities


Now that you have entered your Serving information, you can find ministry opportunities that match your spiritual gifts, abilities, and passions. Click your **photo** or **name**, and then click the **Involvement** tab.

### Joe Member



**(508) 555-8888**  
[joe@fcch.org](mailto:joe@fcch.org)

**Phone:** (508) 555-8888 Home  
(508) 555-8888 Mobile


**Address:** Joe Member  
146 East Main Street  
Hopkinton, MA 01748  
 [View Map](#)

**Activity** Family Info **Involvement** Financial Serving Availability


A list of your groups appears. Click the **Positions** button.

Activity Family Info **Involvement** Financial Serving Availability


Groups **Positions** Process Queues Events & Attendance Serving Forms Friends History




**Entire Church Database - office use only**  
Type: office use  
Status: Group Member



**MM - Men's Steak Night 2011**  
Type: men  
Status: Invited



**SP - Friends of Online Community**  
Type: choose type  
Status: Group Member



**SP - Shoeshine Group**  
Type: mixed  
Status: Group Member

A list of the roles in which you currently serve and served in the past appears in the top section. Beneath that, in the **Positions with best matches** section, you will see a list of serving opportunities that match your profile. To find out more about a **position**, click its **name**.

Activity	Family	Info	Involvement	Financial	Serving Availability	
Groups	Positions	Process Queues	Events & Attendance	Forms	Friends	History
<b>Positions with a status</b>						
<i>Fills Currently</i>	CR-Minutemen Movers Team Member					
<i>Fills Currently</i>	OC - Online Community Tester					
<i>Fills Currently</i>	SG - Discipleship Comm. Team Member				Jan 25, 2010 -	
<i>Filled in Past</i>	CR-Meals on Wings Meal Provider					
<b>Positions with best matches</b>			<b>Matches</b>			
WAT - Worship Band Musician		57.14% (4 of 7)	<i>Ability: Music - Drums</i> <i>Ability: Music - Guitar - acoustic</i> <i>Ability: Music - Guitar - electric</i> <i>Gift: Creative Communication</i>			
WAT - Graphic Artist		50.00% (1 of 2)	<i>Gift: Creative Communication</i>			
WAT - Orchestra Musician		50.00% (1 of 2)	<i>Gift: Creative Communication</i>			
WAT - Painter		50.00% (1 of 2)	<i>Gift: Creative Communication</i>			
WAT - Photographer		50.00% (1 of 2)	<i>Gift: Creative Communication</i>			
WAT - Praise Choir Vocalist		50.00% (1 of 2)	<i>Gift: Creative Communication</i>			

Browse through the **Fit** and **Description** tabs. To express interest or request more information, click **Apply** under the Actions heading on the right, type a brief note, and then click **Reply Now**. The position leader will receive your note.

Help Setting
Faith Community Church

Home Groups Calendar Messages People More Reports

WAT - Worship Band Musician < back to positions

**Leader Name:** Baird McClain Lashley, [Send Email](#)  
**Group:** [WAT - Worship Band Musicians](#)  
**Type:** Application Required  
**Maximum Limit:** Unlimited  
**Filling Currently:** 18

Fit
Description

Time Commitment: Wed Rehearsal 7-9:30pm, Sunday Services 7:45am-12:15pm  
 Length Commitment: 1 year(s)  
 Day Availability Desired: Sun, Wed (other days infrequently)

Purpose: Prepare and perform worship music and special music with other musicians on Sundays and special events.

Responsibilities:

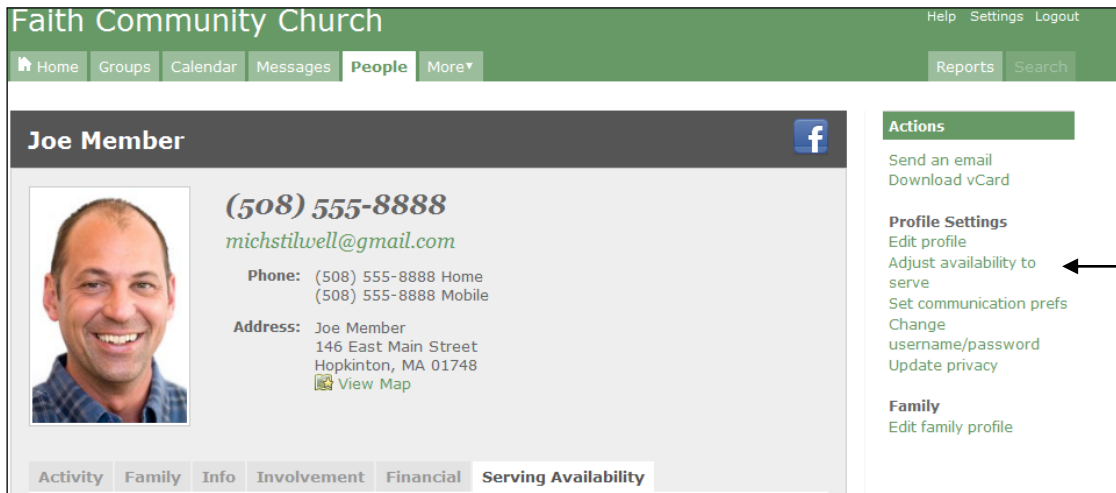
1. Attend rehearsals. (come prepared)
2. Practice music.
3. Know your role and understand the 100% principle of being part of a band.
4. Be early for rehearsals and Sunday morning.
5. Cooperate with band leader
6. Adhere to the Worship Ministry Commitment, including dress code.

Actions

Apply

## Serving Availability

Online Community has a new Scheduling feature that leaders can use to create schedules for their ministries. While we are not using this feature full-scale yet, you can assist your leader by entering the days you are available to serve, so that when we do roll it out, we will all be ready to go. To begin, click **Adjust availability to serve** under the **Actions** heading on the right.



Faith Community Church

Home Groups Calendar Messages People More Reports Search

**Joe Member**

**(508) 555-8888**  
*michstilwell@gmail.com*

**Phone:** (508) 555-8888 Home  
(508) 555-8888 Mobile

**Address:** Joe Member  
146 East Main Street  
Hopkinton, MA 01748  
[View Map](#)

Activity Family Info Involvement Financial **Serving Availability**

**Actions**

- Send an email
- Download vCard

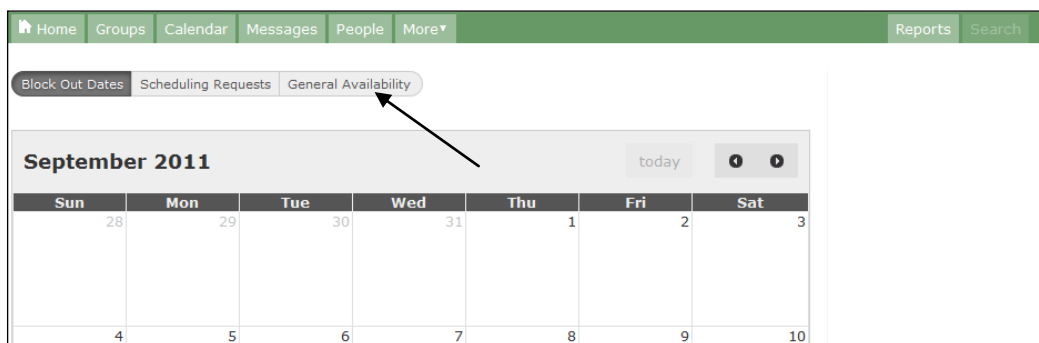
**Profile Settings**

- Edit profile
- Adjust availability to serve**
- Set communication prefs
- Change username/password
- Update privacy

**Family**

- Edit family profile

A calendar appears, which we will discuss in a moment. Click the **General Availability** button.



Home Groups Calendar Messages People More Reports Search

Block Out Dates Scheduling Requests **General Availability**

**September 2011** today

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10

In the Overall Availability section, choose the number of times per month that you would like to serve. For example, if you are in the Salvation Army ministry and would like to serve once per month, and you are also on the Greeting team and would like to greet twice per month, then you would choose 3 from the pull-down menu.

In the Group Availability section, for each of your groups, check the boxes next to the weeks (e.g., first week of the month, second week of the month) that you are typically available, and choose the number of times per month for each ministry. Continuing with the example above, you would choose 1 for the Salvation Army group, and you would choose 2 for the Greeting group.


Home Groups Calendar Messages People More

Block Out Dates | **Scheduling Requests** | General Availability

**Overall Availability**

Overall Frequency Across all groups I am willing to serve **3** times/month ←


**Group Availability**

 **OM - Salvation Army**

For this group I am willing to serve **1** times/month on the following weeks:

Week 1  Week 2  Week 3  Week 4  Week 5

**Position**  
OM - Salvation Army Meal Provider

 **OM - Greeting Ministry - Greeters**

For this group I am willing to serve **1** times/month on the following weeks:

Week 1  Week 2  Week 3  Week 4  Week 5

**Position**  
OM - Greeter

Next, click the **Block Out Dates** button. On the calendar that appears, you can advance to future months by clicking the **arrows** at the top. Click the **dates** that you are not available, or click and drag several days in a row. The dates are now labeled Unavailable.

Home Groups Calendar Messages People More

**Block Out Dates** | Scheduling Requests | General Availability

**November 2011** today ←

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

I'm Finished

Blocking dates on the calendar overrides the weeks you check on the General Availability page. For example, if you indicated that you are generally available the second week of the month, but know that you are out of town during the second week of November, the system will allow your ministry leaders to schedule you the second week of the month throughout the year, except for November. To unblock a date, simply click it, and the Unavailable label is removed.

If your schedule varies widely from month to month, you can skip checkboxes and just mark your unavailable dates on your calendar. More information on Serving Availability will be released as we begin to use this function more.

### Family Profile

You can see your family's profiles by clicking the **Family** tab. You can edit each family member's profiles just as you can edit your own. If you need to change information for the entire family, such as home address or phone number, click **Edit family profile** under the **Actions** heading, **Family** subheading on the right. Make your changes, and then click **Save**.

The screenshot shows a web interface for a family profile. At the top, there are tabs for 'Activity', 'Family', 'Info', 'Involvement', and 'Financial'. Below these, there are sub-tabs for 'Family Members' and 'Family Info'. The 'Family Members' sub-tab is selected, and a list of four family members is displayed. Each member has a profile card with a photo, name, contact information, and relationship status. To the right of each card are four action links: 'Make Primary Contact', 'Make Spouse', 'Make Child', and 'Make Other'. An arrow points to the 'Family Members' sub-tab.

Member Name	Phone	Email	Relationship	Actions
Joe Member	(508) 555-8888	Send Email	Primary Contact, Listed	Make Primary Contact, Make Spouse, Make Child, Make Other
Janet Member	(508) 555-5555	Send Email	Spouse, Listed	Make Primary Contact, Make Spouse, Make Child, Make Other
Boz Member			Child, Listed	Make Primary Contact, Make Spouse, Make Child, Make Other
Lulu Member			Child, Listed	Make Primary Contact, Make Spouse, Make Child, Make Other

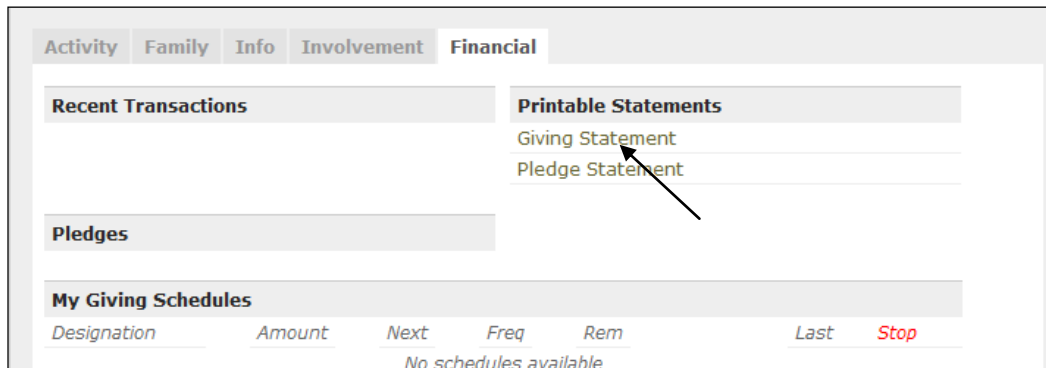
## Financial

You can view and print a current record of your giving by clicking the **Financial** tab and then clicking **Giving Statement**.

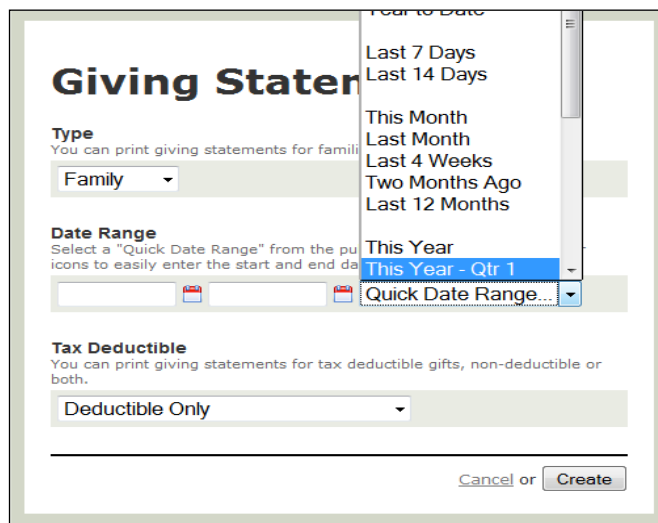


The image shows a user profile for "Joe Member". At the top right is a Facebook icon. Below the name is a profile picture of a smiling man. To the right of the picture is the phone number "(508) 555-8888" and the email address "joe@fch.org". Below that are phone details: "Phone: (508) 555-8888 Home (508) 555-8888 Mobile" and address details: "Address: Joe Member, 146 East Main Street, Hopkinton, MA 01748" with a "View Map" link. At the bottom is a navigation bar with tabs: "Activity", "Family", "Info", "Involvement", "Financial", and "Serving Availability". An arrow points to the "Financial" tab.

Choose your statement preferences on the next screen, and then click **Create**. Please note: your giving record is inaccessible to other users.



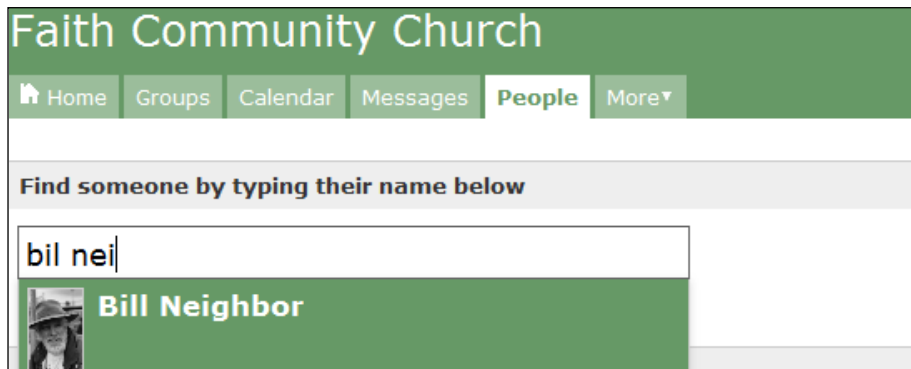
The image shows the "Financial" tab selected in the navigation bar. Below the navigation bar are sections for "Recent Transactions", "Printable Statements", "Pledges", and "My Giving Schedules". The "Printable Statements" section has a dropdown menu with "Giving Statement" and "Pledge Statement" options. An arrow points to the "Giving Statement" option. The "My Giving Schedules" section has a table with columns: "Designation", "Amount", "Next", "Freq", "Rem", "Last", and "Stop". Below the table, it says "No schedules available".



The image shows the "Giving Statement" creation form. It has a title "Giving Stater" and a "Type" dropdown set to "Family". Below that is a "Date Range" section with a "Quick Date Range" dropdown menu open, showing options: "Last 7 Days", "Last 14 Days", "This Month", "Last Month", "Last 4 Weeks", "Two Months Ago", "Last 12 Months", "This Year", "This Year - Qtr 1" (highlighted), and "Quick Date Range...". Below the date range is a "Tax Deductible" section with a dropdown set to "Deductible Only". At the bottom right are "Cancel or" and "Create" buttons.

### Finding Others in Online Community

Online Community is our paperless directory. To find someone, click the **People** tab, type the first few letters of the person's first and last name.



When the name appears, click it, and the person's profile appears.

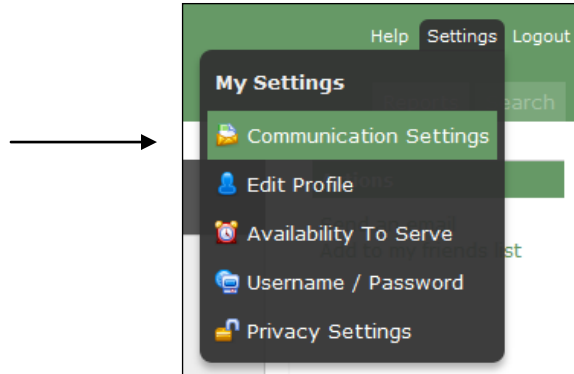


You can see the person's home and/or cell phone numbers and home address. Note you cannot see the email address. Click the **Info** tab to learn more about this person.

### Communication

There are several ways to communicate in Online Community. The most common method is the group message. A group leader sends the entire group a message, and you receive it in your email inbox. Group members can reply to the leader or to the entire group, as determined by the leader when sending the message. Depending upon the type of group, you may or may not want to receive everyone's replies, called "comments."

To manage your Communication Settings, click **Settings** above your photo, and then click **Communication Settings**. You see a list of the groups you belong to.



Faith Community Church Help Settings Logout

Home Groups Calendar Messages People More Reports Search

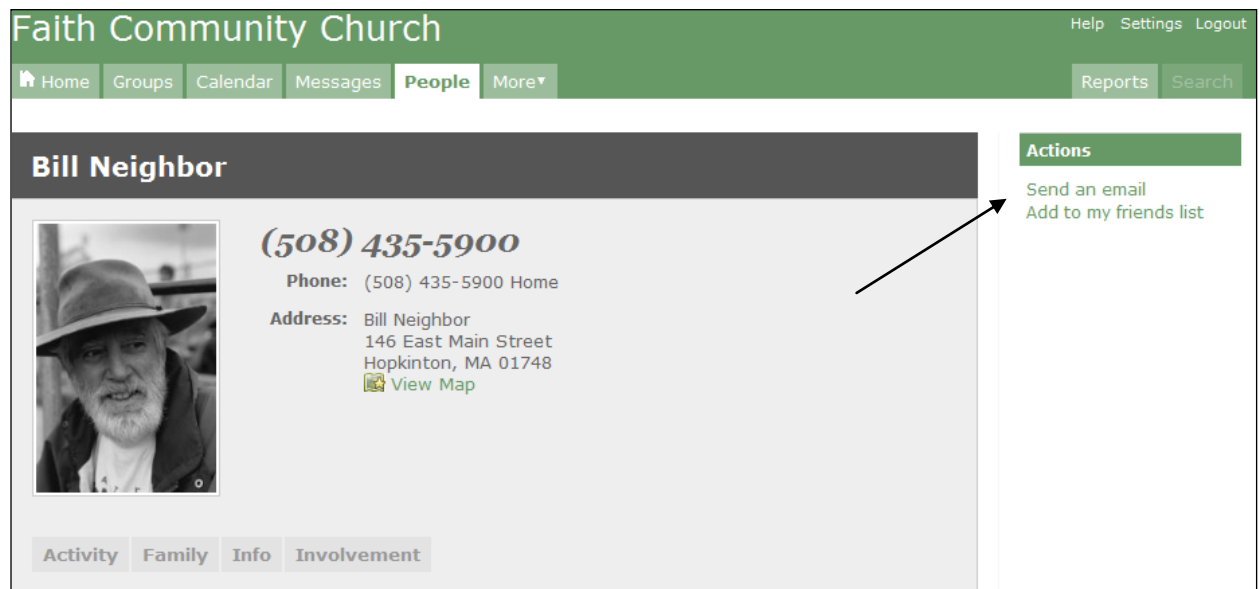
### Communication Settings for Joe Member

	Send me emails from group participants	Send comments to me immediately	Send me a weekly summary of group activity	Send me text messages from group leaders
	Receive group communications like emails from the group leader, event invitations, and information about volunteering and helping those in need.	Participate in online conversations as they happen.	Receive a single email generated by the system for all your groups' activities (events, comments, needs, positions and files) for the week.	Even with a mobile phone number, text messages will only be sent if a carrier is selected. Mobile Carrier <b>AT&amp;T</b> Mobile Phone <b>(508) 555-888</b> Standard text messaging rates from your carrier may apply.
<b>Groups I am in</b>	<b>Recommended</b>	<b>Optional</b>	<b>Recommended</b>	<b>Recommended</b>
Entire Church Database - office use only	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SP - Friends of Online Community	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SP - Shoeshine Group	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Cancel or **Save Settings**

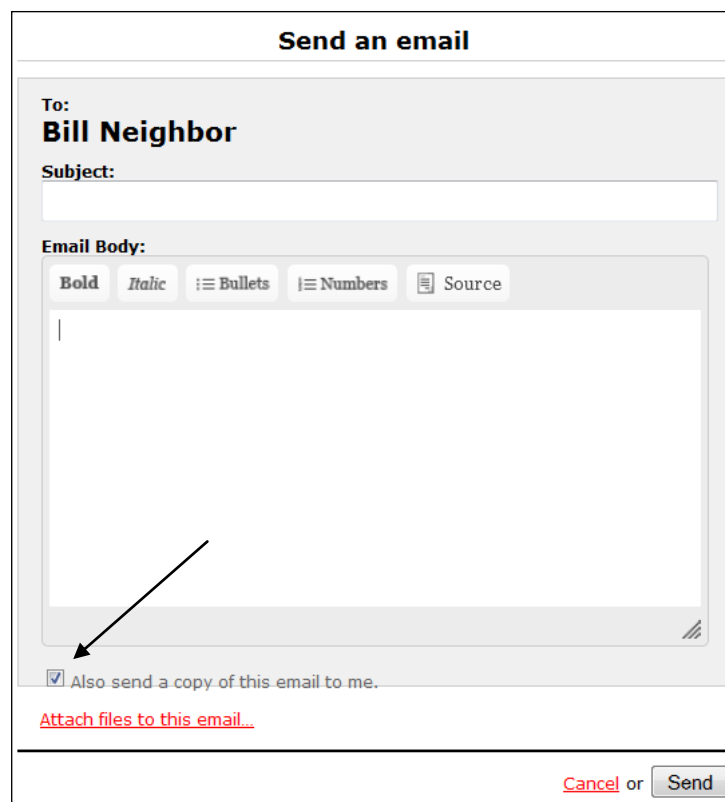
In the first column, leave all the boxes checked. This means that you receive new emails from your groups. The second column is for receiving comments to group emails. If the boxes are unchecked in the second column, you will only receive the original emails and not everyone's comments. You must log in and go to your group's page to see the replies, which are posted as comments. Checking boxes in the third column will prompt the system to send you weekly summaries of your groups' communications (one summary for all groups checked). Remember to click **Save Settings** if you make any changes.

To send an email to someone, go to his/her profile (**People** tab, enter name, click it).



The screenshot shows the profile of Bill Neighbor on the Faith Community Church website. The profile includes a photo of an older man with a white beard and a hat. To the right of the photo, his phone number is listed as (508) 435-5900, and his address is 146 East Main Street, Hopkinton, MA 01748. Below the address is a 'View Map' link. At the bottom of the profile are tabs for 'Activity', 'Family', 'Info', and 'Involvement'. On the right side of the profile, there is an 'Actions' box with two options: 'Send an email' and 'Add to my friends list'. An arrow points from the 'Send an email' option to the right.

Click **Send an email** under the **Actions** heading on the right side of the page. Type your note in the box, and then click **Send**. If you leave the **Also send...** box checked, you will receive a copy of the message in your inbox.



The screenshot shows the 'Send an email' form. The 'To:' field is filled with 'Bill Neighbor'. The 'Subject:' field is empty. The 'Email Body:' field is empty and has a rich text editor toolbar with options for Bold, Italic, Bullets, Numbers, and Source. Below the email body field is a checkbox labeled 'Also send a copy of this email to me.' which is checked. Below the checkbox is a link that says 'Attach files to this email...'. At the bottom right of the form are 'Cancel' and 'Send' buttons. An arrow points from the bottom right of the email body field towards the 'Also send...' checkbox.

## Connecting With Groups

Most people in Online Community are members of several groups. There is the Faith Community Regular Attendees group, to which the weekly newsletter and occasional messages from the pastors and elders are sent. You may be in serving groups, Bible studies, classes, small groups, or other types of ministries or special interests. Click on a group name to see its calendar, messages and more.

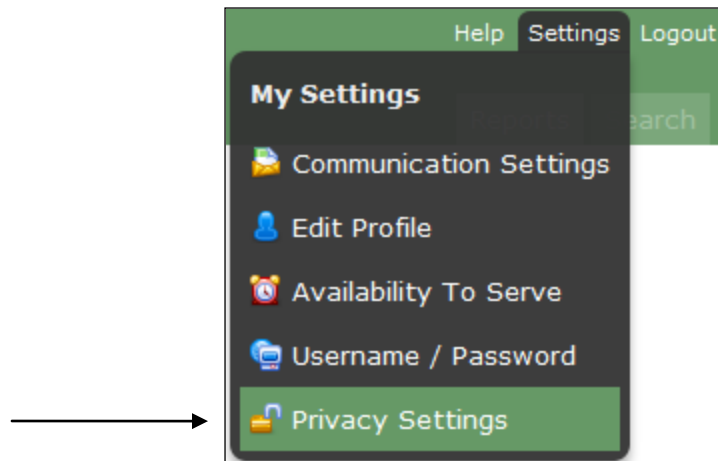
The screenshot shows the home page of the Faith Community Church online community. The header includes the church name and navigation links for Home, Groups, Calendar, Messages, People, and More. A welcome message for a user named Joe is displayed on the right. The main content area features an 'Upcoming' section with a calendar for September 2011. The calendar shows the date 13th highlighted. Below the calendar is a 'Go to my calendar' link. On the right side, there is a 'My Groups (3)' section listing 'Entire Church Database - office use only', 'SP - Friends of Online Community', 'SP - Shoeshine Group', and 'Faith Community Regular Attendees'. An arrow points to the 'SP - Friends of Online Community' group name.

You can send messages to your groups by clicking the group name from your Home page, and then clicking **Send a message** under the **Actions** heading on the right. Click **Participants** to see who else is in your group.

The screenshot shows the page for the 'SP - Friends of Online Community' group. The header includes the church name and navigation links for Home, Groups, Calendar, Messages, People, and More. The main content area features a group photo, a description of the group, and a list of participants. The 'Actions' menu is visible on the right, with 'Send a message' highlighted. Below the group information, there is a 'Messages' tab selected, showing a message titled 'testing #2' started by Michelle. An arrow points to the 'Send a message' option in the Actions menu.

## Privacy

You can control how the information in your profile is shared with others. Click **Settings** above your photo, and then click **Privacy Settings** on the next screen.



On the resulting screen, please take a few moments to read through the different types of settings: Everybody, Friends & Group Members Only, etc. Please note that only logged in members of Faith Community Online can see your profile. “Everybody” means everyone in our church body who has a profile. We encourage you to share your address and phone number with Everybody, as Online Community serves as our paperless church directory. And although you can see your email address under your photo, it is not visible to anyone else. Please note that profiles of children under 12 are not visible to anyone other than their parents and church staff.

Overview	Info	Involvement	Financial
<b>Privacy Settings</b> <a href="#">go back to change other settings</a>			
<b>About the Settings</b>			
<b>IMPORTANT</b> <i>In order to make our Online Community as vibrant and helpful as possible, <b>please strongly consider sharing most items with "Everybody"</b>, or at the highest level you are comfortable sharing. No items will be shared if the Profile is not "Listed".</i>			
<b>* Profile / Listed</b> <i>Profile / Listed is a special setting in that no other setting will matter unless this is "Listed".</i>			
<b>Everybody</b> <i>This is the "highest level" and the preferred setting. Please use "Everybody" as much as possible. Fields with this setting can be viewed by anyone who has a login and password to use the system.</i>			
<b>Friends &amp; My Groups Members</b> <i>Fields with this setting can be viewed by members of "Members Interact" type groups you are involved in, as well as other people with a login who are on your My Friends list. Appropriate church leadership can view the information as well.</i>			
<b>Friends Only</b> <i>Fields with this setting can only be viewed by other people with a login who are on your My Friends list. Appropriate church leadership can view the information as well.</i>			
<b>Church Leadership Only</b> <i>This is the "lowest level" setting. Please consider sharing your information at a higher level if at all possible (preferably "Everybody"). Fields with this setting can only be viewed by appropriate church leadership (i.e. people who have been given additional administrative privileges for the system).</i>			
<b>Profile *</b>			
Listed <input checked="" type="radio"/> Listed <input type="radio"/> Unlisted <i>This determines whether a profile can be seen by people with a login and password to the system even when they don't have administration privileges.</i>			
<b>Main</b>			
Birthday Month & Day <input type="text" value="Everybody"/>			
Gender <input type="text" value="Everybody"/>			
Marital Status <input type="text" value="Everybody"/>			
Anniversary <input type="text" value="Everybody"/>			
Allergies <input type="text" value="Church Leadership Only"/>			
Custom Fields <input type="text" value="Church Leadership Only"/>			
<b>Contact - Phones</b>			
Contact Phone <input type="text" value="Everybody"/>			
Home Phone <input type="text" value="Everybody"/>			
Work Phone <input type="text" value="Church Leadership Only"/>			
<b>Contact - Email</b>			
Email <i>Email addresses are only shared with "Appropriate Church Leadership". Normal users can contact you via email through the system, but don't see your email address.</i>			
<b>Contact - Address</b>			
Mailing Address <input type="text" value="Everybody"/>			
Work Address <input type="text" value="Friends &amp; My Groups Members"/>			
Home Address <input type="text" value="Friends &amp; My Groups Members"/>			
Other Address <input type="text" value="Friends &amp; My Groups Members"/>			
<b>Other</b>			
Serving Info <input type="text" value="Everybody"/>			
Social Info <input type="text" value="Everybody"/>			
Cancel or <input type="button" value="Save"/>			

If you change any of your settings, remember to click **Save** at the bottom of the screen.

If you have any questions, please email Michelle Stilwell at [michelle@fcch.org](mailto:michelle@fcch.org).  
 Welcome to Faith Community Online!