



church admin
made simple



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I am the good Shepherd. I know
my own and my own know me.

John 10:14



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- Communication hub to individuals or groups

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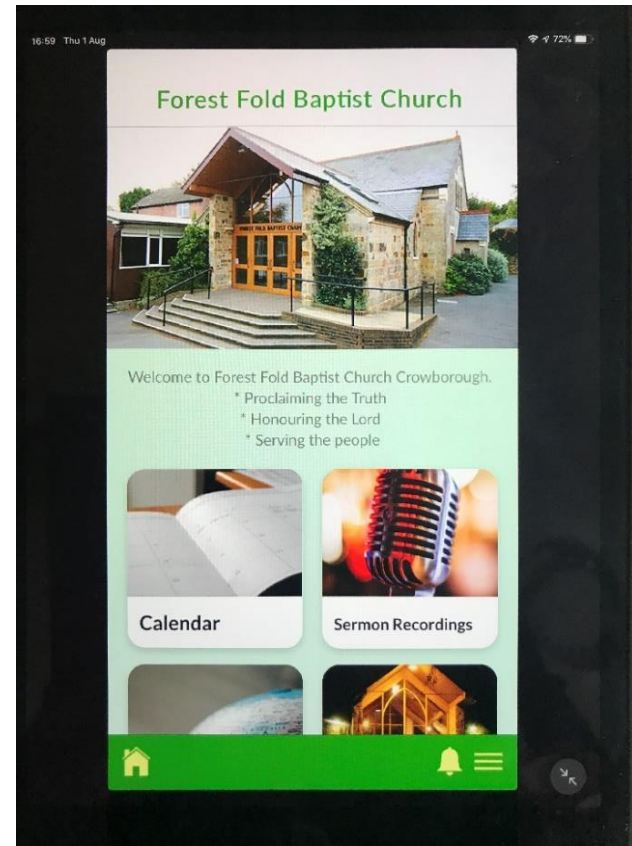
- Complementary to existing Forest Fold web site
- Database for everyone's contact details (GDPR compliant)
- Details of all upcoming events and services
- Communication hub for individuals or groups
- Home for all future sermon recordings

How can I see it ??

- Through an App on your Apple phone or iPad or your Android smartphone or Tablet.

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- Through an App on your Apple phone or iPad or your Android smartphone or Tablet.
- This is the new way for listening to Sermon recordings, listen live, checking the calendar and rota commitments.



How can I see it ??

AND/OR

- Through the internet browser on your computer/smartphone/iPhone/iPad/tablet

How can I see it ??

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- Through the internet **browser** on your computer/smartphone/iPhone/iPad/tablet

Google Chrome  Safari  Edge  Firefox 

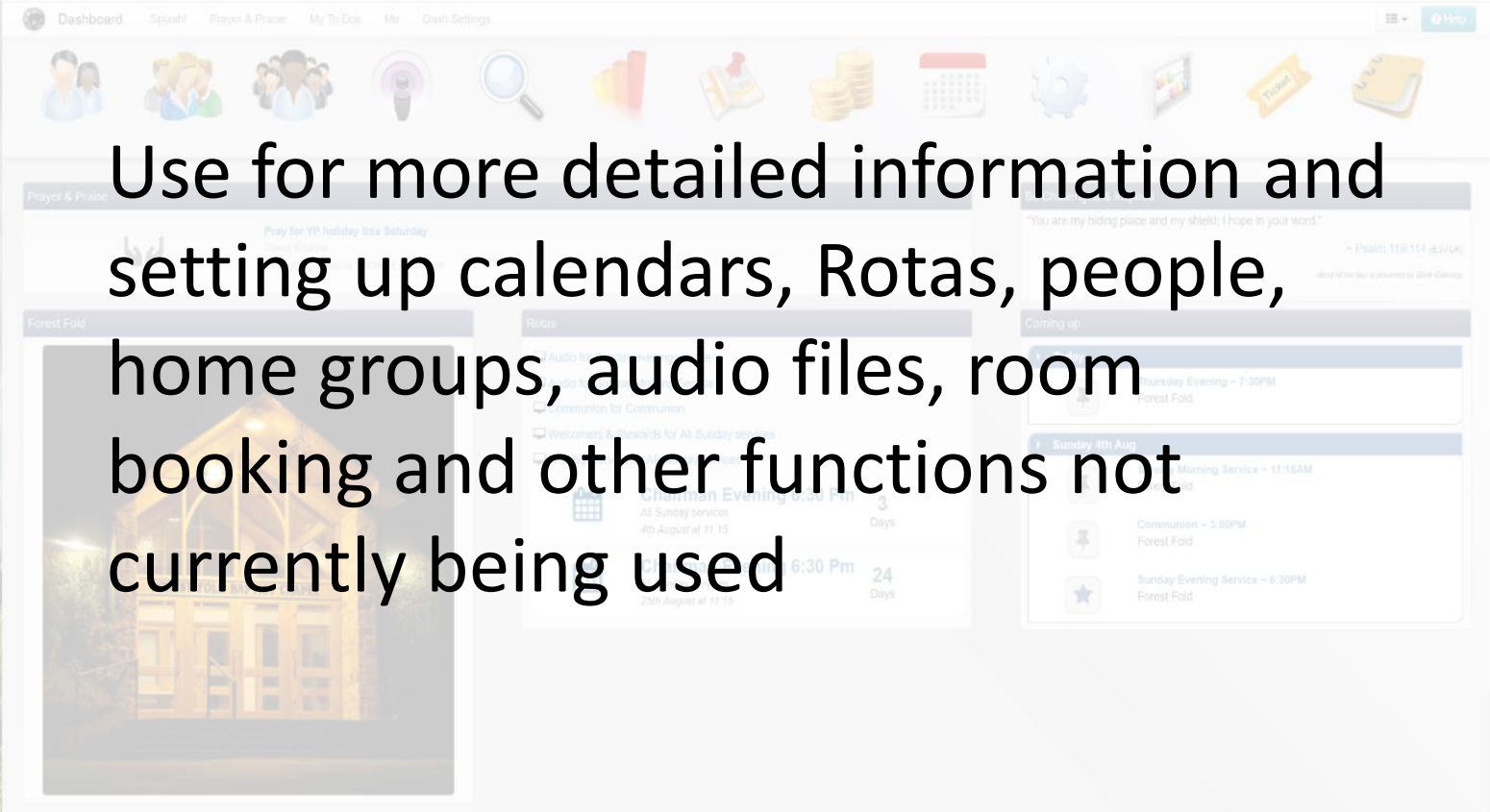
How can I see it ??

The screenshot displays a user dashboard for the Forest Fold Baptist Church website. At the top, there is a navigation bar with links for Dashboard, Splash!, Prayer & Praise, My To Dos, Me, and Dash Settings. A Help button is also present. Below the navigation bar is a row of icons representing different website features: user profiles, prayer requests, a search magnifying glass, a bar chart, a calendar, a gear for settings, a ticket icon, and a notebook.

The main content area is divided into several sections:

- Prayer & Praise:** A section titled "Prayer & Praise" featuring a prayer request: "Pray for YP holiday this Saturday" by Simon Sharpe, with a sub-note "YP's going away to Cornwall next week".
- Forest Fold:** A section with a large photograph of the Forest Fold Baptist Chapel at night, illuminated by warm lights.
- Rotas:** A section titled "Rotas" listing services:
 - Audio for Sunday evening service
 - Audio for Sunday Morning Service
 - Communion for Communion
 - Welcomers & Stewards for All Sunday services
 - Worship Service for All Sunday services
 Two specific service announcements are highlighted:
 - Chairman Evening 6:30 Pm**: 3 Days, All Sunday services, 4th August at 11:15
 - Chairman Evening 6:30 Pm**: 24 Days, All Sunday services, 25th August at 11:15
- Be Challenged & Inspired:** A section with a quote: "You are my hiding place and my shield; I hope in your word." attributed to Psalm 119:114 (ESVUK). A note at the bottom states "Word of the day is powered by Bible Gateway".
- Coming up:** A section titled "Coming up" showing a schedule:
 - Today:** Thursday Evening - 7:30PM, Forest Fold
 - Sunday 4th Aug:**
 - Sunday Morning Service - 11:15AM, Forest Fold
 - Communion - 3:00PM, Forest Fold
 - Sunday Evening Service - 6:30PM, Forest Fold

How can I see it ??



The screenshot shows a web dashboard for a church. At the top, there is a navigation bar with links for 'Dashboard', 'Spreadsheets', 'Prayer & Praise', 'My To Do', 'Me', and 'Dash Settings'. Below this is a row of icons representing various functions: people, prayer, search, calendar, settings, and documents. The main content area is divided into several sections: 'Prayer & Praise' with a prayer request for 'YP holiday this Saturday'; 'Forest Fold' with a photo of the church building; 'Home' with a calendar for 'All Sunday services' on '4th August at 11:15'; and 'Coming up' with a list of upcoming services including 'Thursday Evening - 7:30PM', 'Sunday 4th Aug Morning Service - 11:15AM', 'Communion - 3:00PM', and 'Sunday Evening Service - 6:30PM'.

Use for more detailed information and setting up calendars, Rotas, people, home groups, audio files, room booking and other functions not currently being used



What use will it be to me ?

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- Up to date information on church activities always available

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- Event and meeting planning and display

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- Up to date information always available
- Event and meeting planning and display
- Rota reminders and planning
- Home group details and communication (to follow later)
- Sermon recordings available on mobile App in categories and series



Who is keeping it up to date ????

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YOU !

Who is keeping it up to date ????

Everyone

- Most personal information already in the system
- Check info is correct and change if not
- Add your date of birth
- If you are serving the church on rotas enter times when you are away or unavailable
- Update when your email, phone or address changes

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Team Leaders:

- Maintain and check the rotas that you are responsible for
- Update rotas when duties swapped

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Meeting Leaders:

- Check and where necessary update meeting in diary/events with times and location. Create Rotas if needed

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- Team Leaders:
- Maintain and check rotas that you are responsible for
 - Update rotas when duties swapped
- Meeting Leaders:
- Check and where necessary enter meeting in diary/events with times and location. Create Rotas if needed
- Esther C :
- Looking after all personal data and adding and removing people's details when needed.
- Malcolm C:
- Room and facilities booking
- Dave B:
- Technical operation, Diary co-ordination, Adding audio, Setting up basic settings and format, access permissions etc. etc

How do I join up !!!!

- Personal Log in with your username and password
- Most of your information is already in the system
- Your access to various sections and activities depends on your particular responsibilities
- Same log in details for both the App and browser

How do I join up !!!!

- You will shortly be sent two emails, first with your user name and second with your user name and password.

- User name will be like:
(not your email address)

fred.bloggs

- Password will be like:

FORESTf3591&

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OK, but I still don't get it all.....how can I get further help

- Paper sheet at the back with basic joining details
- This presentation and more detailed instructions on the FF web site. <https://www.forestfold.org.uk/about-us/iknow/>
- Workshop or one to one help after Thursday evening services for the next few weeks, OR any other time by arrangement.

And DON'T forget:

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John 10:14