

## Before you start.....

- Before any password can be issued by the system, an individual’s contact details must be held by the internal diocesan database as a Parish officer or similar recognised role. **If you are newly appointed you will not be able to amend forms until your details are held by us.**

Ideally, please ensure you are using an appropriate up to date web browser –, Google Chrome or Internet Explorer 11 (all free downloads)

To check which web browser you are currently using, go to <https://whatbrowser.org/> and the software will advise you.

Free downloads are available here –  
**Internet Explorer** <http://bit.ly/ZBPChF>  
**Google Chrome** <http://bit.ly/Rqa0iu>

- Please have all the necessary contact details to hand before you start!

Go to [www.lichfield.anglican.org](http://www.lichfield.anglican.org) and click User Login



Follow the instructions in the Guide “To Log in to the Diocesan website”.

**If you do not receive the password, please check your Junk/Spam email folders in case your ISP has placed it there. If you are still unable to find the password and the system advises it has been sent, please contact Jo Durber ([jo.durber@lichfield.anglican.org](mailto:jo.durber@lichfield.anglican.org))**

Once you have received your password you can log in using your email and your unique password. You will then be taken to the screen where all the forms are available for online completion.

Choose **Parish Appointments** and you will see the churches with which you are linked in the internal database. Then confirm the Data Protection Notice if not already done – this is because you are handling data on behalf of others. Please ensure you confirm the Data Protection Notice or you will not be able to proceed!

Home > Parish Appointments

## Parish Appointments

The Parish Appointments system makes it easy to update the contact details for any parish officers who work in your church or parish. This system can be used throughout the year to ensure that the Diocese has the correct information for them.

**Data Protection Notice not confirmed!** Please click here to read more about data protection.

### Your Parishes

The list below shows the parishes to which you are linked. To access the Parish Appointments form, simply click on the name of the parish below.

You can complete this form in stages or in one go. Each time you 'Save' the form, the information will be stored and will be available when you next login to view or amend any details.

If you have any questions regarding Parish Appointments, please contact the Diocese.

You do not hold any church/parish positions and currently do not have access to this section. If this information is incorrect please contact the Diocese.

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Once done you can click **Parish Appointments** for the appropriate church

The screenshot shows the myDiocese website interface. On the left is a blue sidebar with a menu containing: Home, Electoral Roll, Statistics for Mission, Finance, Accounts, Parish Appointments, and DAC. The main content area is titled 'Parish Appointments' and includes a breadcrumb 'Home / Parish Appointments'. A green notification box in the top right corner states 'Data Protection Notice Confirmed'. Below this, there is explanatory text about the system. A section titled 'Your Parishes' contains a list of parishes: 'Abbots Bromley' and 'Archives and Records', each with a 'Load Form' button. A blue arrow points from the 'Parish Appointments' menu item in the sidebar to the main content area. Another blue arrow points from the 'Data Protection Notice Confirmed' message to the explanatory text below it.

and a new screen appears showing all types of Parish Officers; where you have someone in post, you will see a number in brackets next to the position:

Positions	 Clear filter
Benefice Administrator	0
Statistics for Mission contact	0
PCC 1 Warden	1
PCC 2 Warden	0
PCC 3 Warden	0
PCC 4 Warden	0
PCC Treasurer	1
PCC Secretary	1
PCC Administrator	0
DCC 1 Warden	0
DCC 2 Warden	0
DCC Treasurer	0
DCC Secretary	0
DCC Administrator	0
Other 1 Warden	0
Other Warden	0
Other Treasurer	0
Other Secretary	0
Safeguarding Co-ordinator	1
Gift Aid Secretary	1
Deanery Synod member	2
Parish Giving Link	0
DAC Case Officer	0

Instructions are available in the system at all times and are as follows:

#### Instructions ▾

Please check the information held here for your parish and churches and amend where necessary.

##### Positions

The list to the left shows the positions to which you may assign someone. Each position shows the number (e.g. 1), if any, of people currently assigned to that position. In the case of the Deanery Synod position it also shows the maximum number of people that can be assigned (e.g. 1 of 2).

Click on the position to show the people currently assigned. Click the ✕ Clear filter link to remove the filter.

##### People in your Parish

The list below shows all of the people currently holding one or more of the available positions. To view or edit a person's details simply click on their name. The expanded view will display the address/contact details held on the diocesan database. To update these details, click the Update Details button.

On the form that is presented make any required changes and click the Save Changes button. If there are no changes to make then click the Cancel Update button.

##### Outgoing Appointment

If a person has finished in one of more of the positions listed below their name:

- Click on the Mark as Outgoing button.
- Enter the date when they finished (or will finish) in the date box.
- Click the Mark as Outgoing button again to save the date.

If the date is in the past then the position will be removed. You can still assign the person to another position.

##### Assign Position(s)

To assign a person already listed to another position click on the Assign to Position button. You will be presented with a form where you can:

1. Select the position.
2. Enter the start date.
3. Click the Save New Position button.

**N.B.** If there are multiple churches in your parish and the post holder will only be working at some of the churches then click the checkbox next to that church. If they are to work at all of the churches then consider them parish based for the purposes of the database and leave the churches unchecked.

##### Adding a New Person

To add a new person expand the 'Add a New Person' section. Before entering the details of the new person we ask that you search the database to check that we do not already hold their details. Enter their forename(s), surname and postcode and then click the Find a Person button.

Once the search completes the results will be presented below the search form. If your search found any matching records you may assign them to a position by clicking the Assign to Position button next to their name and following the instructions above for assigning a position.

If your search does not find any matching records then you will need to enter the details of the new person. Click on the Add New Person button to reveal a form for entering their details. Please complete as much of the form as possible. The checkboxes next to some of the fields indicate whether a person's details can be displayed in either the printed or web-based diocesan directory. **N.B.** The person will be given another opportunity to amend this as part of the Diocesan Data Protection process.

Once all of the details have been entered and you have selected the position and start date, you can click the Save New Person button to save their details and assign them to the selected position. The page will refresh once saved and you will then see the new person listed.

To add a new person to a role, click **Add a New Person**



You will then be asked to type a Christian name, Surname and Postcode into the box and Search to see if the person being added is already in the database -

**Add a New Person** ▾

To enter a new person, enter the details in the form (forename, surname and postcode) and click on the 'Find a Person' button below. We will then check if their details are already held for some other position to avoid duplicate data entries. Either accept the person offered (if appropriate) or click 'Add New' to enter details about the new person.

Complete the data fields, including their start date and save the record.

<b>Forename(s)</b>	<b>Surname</b>	<b>Postcode</b>
<input type="text" value="e.g. Joseph"/>	<input type="text" value="e.g. Bloggs"/>	<input type="text" value="e.g. GL56 0AX"/>

If they are you will see their details and you can select them by clicking **Assign to Position**; if not, you can **Add a New Person**

**Add a New Person** ▾

To enter a new person, enter the details in the form (forename, surname and postcode) and click on the 'Find a Person' button below. We will then check if their details are already held for some other position to avoid duplicate data entries. Either accept the person offered (if appropriate) or click 'Add New' to enter details about the new person.

Complete the data fields, including their start date and save the record.

<b>Forename(s)</b>	<b>Surname</b>	<b>Postcode</b>
<input type="text" value="Mithra"/>	<input type="text" value="Tonking"/>	<input type="text" value="WS13 7LD"/>

**People Search Results**

The list below shows any people matching the search. Select the matching person or click 'Add New Person'.

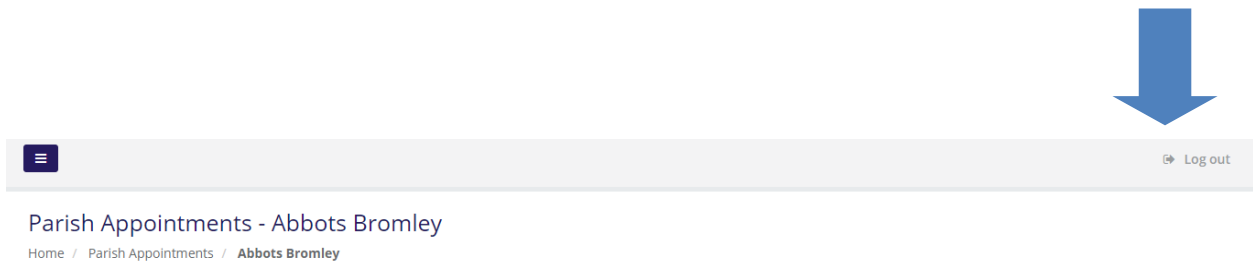
<input type="text" value="Tonking Mithra (Mithra), WS13 7LD"/>	<input type="button" value="Assign to Position"/>
<input type="button" value="Add New Person"/>	

The box you are offered will autofill the name, surname and postcode you have supplied and you simply complete the rest of the details. The Do Not Publish tick box means that although the data will be visible to diocesan staff it should not be given out; **no Parish Officer details are published on the public diocesan website**. Please ensure you enter a start date if possible (usually your APCM) and then click Save New Person at the bottom of the form.

Please enter the person's details in the form below.

<b>Title</b> <input type="text" value="Mr,Mrs,Miss,Revd etc"/>	<b>Preferred Name</b> <input type="text"/>
<b>Forename(s)</b> <input type="text" value="Mithra"/>	<b>Surname</b> <input type="text" value="Tonking"/>
<b>Address</b>	<b>Phone Numbers and Email</b>
<b>Line 1</b> <input type="text"/>	<b>Home</b> <input type="text" value=""/>
<b>Line 2</b> <input type="text"/>	<b>Work</b> <input type="text" value=""/>
<b>Line 3</b> <input type="text"/>	<b>Mobile</b> <input type="text" value=""/>
<b>Town</b> <input type="text"/>	<b>Postcode</b> <input type="text" value="WS13 7LD"/>
<b>Select Position</b> <input type="text"/>	<b>Email</b> Please try and provide a unique email address <input type="text" value=""/>
<b>Save New Person</b>	<b>Date:</b> dd/mm/yyyy <input type="text" value=""/>

Add or amend contact details for any other officers and then ensure you Logout (at the top of the screen) once finished.



Thank you very much for your help in keeping our contact details up to date – it ensures we send diocesan material to the right people! Contact Jo Durber [jo.durber@lichfield.anglican.org](mailto:jo.durber@lichfield.anglican.org) or 01543 306030 for further help.