

# MinistryManager

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Basic User Manual v.3.5

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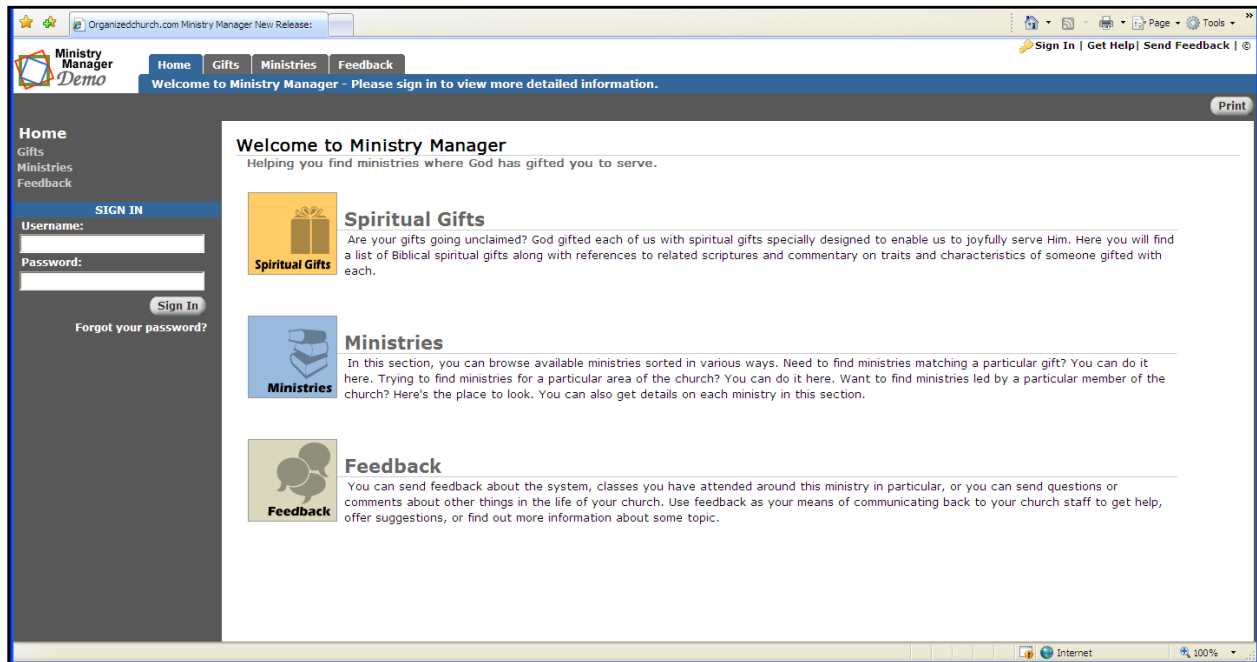
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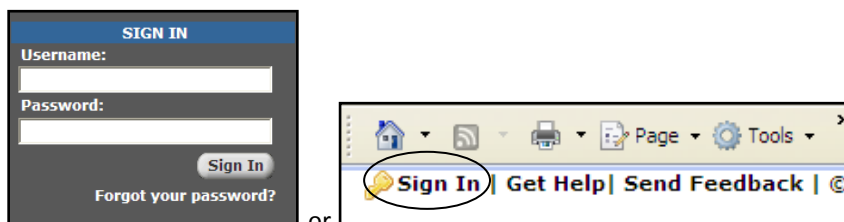
## THE HOME PAGE



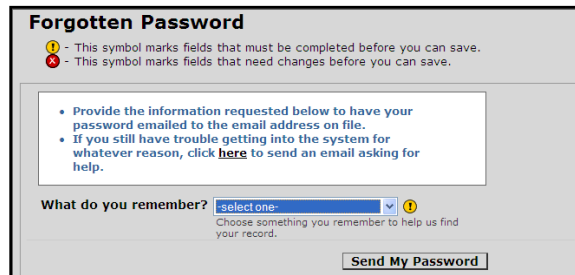
This is the page you will see when you first access Ministry Manager. You do not have to be logged in to view this page. Once you are logged in, your Home page will contain personalized information about your spiritual gifts and ministries of interest.

## SIGNING IN

To log into the system, either type in your Username and Password under the **Sign In** bar or click the **Sign In** link at the top right of the screen.



## GETTING A NEW PASSWORD



**Forgotten Password**

ⓘ - This symbol marks fields that must be completed before you can save.  
⊗ - This symbol marks fields that need changes before you can save.

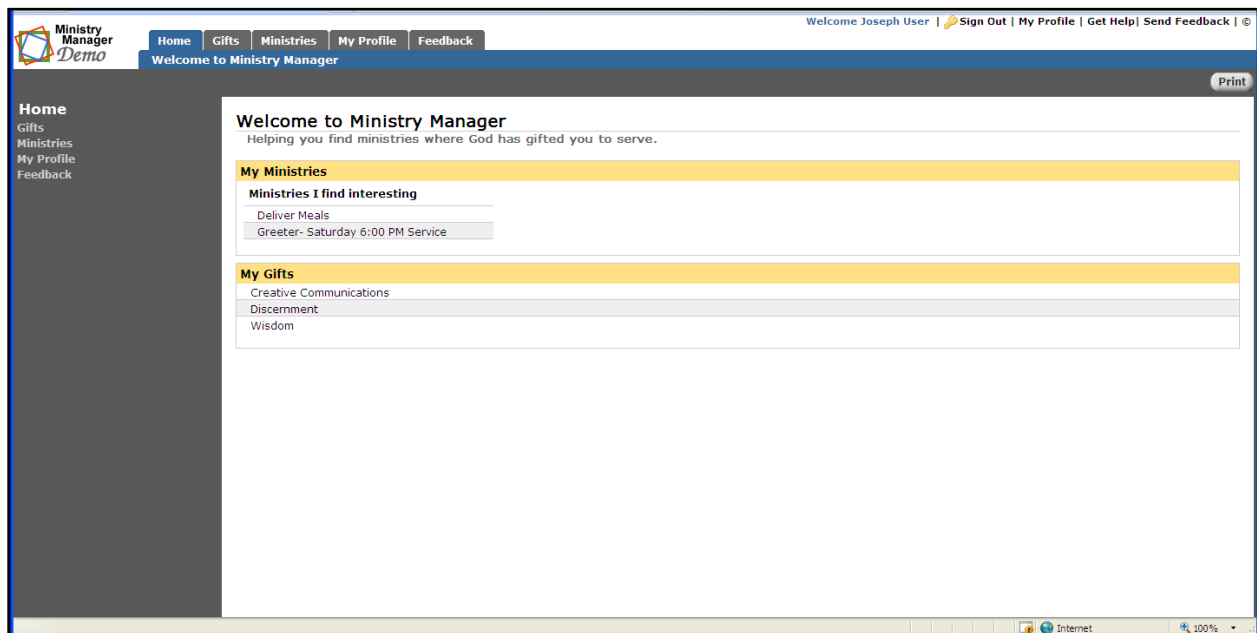
- Provide the information requested below to have your password emailed to the email address on file.
- If you still have trouble getting into the system for whatever reason, click [here](#) to send an email asking for help.

What do you remember?  ⓘ

Choose something you remember to help us find your record.

If you have forgotten your password, you may click on the **Forgot your password?** link under the **Sign In** button. You will be prompted either to supply your email address, your first and last name, or your username. You will then receive an email with a new system-generated password.

## YOUR PERSONALIZED HOME PAGE



Ministry Manager Demo

Welcome Joseph User | Sign Out | My Profile | Get Help | Send Feedback | ©

Home | Gifts | Ministries | My Profile | Feedback

Welcome to Ministry Manager

Home

- Gifts
- Ministries
- My Profile
- Feedback

Welcome to Ministry Manager  
Helping you find ministries where God has gifted you to serve.

**My Ministries**

**Ministries I find interesting**

- Deliver Meals
- Greeter- Saturday 6:00 PM Service

**My Gifts**

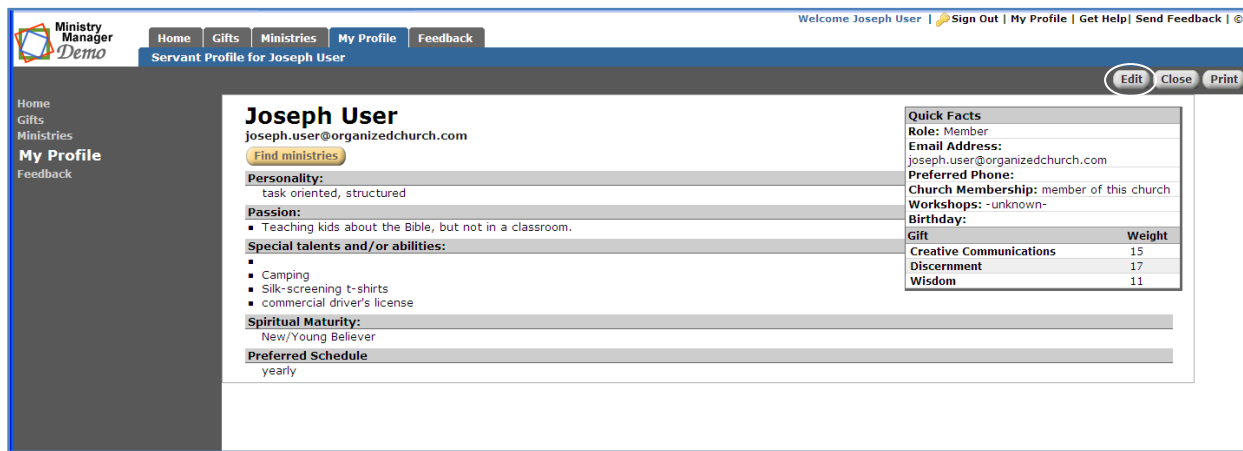
- Creative Communications
- Discernment
- Wisdom

Print

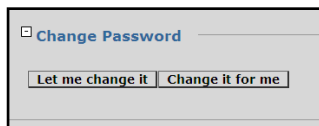
Once you are signed in, your name will appear at the top right of the screen. If you signed in from the Home Page, you will also see a customized home page displaying any Ministries in which you have indicated interest as well as your Gifts, which are links you can click on for more details about each one of them. If you have not yet indicated an interest in any Ministries, none will appear. (See the **Adding a Ministry to My Home Page** section on Page 8 for details on how to do this.)

If you sign in while on a page other than the Home Page, such as the Ministries page, you will be taken to the signed in version of the Ministries page with any rights and privileges you may have.

## CHANGING YOUR PASSWORD

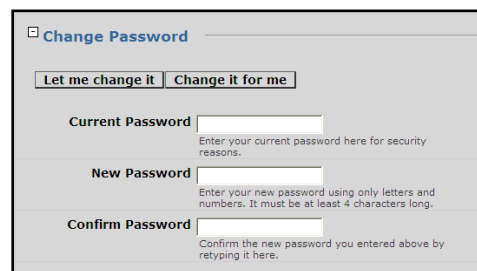
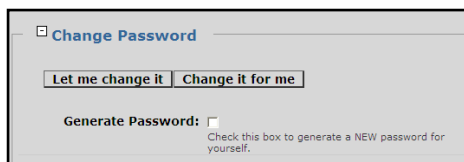


Once you sign into the system, you can change your password by clicking on the **My Profile** tab at the top of the screen or the **My Profile** link at the left of the screen. Click the **Edit** button at the top right to make changes to your profile. You can make changes to other information while there, including your email address, contact information, etc. (See the **Updating Servant Information** section on Page 11.)



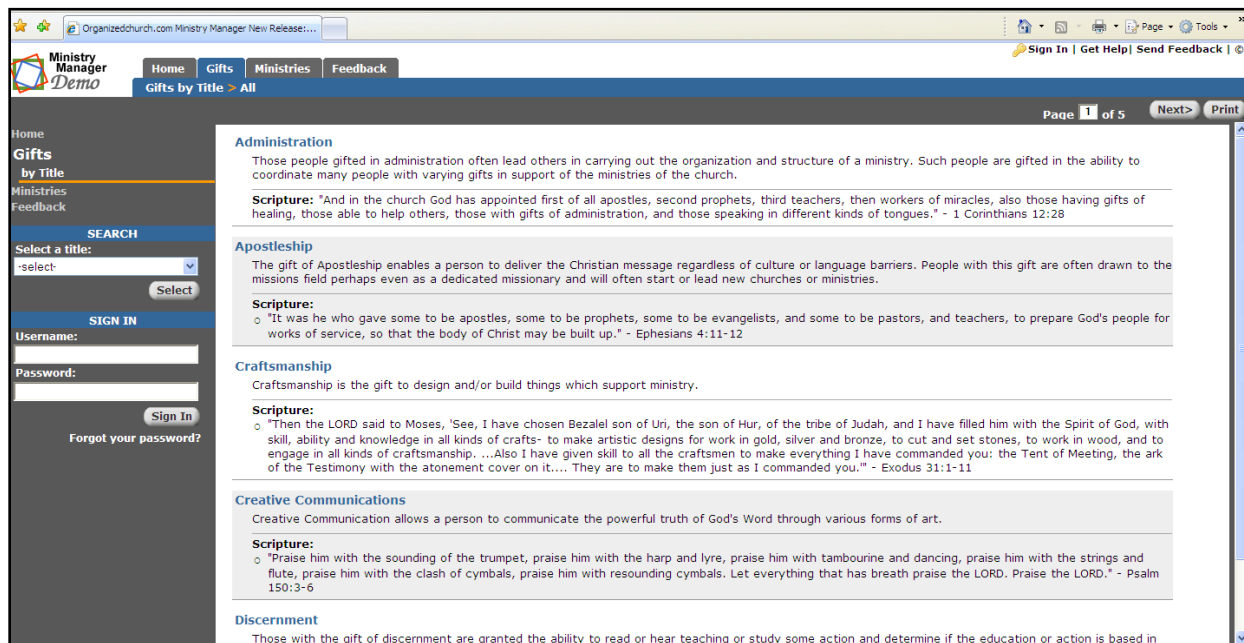
Scroll down to the **Change Password** section. You can choose either to change the password yourself or to let the system generate a new password for you.

If you choose to change your own password, you will be prompted to enter your current password and your new password twice for confirmation. Passwords are case-sensitive. Click the **Save** button for the changes to take effect.

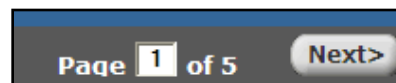
If you choose to let the system change your password, simply select the **Generate Password** checkbox and click the **Save** button. The system will email you your new password.

## VIEWING SPIRITUAL GIFTS



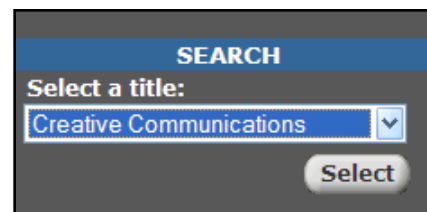
To view Spiritual Gifts and their descriptions, either choose the **Gifts** tab at the top of the page or click on the **Gifts** link on the left hand side of the page. You do not have to sign into the system to view Spiritual Gifts. If you want more information on a particular Gift, click on it to display additional details.

If the list of Gifts won't fit on one page, you can advance through the pages using the navigation tools at the top right of the page either by indicating the page desired in the text box or clicking on the **Next>** button (or **<Prev** if returning to an earlier page).

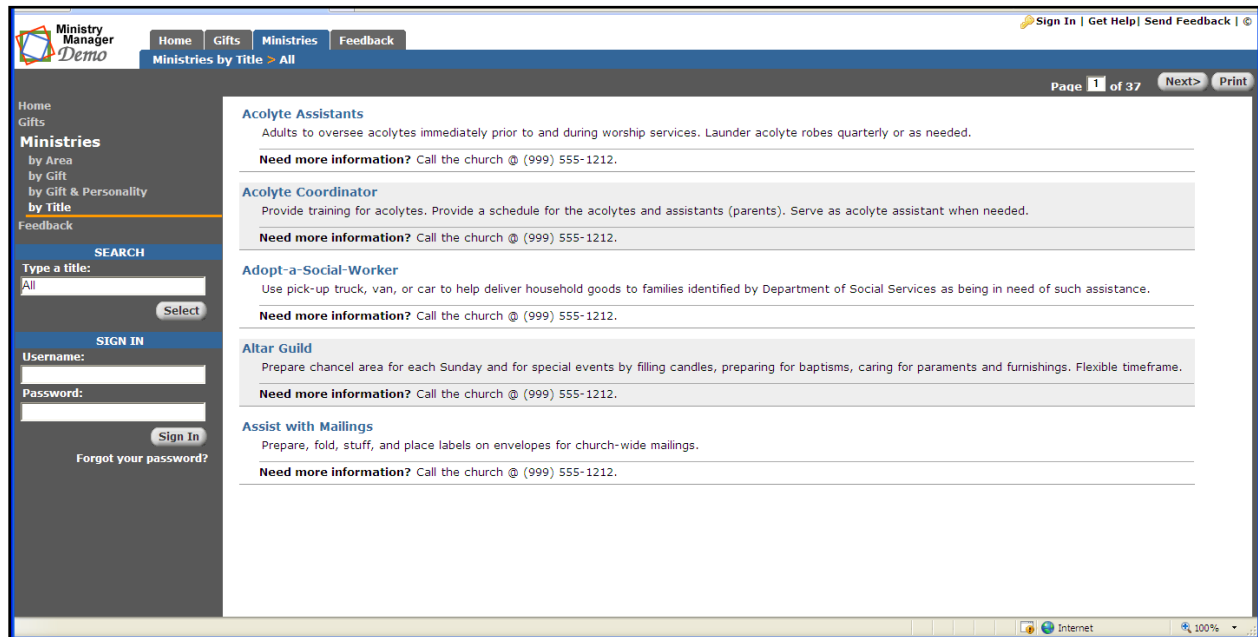


You may view Gifts by title only. If you would like to search for a particular Spiritual Gift, click on the drop-down box under the Search bar at the left of the screen. Then choose the filter with which you wish to search.

For example, if you want to search for the gift of Creative Communications, select "Creative Communications" from the drop-down box labeled "Select a title." Then click the **Select** button.

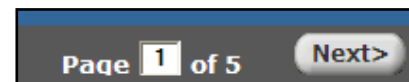


## VIEWING MINISTRIES



To view Ministries and their descriptions, either choose the **Ministries** tab at the top of the page or click on the **Ministries** link on the left hand side of the page. You do not have to sign into the system to view Ministries, but you must sign in to view contact information for ministry leaders and staff contacts or to see Ministries by ministry leaders or staff contacts.

If the list of ministries won't fit on one page, you can advance through the pages using the navigation tools at the top right of the page either by indicating the page desired in the text box or clicking on the **Next>** button (or **<Prev** if returning to an earlier page).

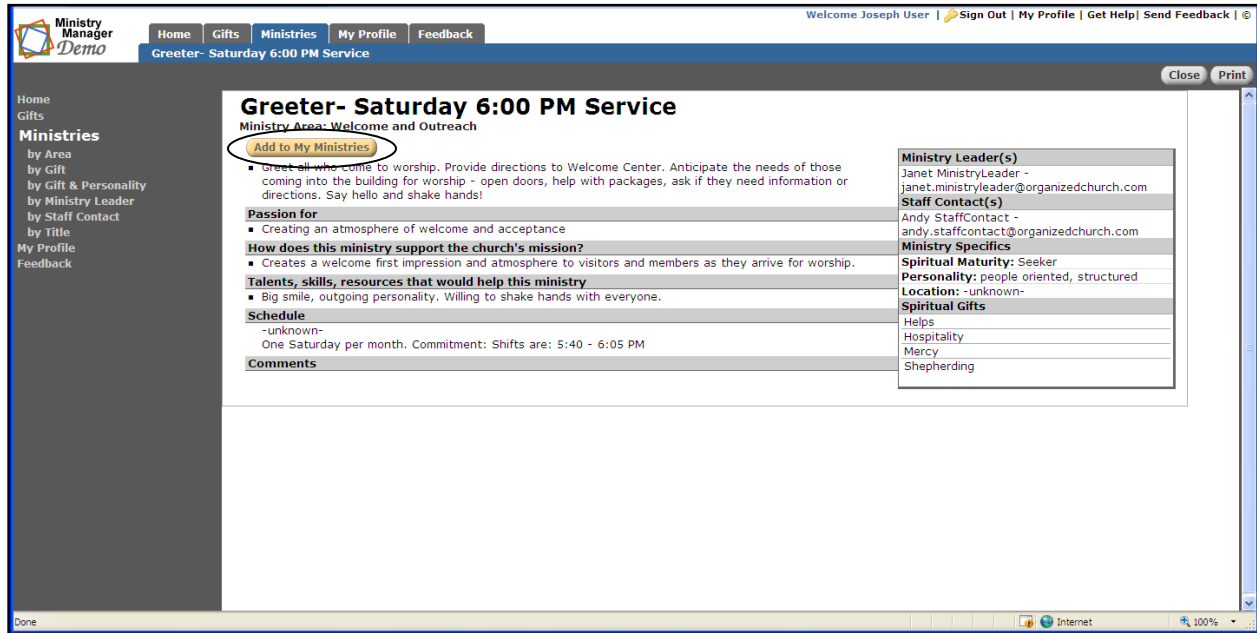


You may view and search ministries by Area, by Gift, by Gift & Personality, or by Title. The default is by Title. If you would like to search for ministries with particular criteria, click on the drop-down box under the Search bar at the left of the screen. Then choose the filter with which you wish to search.

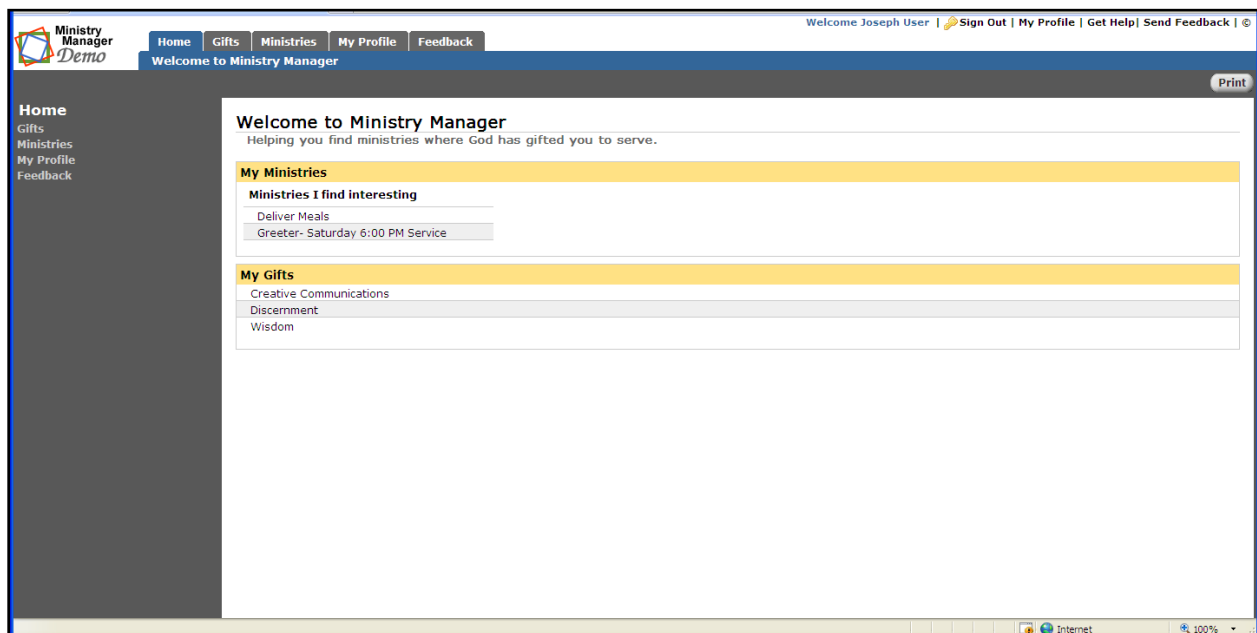


For example, if you want to search for ministries using the gift of Creative Communications, click on the **Ministries by Gift** link at the left of the page and choose "Creative Communications" from the drop-down box labeled "Select a gift." Then click the **Select** button. The system will display a list of ministries meeting your criteria.

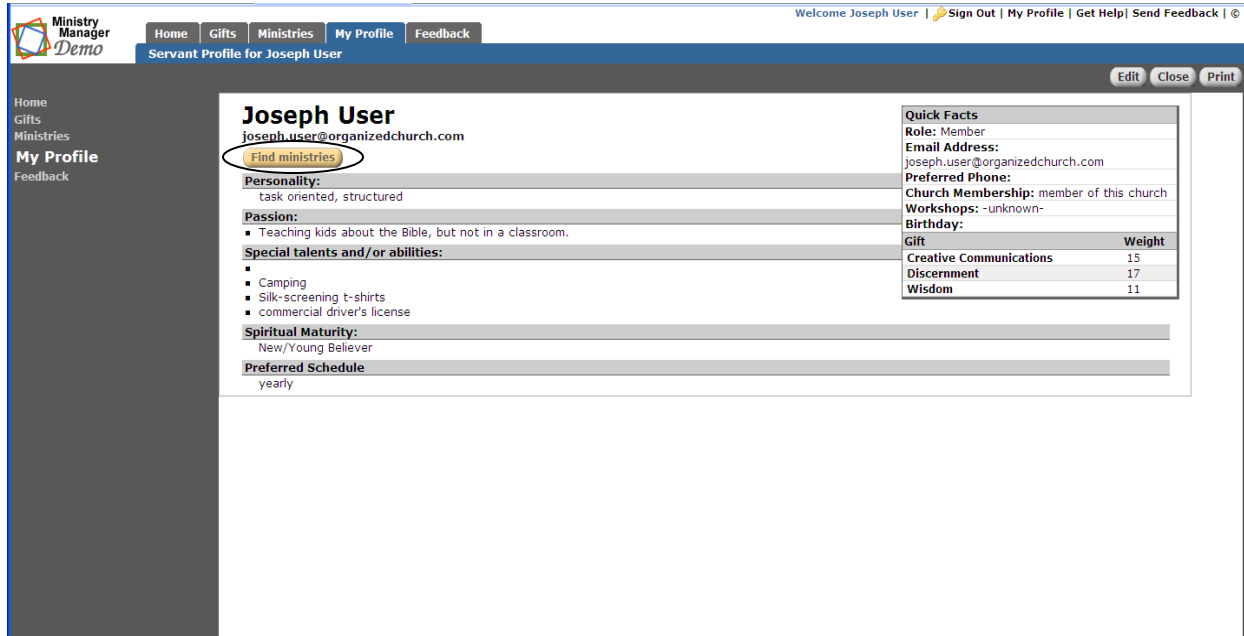
## ADDING A MINISTRY TO MY HOME PAGE



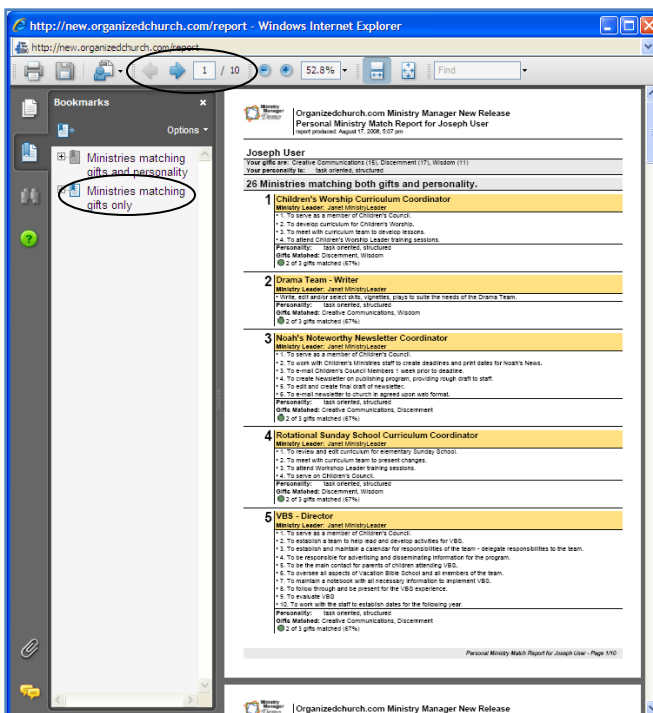
If you are signed into the system, you can indicate interest in a Ministry by adding it to your personalized home page. At the **Ministries** tab, click on the ministry that interests you. Then click on the “Add to My Ministries” button. The ministry will then appear on your home page. This does not sign you up for this ministry at this time, but it allows you to remember that ministry and inquire about getting involved in it at a later time.



## RUNNING A "FIND MINISTRIES" REPORT



You can run a "Find Ministries" report to generate a list of all the Ministries that match your Spiritual Gifts and/or your Personality. Once you sign into the system, click on the **My Profile** tab at the top of the screen or the **My Profile** link at the left of the screen. Then click the **Find Ministries** button.

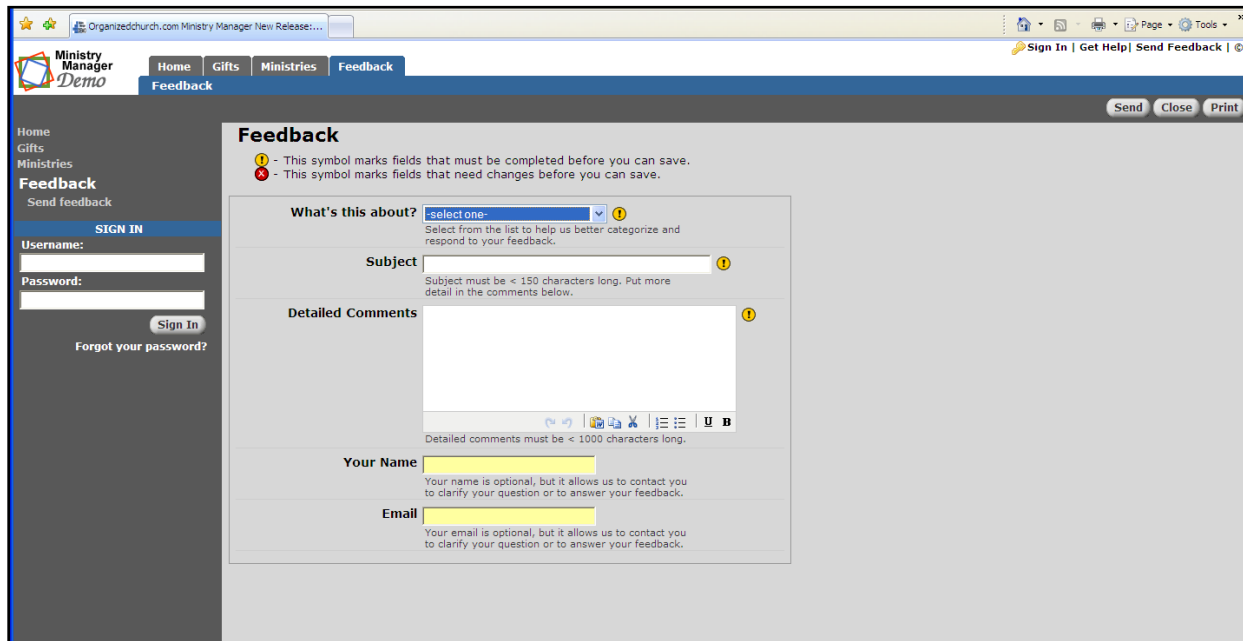


The system will open a new window displaying an Adobe Acrobat report listing the Ministries that match your Gifts and Personality. You can also view a report that matches your Gifts only by clicking on the **Ministries matching gifts only** link at the left of the screen.

Advance through the pages by clicking on the arrows at the top of the screen or by scrolling down the page.

You can save this report to your computer or rerun the report as often as you like.

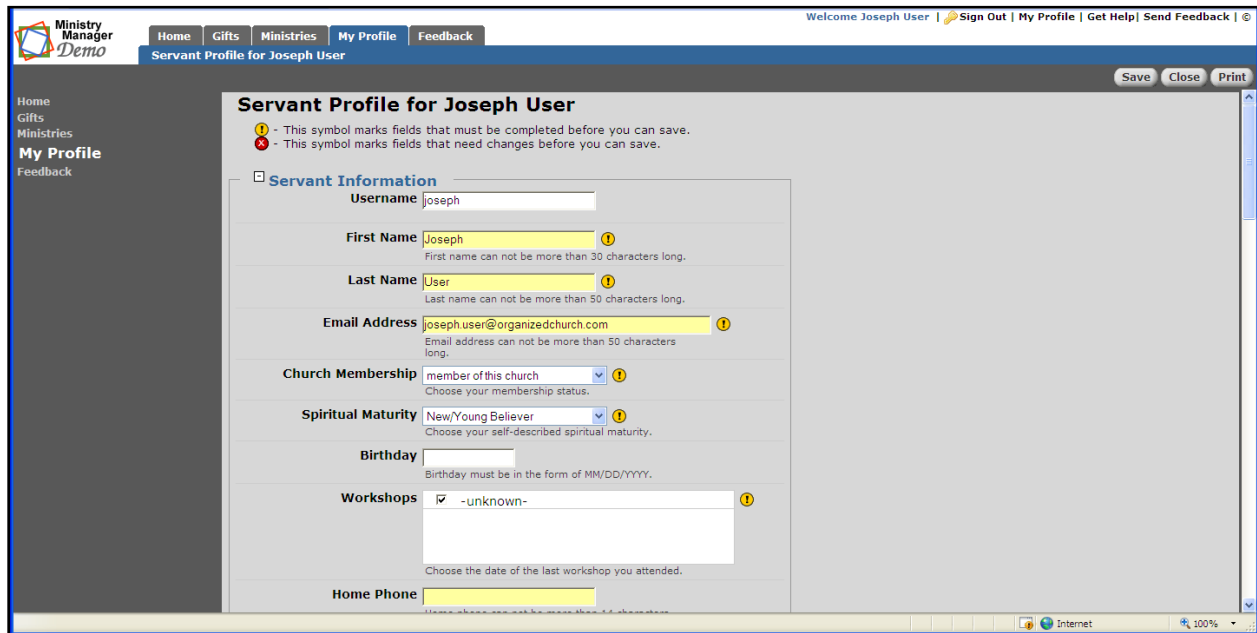
## SUBMITTING FEEDBACK

A screenshot of a web browser displaying the 'Feedback' form in the Ministry Manager application. The browser's address bar shows 'Organizedchurch.com Ministry Manager New Release...'. The page has a navigation menu with 'Home', 'Gifts', 'Ministries', and 'Feedback' tabs. A sidebar on the left contains a 'Feedback' section with a 'Send feedback' link and a 'SIGN IN' button. The main content area is titled 'Feedback' and contains a form with the following fields: 'What's this about?' (a dropdown menu with a warning icon), 'Subject' (a text box with a warning icon and a note: 'Subject must be < 150 characters long. Put more detail in the comments below.'), 'Detailed Comments' (a large text area with a warning icon and a note: 'Detailed comments must be < 1000 characters long.'), 'Your Name' (a text box with a note: 'Your name is optional, but it allows us to contact you to clarify your question or to answer your feedback.'), and 'Email' (a text box with a note: 'Your email is optional, but it allows us to contact you to clarify your question or to answer your feedback.'). At the top right of the form area are buttons for 'Send', 'Close', and 'Print'.

If you have comments about or problems with the system, you may submit **Feedback** either by clicking on the Feedback tab at the top of the page or by clicking on the **Feedback** link at the left of the page. Choose a topic from the **What's this about?** drop down box. Then enter a Subject and your Comments. While you are not required to enter your Name and Email address, this will allow us to address your concerns and respond to you appropriately.

When you have completed your Feedback, click the **Send** button at the top right of the page.

## UPDATING SERVANT INFORMATION



Ministry Manager Demo

Home | Gifts | Ministries | My Profile | Feedback

Welcome Joseph User | **Sign Out** | My Profile | Get Help | Send Feedback | ©

Servant Profile for Joseph User

Save Close Print

**Servant Profile for Joseph User**

! - This symbol marks fields that must be completed before you can save.  
x - This symbol marks fields that need changes before you can save.

**Servant Information**

**Username** joseph

**First Name** Joseph **!**  
First name can not be more than 30 characters long.

**Last Name** User **!**  
Last name can not be more than 50 characters long.

**Email Address** joseph.user@organizedchurch.com **!**  
Email address can not be more than 50 characters long.

**Church Membership** member of this church **!**  
Choose your membership status.

**Spiritual Maturity** New/Young Believer **!**  
Choose your self-described spiritual maturity.

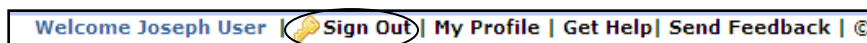
**Birthday**   
Birthday must be in the form of MM/DD/YYYY.

**Workshops**  -unknown- **!**  
Choose the date of the last workshop you attended.

**Home Phone**

In addition to changing your password, if you are signed into the system you can change other information on your Servant Profile, including your email address, your phone number, etc. Simply click the **Edit** button. When you have made your changes, click the **Save** button.

## SIGNING OUT



When you are ready to sign out, click the **Sign Out** link at the top right of the screen.



Please note that the system will sign you out automatically after 30 minutes of inactivity, and any unsaved changes will be lost. To resume your work, simply sign back into the system.