



# How to Be a Part of our New Church Directory and Answers to Questions You Might Have!

Our new directory is housed in St. Paul's In Fellowship program. Your first step to be included in the directory is to set up an online InFellowship account. You will be able to do other things too, such as:

- Update your own information that is recorded in our church records
- Upload a picture for the directory
- View and print reports of your donations
- Choose ministries and groups you would like to explore and/or participate in
- Digitally check your children into Sunday School classes and the Nursery

## Quick Steps to Complete Your Profile

### Create an InFellowship Account:

- Go to <https://www.stpaulslenexa.org/infellowship> and click the InFellowship button. →

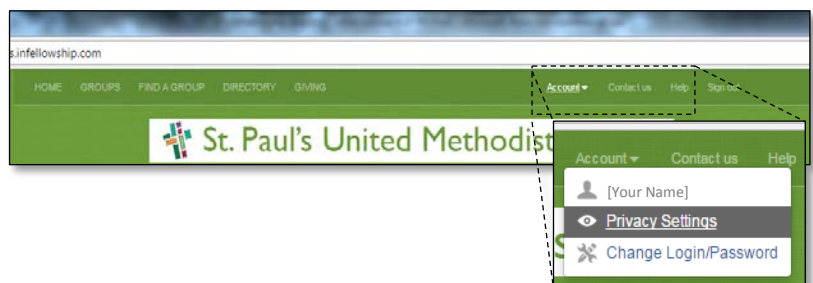
Take me to InFellowship!

- Fill in the First and Last Name, Email and Password fields. (Use an email that is specific to you and no one else. See FAQ below).
- Click *Create an Account*.
- After a while, look in your email program for a verification email from InFellowship (email@fellowshipone.com).
- Click the verification link in the email.
- Return to the InFellowship website. Log in with the verified information and complete your account profile.

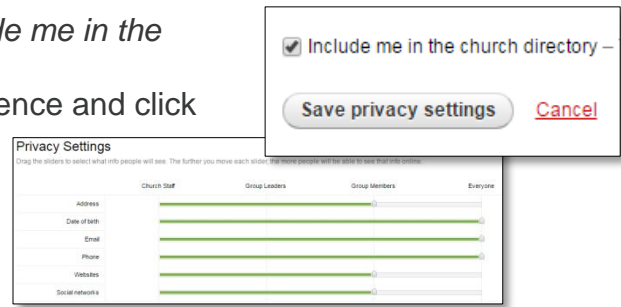
A screenshot of the "Create an account" form on the St. Paul's United Methodist Church website. The form is titled "Your Information" and "Account Information". It includes fields for "First Name (required)", "Last Name (required)", "Login Email (required)", "Password (required)", and "Confirm password". A green "Create an account" button and a red "Cancel" button are at the bottom. To the right of the form are two small photos of church members.

### Opt-in to the Church Directory:

- Select *Privacy Settings* from the InFellowship menu page.

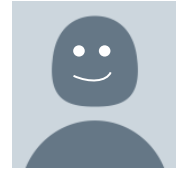


- Scroll down the page and click the *Include me in the Church Directory* checkbox.
- Adjust the privacy settings to your preference and click *Save privacy settings*.



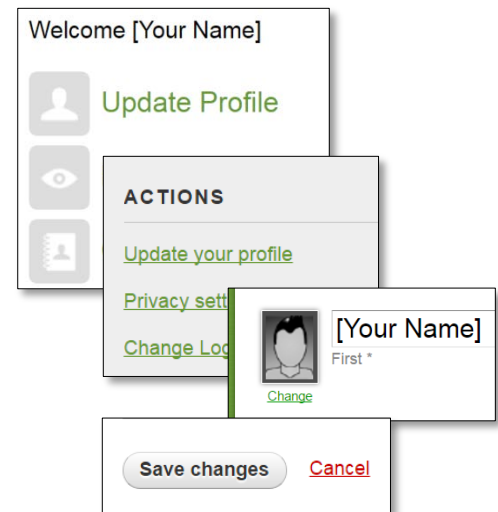
### Add a picture:

- Select a digital photo for your individual profile, preferably a close-in head shot.
  - Must be in one of these formats: PNG, JPG, BMP or GIF
  - Must be less than 1 MB
- On the InFellowship Home page, select the *Update Your Profile* menu item.
- Click *Change* beneath the placeholder picture top left.
- Click the *Choose File* button
- Select your picture file and click *Open* or *Choose* (PC or Mac)
- Click *Save Changes* – only then will you see the picture uploaded. If the picture did not upload, that is because the picture size exceeds 1MB. Reduce the size some more and upload again.



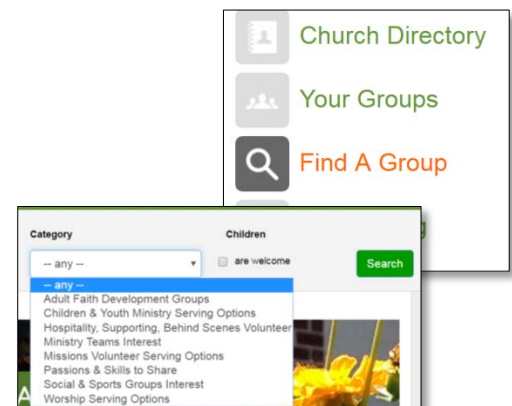
### Update your profile information:

- Click the *Update Profile* menu item on the Welcome screen
- Enter or update your information
- When you are finished, click *Save Changes* at the bottom of the Update Profile Screen.
- If there are children in your household, you may also edit their information.



### Connect with groups and service opportunities:

- Select the *Find a Group* menu item on the Welcome Page.
- Click open the *Categories* drop-down menu OR Click *Search* to view a variety of categories.
- View all categories and select any ministries or groups that interest you and *Passions* and *Skills* you are willing to share.
- Read the details and complete your request to the leader(s) of the groups where you have interest.
- The group leader(s) will contact you to answer your questions and/or invite you to the group.



# FAQ (Frequently Asked Questions)

## General questions

### **Q Does InFellowship change person-to-person contact?**

**A** No, in fact it is the hope that the opposite will occur—more contact will be facilitated. Many persons in our faith community have said that they are unable to match a face to a name that they hear. And they are anxious to put names with faces they see around the church!

With the InFellowship program offering a password secure Church Directory (with names and faces) all of us are able to search and find our SPUMC friends and quickly connect with them.

### **Q Who can view my information if I register?**

Only persons in our faith community who have a data base record and an InFellowship account have access to the church directory. The general public does not have access. Also, under *Privacy Settings* you can choose to limit which parts of your information are available to fellow faith community persons and which parts to church staff only.

For more details regarding your Privacy Rights and Security, select the tabs on the bottom of the InFellowship screen.

### **Q Can more than one person use the same email address as login ID?**

**A** No. Each adult must log in with a unique email address.

If you share an email address with someone else, this is what you do:

- Create a new email account with one of the free online services (Gmail, Hotmail, etc.)
- If you want, you can set it to be forwarded to your main email address.
- Use the new email address for your InFellowship login ID, and the shared email address for your 'other' email.

## Questions about Household (spouse, children, etc.) and gender

### **Q Can I edit the profile of my spouse?**

**A** Not if you are logged in as yourself. Every adult must edit their own profile.

If another person gives you their login and password, however, you may log in as them and edit as you please.

### **Q Can I edit the profile of my child?**

**A** Yes. Follow the same procedure for updating your own profile (page 2). They will be listed as members of your household, and you will be able to edit them.

Note also that you can set different privacy settings for who is allowed to view information about your children.

**Q I have a child (or other family member) that does not display in my Profile, but participates with me at St. Paul's. How do I add a record of that person to my Household?**

**A** Two things you can do, depending on whether that person is already in the St. Paul's database. (Anyone who actively participates in ministry or attended worship, Sunday School, etc. at least three (3) times is typically in the database.)

1. People who are already in the SPUMC database.
  - a. If you think someone is already in the system, please send an email to [Engage@stpaulslenexa.org](mailto:Engage@stpaulslenexa.org) requesting that your profiles be joined together into one Household.
2. People who are not already in the system. Please send an email to [Engage@stpaulslenexa.org](mailto:Engage@stpaulslenexa.org) and ask that your 'other family member' be added to your household, providing name, birthdate, preferred email and phone numbers.

**Q Why am I not able to select a 'marital' status other than the traditional married/widowed statuses, such as 'partnered'?**

**A** SPUMC chose Fellowship One as its church management system because it provides most of the things the church needs together in one package. However, Fellowship One did not have St. Paul's sensibilities in mind when designing its software. They are working on making their system terminology more flexible and up to date. However, St. Paul's is using "other family member" relationship status for this situation.

**Q Under "gender," can I select something other than "male" or "female?"**

**A** This is another item we have asked our software vendor to change. Although initially the software may only give you two selections, later when changes have been made, you can revise it and have more choices, possibly "unspecified."

**Questions about photos**

**Q Can I use the InFellowship software to crop/prepare a photo to the correct size 1MB or less?**

**A** No. The photo must be prepared for uploading elsewhere.

If you have a digital photo that you would like to use but would like someone else to prepare it for you, send it to [Engage@stpaulslenexa.org](mailto:Engage@stpaulslenexa.org) and we will send back an image of the right size or upload it for you.

**Q Can I include a shot of my family/me and my dog/ etc.?**

**A** The choice of photo is up to you, but headshots of one person look best. The photos will display in a small size, so anything but a headshot will not display well. See Page 1 and 2 for information on the file types and maximum size for successful uploading of photos.

## Questions about the directory

### **Q Will I be listed in the church directory if I do not register with inFellowship?**

**A** No. It is your choice to be included in the church directory. Following the instructions on page 1 and choosing to opt in to be included in the directory, is the only way to be listed in the church directory. It will, however, be our only church directory. And there are many other benefits to having an InFellowship account.

### **Q Why can't I find someone in the directory?**

**A** Each person who wants to be in the directory must opt in, by going to *InFellowship Privacy Settings* and checking the *Include me in the church directory* box near the bottom of the page.

**You can help! The next time you see someone who is not yet in the directory, encourage them to complete their profile and opt in!**

Please do not hesitate to contact [Engage@stpaulslenexa.org](mailto:Engage@stpaulslenexa.org) with your questions or comments about the new directory and other InFellowship related questions. Ronelle Neperud,  
*Data Base Administrator*