



TECHNOLOGY GUIDE

WELCOME to the Serving Community and



CHURCH COMMUNITY BUILDER

There are so many opportunities for you to serve God through Heritage Church. We are committed to making sure you find your place within the body of Christ!

Most of the people you will serve with are giving of their time just like you; they have regular jobs, families, and friends as well. Everyone's time is valuable and Heritage Church works hard to make sure a valuable contribution (such as their time!) is never wasted.

To ensure successful communication and smooth ministry flow throughout the church, there is a tool that we consider integral to serving at Heritage: Church Community Builder.

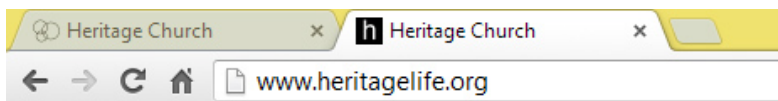
Church Community Builder (CCB) acts as the online community for Heritage Community Church that allows you to connect and communicate with the groups and teams you are a part of. This walkthrough will help you learn how to update your information, post a picture, access your groups, and manage your privacy settings. The CCB Walkthrough begins on page 5.

CCB, when used effectively will help you communicate clearly and connect on your teams. In addition, we value the personal relationships that will be developed on teams, and we believe that technology is never a substitute for personal interaction through face-to-face and phone conversations.

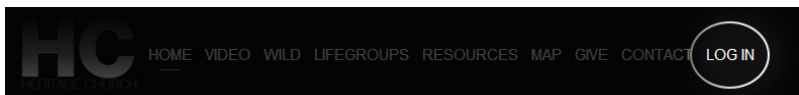
Please feel free to contact any of our staff or leadership with any questions you may have!

Getting There

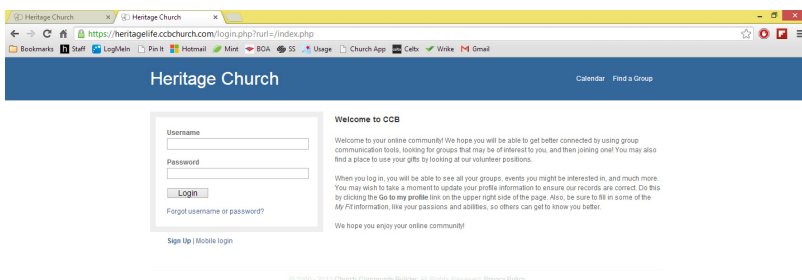
To access CCB, you'll need to visit our website at
<http://www.heritagelife.org>



From there, look for the toolbar. We're constantly updating it, so plenty of links will come and go, but at the end of all of the toolbar is LOG IN. Click LOG IN.



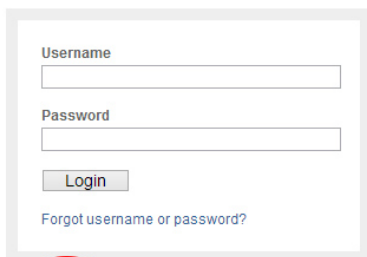
This will bring you to the login page at CCB.



Signing In

You'll need a username and password to sign in to CCB.

Heritage Church



Username

Password

Login

[Forgot username or password?](#)

[Sign Up](#) | [Mobile login](#)

If you don't have a username and password, you can sign up for one by clicking "Sign Up" at the bottom of the login screen.

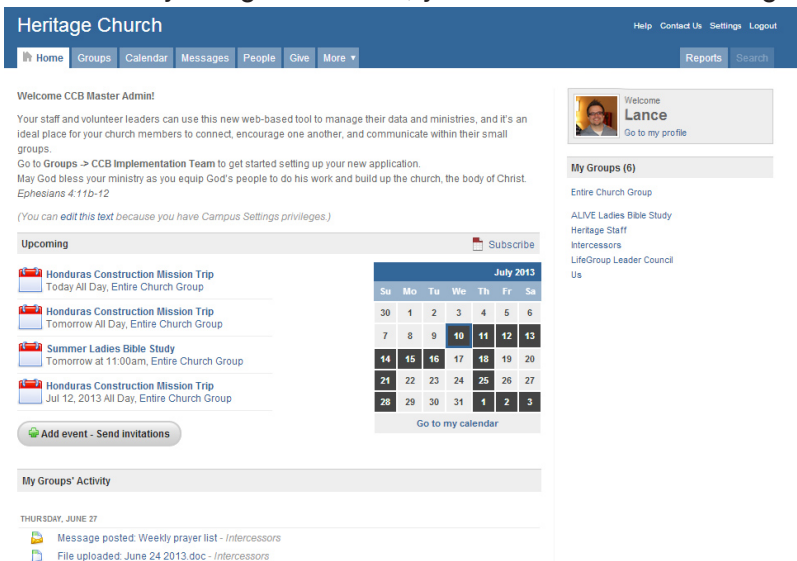
PLEASE NOTE:

Sign Up is not automatic. It has to be approved by a staff member, so please allow 24-48 hours for your sign in email.

Forgot your sign in info?

Just click the "Forgot username or password" link at the bottom.

Once you sign in to CCB, you will see the Home Page.



Heritage Church

Help Contact Us Settings Logout

Home Groups Calendar Messages People Give More

Reports Search

Welcome CCB Master Admin!

Your staff and volunteer leaders can use this new web-based tool to manage their data and ministries, and it's an ideal place for your church members to connect, encourage one another, and communicate within their small groups.

Go to [Groups](#) -> [CCB Implementation Team](#) to get started setting up your new application.

May God bless your ministry as you equip God's people to do his work and build up the church, the body of Christ.

Ephesians 4:11b-12

(You can edit this text because you have Campus Settings privileges.)

Upcoming

[Subscribe](#)

- [Honduras Construction Mission Trip](#)
Today All Day, Entire Church Group
- [Honduras Construction Mission Trip](#)
Tomorrow All Day, Entire Church Group
- [Summer Ladies Bible Study](#)
Tomorrow at 11:00am, Entire Church Group
- [Honduras Construction Mission Trip](#)
Jul 12, 2013 All Day, Entire Church Group

[Add event - Send invitations](#)

My Groups' Activity

THURSDAY, JUNE 27

- Message posted: Weekly prayer list - [Intercessors](#)
- File uploaded: June 24 2013.doc - [Intercessors](#)

July 2013

Su	Mo	Tu	We	Th	Fr	Sa
30	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	31	1	2	3

[Go to my calendar](#)

Welcome **Lance**
[Go to my profile](#)

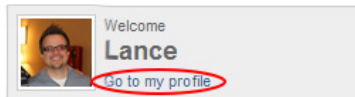
My Groups (6)

- [Entire Church Group](#)
- [ALIVE Ladies Bible Study](#)
- [Heritage Staff](#)
- [Intercessors](#)
- [LifeGroup Leader Council](#)
- [Us](#)

From this screen you can access your profile, connect with groups you are in, check the church calendar, edit your own profile and more. To return to this page, click the "Home" tab at the top left of the screen.

Your Info

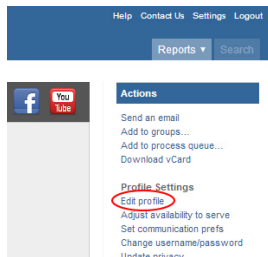
To access your profile, from the Home Page click the link under your name that says “Go to my profile”.



From this page, you can edit your information, add a picture, and adjust your privacy settings.



To update your contact info and add a picture to your profile, click the “Edit Profile” link. This will bring you to a new page where you can change information about yourself. You can also change what information you would like to share. You have control of your privacy settings, so your information will be safe!



Your Info

To change your profile photo, click the “Choose File” button and find a file that you like on your computer. Then click “Open”.

Heritage Church navigation: Home, Groups, Calendar, Messages, People, Give, More, Reports, Search

Basic | Address | My Fit | Social | Custom Fields | Plugged In | Admin

Name: **Lance** **Ruis** [More name fields...](#)

Personal

Photo: **Choose File** No file chosen ☐ Delete Photo

Family Position: **Primary Contact**

Gender: **Male**

Date of Birth: **Jun** **8** **1978** Why the year?

Marital Status: **Married**

Anniversary: **Month** **Day** **Year**

Allergies: (used by Check-In system)

Giving Number:

Limited Access User: N/A [click for explanation...](#)

Once you are satisfied with all the changes you've made, don't forget to scroll down and click “Save”.

Heritage Church navigation: Home, Groups, Calendar, Messages, People, Give, More, Reports, Search

Basic | Address | My Fit | Social | Custom Fields | Plugged In | Admin

Name: **Lance** **Ruis** [More name fields...](#)

Personal

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Allergies: (used by Check-In system)

Giving Number:

Limited Access User: N/A [click for explanation...](#)

Contact

Email: **lance@heritagelife.org**

Contact Phone:

Home Phone:

Mobile Phone: [More contact fields...](#)

[Cancel](#) **Save**

You'll get a confirmation at the top of the page that tells you your profile was updated, and you'll see your new profile picture.

Heritage Church navigation: Home, Groups, Calendar, Messages, People, Give, More, Reports, Search

Basic | Address | My Fit | Social | Custom Fields | Plugged In | Admin

Name: **Lance** **Ruis** [More name fields...](#)

Personal

Photo: **Choose File** No file chosen ☐ Delete Photo

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Allergies: (used by Check-In system)

Giving Number:

Limited Access User: N/A [click for explanation...](#)

Contact

Email: **lance@heritagelife.org**

Contact Phone:

Home Phone:

Mobile Phone: [More contact fields...](#)

[Cancel](#) **Save**

Heritage Church [Help](#) [Contact Us](#) [Settings](#) [Logout](#)

Home | Groups | Calendar | Messages | **People** | Give | More | Reports | Search

✓ Your profile was updated.

Lance Ruis [lance@heritagelife.org](#)

Phone: [Mobile](#)

Address: **Lance Ruis**
Moultrie, GA 31763
United States
[View Map](#)

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

Family Info

Actions

- Send an email
- Add to groups...
- Add to process queue...
- Download vCard

Profile Settings

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

Family

- Edit family profile
- Start a new family with this person
- Create a new family member...
- Add a person from another family...

Your Privacy

Heritage Church is committed to protecting any information about you that you don't wish to share. CCB is a secure database that uses encryption to protect your information. But you also have the option to control your privacy settings. To access those settings, on your main profile page, click the "Update Privacy" link.


Heritage Church


Help Contact Us Settings Logout



Home Groups Calendar Messages People Give More

Reports Search

Lance Ruis



lance@heritagelife.org
Phone:   Mobile
Address: Lance Ruis
 Moultrie, GA 31768
United States
 View Map



Actions

Send an email
Add to groups...
Download vCard

Profile Settings
Edit profile
Adjust availability to serve
Set communication prefs
Change username/password
Update privacy

Family
Edit family profile

Privacy Settings

About the Settings

IMPORTANT
In order to make our Online Community as vibrant and helpful as possible, please strongly consider sharing most items with "Everybody", or at the highest level you are comfortable sharing. No items will be shared if the Profile is not "Listed".

*** Profile / Listed**
Profile / Listed is a special setting in that no other setting will matter unless this is "Listed".

Everybody
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 username and password to use the system.

Friends & My Groups Members
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.

Friends Only
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.

Church Leadership Only
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 (ie, people who have been given additional administrative privileges for the system).

Profile *
Listed ☒ Listed ☐ Unlisted
This determines whether the name and picture can be seen by people with a username and password to the system when they do not have administration privileges.

There are a lot of things you can control in your privacy settings. For example:

- Who can see your profile?
- Who can see your contact info?
- Who can see your birthday?
- Who can contact you via email?

And lots more!

Contact - Address

Mailing Address Friends Only

Work Address Friends Only

Home Address Friends Only

Other Address Friends Only

Other

My Fit Info Friends Only

Plugged In Info Friends & My Groups Members

But of course, you need to make sure you scroll down and click **SAVE**.

Cancel or **Save**

Receiving Messages

Want emails from your LifeGroup, but aren't getting them? Want to opt out of being contacted by a group? CCB allows you to specify how you want to be contacted. To adjust these preferences, go to the main profile page and click "Set Communication Prefs".


Heritage Church

Help Contact Us Settings Logout

Home Groups Calendar Messages People Give More

Reports Search

Lance Ruis



lance@heritagelife.org

Phone: Mobile

Address: Lance Ruis
Moultrie, GA 31768
United States
View Map

Twitter Facebook YouTube

Send an email
Add to groups...
Add to process queue...
Download vCard

Profile Settings
Edit profile
Adjust availability to serve
Set communication prefs
Change username/password
Update privacy

Communication Settings for Lance Ruis				
	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 group's 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 Tuned off... Mobile Phone Standard text messaging rates from your carrier may apply.
Groups I am in	Recommended	Optional	Recommended	Recommended
Entire Church Group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ALIVE Ladies Bible Study	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heritage Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Intercessors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LifeGroup Leader Council	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Us	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Just as with privacy, there are many settings you can change here.

For example:

- Receive email from Groups?
- Receive email about online conversations?
- Receive text messages from group leaders?

and more!

General Church Communication

These emails are usually sent by church leadership or staff:

☒ **Recommended** I'd like to receive important campus- and church-wide emails.

Email Address

You can update your email address.

lance@heritagelife.org (Example: you@ccbchurch.com)

If you do not want to receive any more emails from us, you can permanently remove your email address from the database. Removing your email address means no one in this church will be able to contact you via email using this system. If you would like us to have your email address for contact purposes, please do not click this option.

☐ **NOT Recommended** Completely remove my email address from the database.

Cancel **Save Settings**


But as always, don't forget to save your changes!


Your Finances

Heritage Church has partnered with CCB to give you complete access in your financial relationship with the church. Simply click the “Give” tab at the top of the site to use these tools.



Give a gift

**One-time Gift**
Your gift will be given to your church immediately.
NOTE: Checking account preferred

**Repeating Gift**
Your gift will be given to your church as often as you choose.
NOTE: Checking account preferred

Checking Account

Bank/Credit Card

Checking Account

Bank/Credit Card

Actions

Stop my repeating gifts

My giving statement

My Repeating Gifts

🔔 📅 monthly to General Offering

View details

Once on this page, you can give a one-time gift, set up repeating gifts, or view your giving statement.

Checking Account

Bank/Credit Card

Actions

Stop my repeating gifts

My giving statement

My Repeating Gifts

🔔 📅 monthly to General Offering

View details

GIVING STATEMENTS

Once at the giving statement screen, you will be asked to fill out a few questions to get your report.

Filling out these questions and clicking “CREATE” will then generate a report that you can print out or save.

Giving Statements

Type
You can print giving statements for families, individuals, or groups.

Family

Date Range
Select a "Quick Date Range" from the pulldown or click into the input fields to easily enter the start and end dates.

Last 12 Months

7/10/12

 —

7/10/13

Tax Deductible
You can print giving statements for tax deductible gifts, non-deductible or both.

Both Deductible & Non-Deductible

Include Pledge Information
You can include a summary of pledge activity in the sidebar. WARNING: Will make statement generation very slow.

Show pledges on giving statement

Cancel or **Create**

Heritage Church Giving Statement Lance & Elizabeth Ruis

Jul 10, 2012 - Jul 10, 2013
as of Jul 10, 2013

Date	Payment Type	Note	Category	Amount	TD	
Jul 25	Online		General Offering		X	Summary
Aug 5	Check - 🏠		General Offering		X	
Aug 14	Online		General Offering		X	Tax Deductible
Sep 2	Check - 🏠		General Offering		X	
Sep 9	Online		General Offering		X	Missions
Sep 30	Check - 🏠		General Offering		X	
Oct 21	Check - 🏠		General Offering		X	Total
Oct 23	Online		General Offering		X	
Nov 18	Check - 🏠		General Offering		X	Non-Deductible
Nov 23	Online		General Offering		X	
Dec 23	Online		General Offering		X	Missions
Dec 30	Check - 🏠		General Offering		X	
Jan 23	Online		General Offering		X	Total
Feb 23	Online		General Offering		X	

Giving Online

To give online, click the “Give” tab. There are two choices: A one-time gift, or repeating gift. While you certainly can give via debit/credit cards, Heritage Church encourages giving with the Checking Account option for two reasons. We do not want to encourage credit card debt and there are fewer transaction fees associated with the Checking Account option.

Heritage Church

Help Contact Us Settings Logout

Home Groups Calendar Messages People **Give** More

Reports Search

Give a gift

One-time Gift

Your gift will be given to your church immediately.

NOTE: Checking account preferred

Checking Account
Bank/Credit Card

Repeating Gift

Your gift will be given to your church as often as you choose.

NOTE: Checking account preferred

Checking Account
Bank/Credit Card

Actions

Stop my repeating gifts
My giving statement

My Repeating Gifts

1st monthly to General Offering
View details

To begin, click your giving choice and then fill in the available options. If you choose to do a repeating gift, you will be asked to fill in a time period such as monthly, weekly, or every two weeks.

Home Groups Calendar Messages People Give More

Schedule gifts using my checking account

Give to

starting

and continuing until

☒ I change this schedule

☐ contributions have been made

Billing Information

Phone number

NOTE: Address must match exactly what is listed with your card company.

Checking Account Information

John Q. Public
123 Any Street
Washington, DC 20016

1027

Routing Number Account Number Check Number

Verify Routing # Verify Account #

Once you are finished, scroll down and complete the transaction or scheduled transaction.

WARNING:
Only click the button once!

GOING FURTHER

and exploring



CHURCH COMMUNITY BUILDER

From learning about available Groups, browsing the church-wide calendar, and sharing messages between yourself and other members, there are lots of things you can do in CCB. This guide merely covers the basics of logging in, changing your settings, and giving online. But that just scratches the surface of what is possible. We really would love to see you growing in the use of this amazing tool at Heritage Church.

If you have any questions about CCB, please feel free to contact us via our website, call us at 229.891.3421, or send us a quick message over Facebook or Twitter. We're here to help.

So, go ahead. Start exploring. Let us suggest that you browse available groups and the calendar first. It will grow from there.


Heritage Church

[Home](#)
[Groups](#)
[Calendar](#)
[Messages](#)
[People](#)
[Give](#)
[More](#)

[Help](#)
[Contact Us](#)
[Settings](#)
[Logout](#)

[Reports](#)

Us



93 participants [view](#)

This group is led by Mark & Kelly Cunningham. It meets Sundays @ 9:30 a.m. in the Choir Room.

Group Leadership
 Mark Cunningham (Main Leader)
 Kelly Cunningham (Assistant Leader)
 Elizabeth Ruis (Assistant Leader)

[Show location and other info...](#)

[Events](#)
[Messages](#)
[Needs](#)
[Positions](#)
[Files](#)
[Schedules](#)

NEW MESSAGE

Title	Last comment	Comments
Baby Shower for Kelly Cunningham started by Elizabeth		0
Sunday social started by Mark		0
Breakfast Social started by Lance		0
Don't miss out!!!! started by Mark		0
Reminder: Breakfast Social in the Morning started by Elizabeth		0
Breakfast This Sunday started by Elizabeth		0

Actions

[Add people](#)
[Edit group settings](#)
[Record attendance](#)

[Add an event](#)
[Send a message](#)
[Add a need](#)
[Add a position](#)
[Upload a file](#)
[Create a schedule](#)
[Send a Tweet™](#)

[Change my communication settings](#)
[Adjust availability to serve](#)
[Remove myself from this group](#)

[More...](#)

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MOBILE APPS**
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844 GA HWY 33 S
MOULTRIE, GA 31768
heritagelife.org
229.891.3421