

Welcome to ChurchSuite

Our new tool
for community and mission

communication

safe & secure

social

supporting each other

welcoming

 ChurchSuite

What is it?

ChurchSuite is a church information system. For parishioners, there's a website you can visit, and a free app for smartphones and tablets, and that's called My ChurchSuite. It's a very neat app, that allows everyone to have information easily available to them about Masses, some rotas, events, and our parish small groups. It also allows parishioners to update and control the information the parish holds about them.

Why is the parish adopting it?

Your parish needs to have some information about parishioners for it to support everyone in their spiritual lives. Many parishioners are registered with us already. In the past we've done censuses, and had databases and lists of parishioners, but times are changing, new options are available and we have this tool which can benefit us all, because now we can use the information we gather to serve the parish in many more ways. And it makes the clergy's lives a lot easier too: knowing how to get hold of people, being able to contact whole groups or ministries in a couple of clicks, or knowing what rooms and buildings are free when, or who the ministers are at which Mass is extremely helpful. And that's only going to get more important as the areas that priests serve will keep getting larger.

Why do I want to use it myself?

ChurchSuite has a lot of benefits, including more secure storage of your data and giving you control of the information the parish holds on you. It helps the parish to look after children and their data better than has been possible before, too. ChurchSuite is already helping the parish to better reach parents about things like Children's Liturgy and the Confirmation programme, and to handle the booking of churches and halls. It makes it easier for people to find out about and sign up for events. It has the potential to make us much better at properly welcoming newcomers into our community, too, pointing them to all the groups, events and ministries they might be interested in. Rotas for two Masses were trialled and are being managed in ChurchSuite now – and ministers who use the app can see their serving dates right there.

The hope is that all adult parishioners with an email address will try to embrace and use MyChurchsuite.

What if I can't use it, or don't want to?

The parish will make sure that anyone who doesn't wish to use it or can't, isn't disadvantaged. Nothing will change about emailing the Parish Office, or phoning. Where rotas might be made and distributed electronically, they would still be printed for those not on email.



If you do want to use My ChurchSuite but get stuck when your personal invitation arrives, help is available with setting up your account, if you would like that.

If you don't get an invitation by the end of November, perhaps you aren't registered with the parish, or your email address is out of date? Please do register: visit the parish website saintsofsussex.com and click on 'Register'.

Do you mean all my details are online?

ChurchSuite is a secure platform: your details aren't published to the world at large. Unless you choose otherwise, only the system administrators (currently two of the clergy, two lay administrators, and two catechists) can see any personal details held in ChurchSuite. They are all DBS checked and all had access to the old, less secure parish database, or similar data, for use in their work. Others, for example, the Safeguarding Officer, or other catechists, may be granted access in the future, but only those who really need it and are likewise DBS checked.

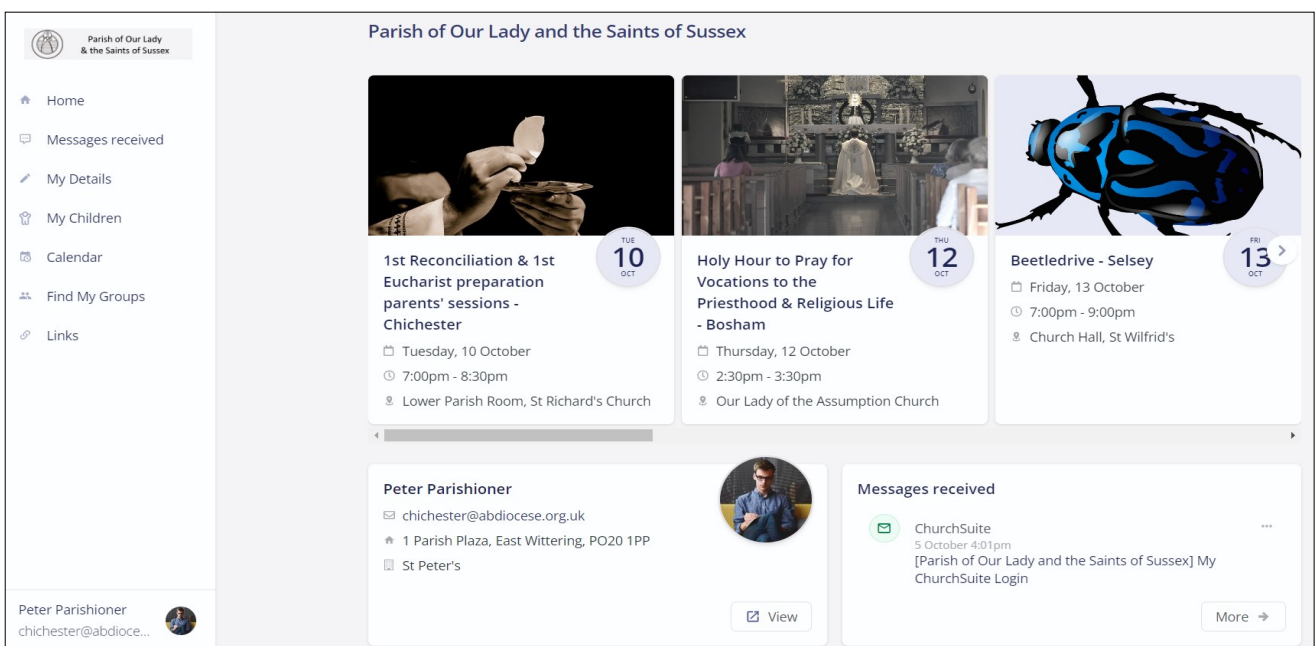
Who else can see our details?

Your name, only, will be visible to people with whom you are on rotas or in small groups by default but no other information is visible to other parishioners. You can choose, however, to make your address, email address and/or phone numbers visible to your fellow ministry/group members if you wish to: you have the choice.

One of the big benefits of ChurchSuite is that it enables group leaders, rota makers and others to email those they are working with via the system, without seeing their actual email addresses.

What about my children, are their details safe?

Yes. Children's details are held in a separate part of the database from adults' and are secure. If your child's record is linked to yours, you can add/delete/edit the data held there, sharing only the data you are comfortable with the church holding. If your children don't show up linked to your account, please contact the office, to get them linked up.



A screenshot of My ChurchSuite, as you will see it on a computer.

What if I don't have an email address?

If you don't have an email address, you can't log in to ChurchSuite yourself, (but someone could do it for you). If you have internet access, you can still view the calendar, event and group information in ChurchSuite, via the parish website.

What if we only have a shared email address?

Families who share an email address can still use My ChurchSuite. Each family member is sent a My ChurchSuite email invitation. The email is personalised, so each family member can identify their invitation. Each invite has a unique login link so that each family member can set their password, which must be different to that of other family members. In this way, My ChurchSuite can correctly identify which family member is logging in.

Is there a User Guide?

Yes, a user guide has been put together for those who would like more details on the system. You can find it on our parish website—click on 'ChurchSuite' on the homepage.

Who can use My ChurchSuite?

Any adult parishioner with an e-mail address.

What about compliance with Data Protection?

ChurchSuite is a secure platform, and by storing and managing parishioners' data there, it has been possible to begin replacing the number of spreadsheets and lists that we have needed to use in the past. In that way, it enables the parish much better to protect everyone's data.

ChurchSuite easily allows you to consent to the parish holding your details, or change what data it has permission to hold. In September, a selection of parishioners were sent an email asking them to confirm that the parish still has their permission to hold the data it has on them, via a simple online form. That is an exercise that we can repeat regularly, and more widely. It gives people an opportunity to add/delete/edit data or to ask to be deleted from parish records entirely (except where the parish legally has to hold them, e.g. child consent forms). In that batch in September, 11 people who had moved away or were no longer linked to the parish asked to be deleted, and so they were, immediately.

What are the next steps?

During November, all registered parishioners for whom the parish has an up-to-date email address and who haven't already asked not to receive general emails will receive an invitation to My ChurchSuite. If you aren't registered with the parish, then please register via our website: saintsofsussex.com/register, and you will be sent an invitation. If you're not sure if you're registered, contact Amy in the Parish Office to check.

It is hoped that all parishioners will want to engage with My ChurchSuite. Please don't be daunted. Once you get your invitation, just click on the link, and go through the on-screen instructions.

Give it a go!