

Church Center

Browser and App Instructions

Church Center is our online and smartphone portal for the Kainos church family. With Church Center, we have a place to connect through our online directory, give online, schedule volunteers, and participate in community groups.

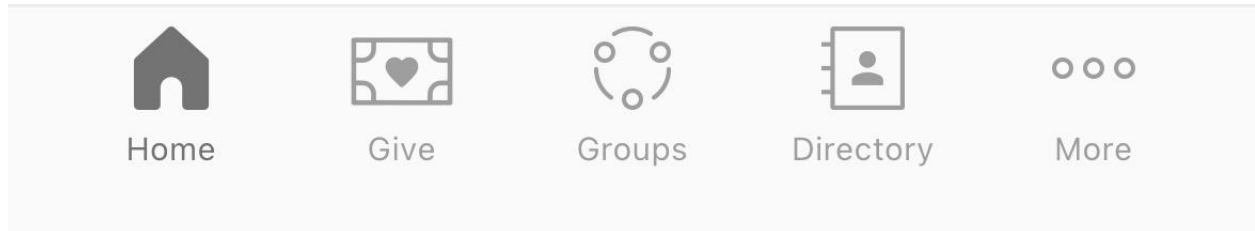
Church Center can be accessed through our web portal or mobile app. Here are instructions on setting up and using the Church Center app on your phone.

Step 1: Download and Install the Church Center App

1. Search for “Church Center” in your app store or the [Android](#) or [iOS](#) app link.
2. Download and install the app
3. Open the app and click on “Get Started”
4. Allow the Church Center App to find our church. To do so, either:
 1. Allow it to access your location & click “Kainos Church”
 - OR
 2. Search for our church by entering “Kainos Church” and using the zip code “38501”
5. Click on the Kainos Church logo and select “This is my church”
6. Enter your phone number. Use the phone number you have provided us in the connection card and one that allows text messaging.
7. Church Center will text you a login code. Enter the login code to continue to set up your password.
8. Click on your user profile to log in.
9. That’s it! You are all set up. From this point on, you should be logged in and won’t need to perform these steps again.

Step 2: Using the Church Center App

We have set up multiple features for Kainos within Church Center, and more are to come. Most features are found using the bottom navigation menu bar that looks something like this (as we add more features options may change):



Main Functions

- Home: provides our basic church information, opportunity to share prayer requests, signups, and upcoming events
- Give: A simple, secure way to give online. Put the amount, add a payment method, and pick the fund to give to (you can also help cover the payment processing fees)
- Groups: View, join, and live life with your community group or huddle (Some huddles exist, more to come. This is where life-on-life discipleship happens!) including huddles in the groups section because most likely it will be where huddles are found and organized as well and we are mainly talking about the functions of the app, “huddles” isn’t a section on the app.
- ~~Calendar: View upcoming events, worship gatherings, and opportunities to serve in our community~~ (Taking out since the calendar is on the home page)
- Directory: View our church directory
- “Me” page: a personalized summary of all you are involved in within the life of Kainos (see below for more details)

The “Me” page

“Me” allows you to view and manage your profile, schedule, and activities in one place. You can access it anywhere in Church Center by selecting your profile icon at the top right.

My Profile & Settings

Updating Your and Your Family's Information and Photo

1. Go to the “Me” page, then click “My profile & settings”
2. To update your personal information, click “Contact & profile information”. This will take you to the “Edit Profile” screen. Click on each item to modify it. When done, click the Update link at the top-right of the screen.

- You may also update your photo from here. Click on the existing photo or the “Update Photo” link (at the top of the “Edit Profile” screen). Then upload a photo from your device.
- 3. For heads of households: to update your household information, from the profile & settings screen, click on the “Household” section. It will take you to a listing of your household members. Click on each member of your household to update their information. Just like updating your own information, click on each item to edit it, then make sure to click the “Update” link at the top-right of the screen.

Updating Your and Your Family's Directory Settings

1. To access the Directory feature of Church Center, you must first be invited by one of the church pastors or staff members.
 - Invitations are only sent through email, and only through the primary email address we have on file for you.
 - Make sure to update your primary email address and your family members’ primary email addresses using the steps above.
2. Once you receive an invite to the Kainos Church Directory, click on the link in the email and it will ask you to log into Church Center. Use the login you set up when you downloaded the app.
3. To choose what information to share on the church directory click on your icon or photo, and click on “Profile and Settings”.
4. In the Profile page, click on “Directory Profile”. If you do not see this option, you have not yet been invited to the church directory. Please contact the church admin (info@kainoscookeville.com) to request an invitation.
5. There are options for both your personal information and your household members’ information (if you are part of a household). Check each box to allow the directory to include that piece of information.
6. When ready, click the “Update” button at the bottom right of the page to save your settings and update the church directory.
7. To view your information and find others in the directory, click the “Directory” link within the app.

Notifications

- The *Notifications* section shows recent updates from all the spaces you're involved in with your church.
 - Tap *Actions* to mark all notifications as read.

- Tap a specific notification to jump to that page in Church Center. Swipe right on a read notification to mark it as unread again.
- Tap *View All* to go to the Notifications page, where you can see all notifications and set your notification preferences.

Schedule

The *Schedule* section lists your upcoming events and allows you to take action on them.

- Use *Actions* to add blockout dates or email your Services team leader.
- Select *Sign up* to see and select available positions in a plan that your team is scheduled to.
- Select an event to view the event's page.
- Select *View All* to go to your *My Schedule* page, where you can see all your upcoming events, add blockout dates, and communicate with your team leader.

The *My Schedule* page shows your full schedule chronologically. Select *Schedule (All)* to filter the events by the following categories:

- Your bookmarked events
- Confirmed requests from your church (including the service type, position, and team you're assigned to)
- Your block out dates and times (including the reason given)
- Your group events (including the name of the event, the group name, and your RSVP status)
- Upcoming signups you registered for as an attendee.

Activity & Involvement

The *Activity & Involvement* section has shortcuts to your groups, giving, and registration signups.

Viewing and Updating Giving Information

1. While in Activity & Involvement. Click on “My Giving” (Note: This can also be found at the “give” icon on the bottom navigation menu bar within the app.)

2. To view your giving history, click “Donation History” to list your most recent gifts.
3. To view and update recurring donations, click on the “Recurring Donations” link, then on the specific recurring donation you want to edit. You can modify that donation, pick the payment method for it, and change the schedule.
4. To add or update a payment method (credit card or other), click on the “Payment Methods” link and either add a bank account or credit card or click on an existing payment method to update it. This is a great way to update your credit card expiration date.
5. “Notifications” allow you to update how you are notified of online donations.
6. Finally, the “Statements” button will allow you to view year-end giving statements once they are created each year.