

St. Paul's Church
Downloading, Installing, and Using the St. Paul's App

1. Downloading and Installing the App:
 - a. In your app store (Apple App Store, Google Play), search for “**Church by MinistryOne**”.
 - b. Download and install the app on your device (smartphone, IPAD, etc).
 - c. Open the app and click on “Find My Church”.
 - d. Enter 17022 in the Zip Code.
 - e. Click on St. Paul's United Methodist Church and our app will appear.

2. Logon Screen:
 - a. The logon for the app is the **email address and cell phone** number contained in your Elexio Giving Profile. If you have not accessed the Elexio Giving or donated online, your information may not be recognized. Please contact Donna Hoover at office@stpauls.faith to have a profile record created.
 - b. You will be texted or emailed a code for verification.
 - c. Once verified, you will automatically be logged into the app each time you launch unless you have chosen to “Sign Out” from the Profile screen.

3. The Home Page of the app contains tiles linking the user to multiple functions. Some functions are available without logging into our St. Paul's site while others require a login and password. Those items will be marked with an “*” below
 - a. **Registration:**
 - i. Upcoming Tab
 1. **Worship Service Registration** (logon not required)
 - a. This is the registration form for our Worship Services.
 - b. Multiple people may be registered on a single form.
 - c. The person completing the form may/may not be the same person attending.
 - d. The confirmation email will be sent to the person completing the form with a listing of those attending.
 - e. Registration for upcoming services will be available as a drop-down choice. Services will only be available from the Monday prior to the service date.
 - f. Two conditions must be acknowledged to submit the form.
 - ii. My Events Tab
 1. A listing of all the Registrations submitted. (*)

4. Other useful tiles include:
 - a. **Giving:**
 - i. Give Tab
 1. You can process an online contribution to the church from this tab using a credit card or bank transfer.
 2. If you are logged on, you will be able to select one of your previously defined payment profiles.
 - ii. Gift Cards Tab

1. By selecting the “Details”, you will be directed to a form to purchase Giant, Weis, Hummer, and Groff’s gift cards using a credit card or bank transfer.
 2. If you are logged on, you will be able to select one of your previously defined payment profiles.
- iii. **History Tab (*)**
1. If you are logged on, you will see your Giving History. This tab is not available if not logged into the system.
- b. Connect:**
- i. Connect Tab
 1. This is the app version of our Connection Card. No logon is required to submit this information.
 - ii. Prayer Tab
 1. This is the app version of our Prayer Request form. No logon is required to submit this information.
- c. Directory: (*)**
- i. If you have submitted a recent picture for our online directory or if you were a member of our printed 2011 directory and you are logged into the system, you will be able to browse our newly updated online directory.
- d. Services:**
- i. This tile will navigate to our YouTube Channel where you can view our library of videos. No logon is required for this functionality.
- e. Calendar:**
- i. This tile will display the calendar of Ministry opportunities, meetings, and other upcoming church events. Detailed information is available for each entry by clicking on it. No logon is required for this functionality.
- f. Messages: (*)**
- i. Contains the directory of system broadcast messages either under the “UNREAD” or “RECEIVED” tab.
- g. Profile: (*)**
- i. Edit Your Profile tab allows you to update your contact information (name, phone numbers, email, address).
 - ii. Payment Methods tab allows you to view your recurring donations as well as add or update a Payment Method.
 - iii. Your Church allows you to select a different church (we hope not!).
 - iv. 3-Dot is what you select to “Sign Out”.