

The **Methodist** Church

THE VALE OF AYLESBURY CIRCUIT (23/29)

Website:

www.aylesburyvale.org.uk

This booklet is an attempt to:

- 1. Explain the aims and functions of the Circuit Website.**
- 2. Enable and encourage everyone who can, to make their contribution with items for publication and assist with the administrative functions that the Website supports.**
- 3. Show details of the production of the Preaching Plan using CHRESTOS.**
- 4. To promote CHRESTOS as a safe storage system to ensure compliance with GDPR**

INTRODUCTION

The New Circuit Website has been in operation since December 2015 when we changed our Provider from Church 123 to the ThenMedia Company.

The Church & Circuit Websites provided by ThenMedia grew out of a system that was created for the efficient operation of a business and is headed by John Gunstone who just happens to be the son of a Methodist Minister, now retired, who in his latter years as a Superintendent, saw the possibilities of developing a Circuit Website which included tools to assist in creating the Preaching Plan, now known as **CHRESTOS TOOLS**—more of that later.

The Website is the WORLDS WINDOW ON OUR CIRCUIT What can the WORLD see?

The Website opens with the **HOME** page which is dominated by a slide show, this can depict various aspects of our Circuit Life or a current theme.

Above them is a **Blue Ribbon** listing the Website menu showing sections that can be selected.

(Note* :Select means click or tap throughout this booklet)

Selecting a section may reveal Sub-Sections which can be selected in the same way. e.g. the **Preaching Plan** can be found under **SERVICES** and **CHURCHES** shows a page of Icons where, by selecting a picture, information on individual churches can be seen.

Additional topics are shown in the 'footer', these are the pages that hold relatively permanent information such as the online Circuit **Directory** and the **CONTACT** page.

Use the **SEARCH** box (to the right of the pictures) to find items of interest on the public Website. Simply type a word in the search box and the system will list all files and items where that word occurs, select the item to display it. This will not allow items that are Password protected to be listed.

+ This symbol denotes hidden additional items: select it to reveal them.

Bearing in mind all the information that is available to public view, it is obvious that these public pages must be kept up to date and interesting.

It is this activity in which Circuit Members and Friends can play their part:


- **By regularly reading the Website, especially the areas where they have particular interest.**
- **By pointing out errors to the Website Editor (s)**
- **By making their own contributions for news items.** (see later notes)
- **By becoming a sub editor for their Church.**

Either we have something worthwhile to communicate, or we don't - It really is up to you.

If the information is not kept up to date and informative the site will become moribund and useless, like too many that can be found on the internet.

Please don't let this happen!

Guidance notes for members with 'Cloud Access'

1. Having opened the Circuit Website you can access the 'cloud' if you have a [User Name](#).
2. On the blue ribbon across the page select the  to go to the login page.
3. If you know your [User Name](#) and [Password](#), type them in the boxes that appear, and login. If you have no password put in '[password](#)' to gain access to the tools, select '**set password**' and put in your own password; you can ask your system to remember it if you are using a private PC. Forgotten passwords can be reset by following the on-screen instructions.

Make sure you change your password. The system will keep reminding you until you make your password secure.

Once logged in, a page showing **18 Icons will show on screen**, some of which are bright and some partially 'greyed out', depending upon the permissions you hold; only the bright ones will allow access if selected.

The **ICONS** are largely self explanatory:

PEOPLE is a list of folk who's data is recorded on the Data Base; by scrolling down and selecting a name, it will display a form showing the data held on that individual

GROUPS lists all the groups that an individual can be assigned to. Permission to read or edit various parts of the Data Base is given to members of some groups.

CHURCHES shows a list of all churches in the Circuit, (where **Plan Notes** can be enteredSee pages 13 &14)

EMAIL CENTRE where messages can be sent to individuals or groups. (see page 25) It saves individuals keeping circulation lists. Those who can make use of this facility for Circuit Business can contact the 'Circuit Admin' Group. for permission

The **DOCUMENTS** icon looks like a series of box files, which is an accurate representation of its function. Just what an individual can see will depend upon which Groups they are in and the permissions granted to that group. This is possibly the most important sections to which there are many references in later sections.

DATES is the Data Base for the Circuit Calendar. Anyone can request that a date is added here. The Cloud Admin, Sub editors and most stewards have permission to add dates.

The '**Periods**', '**Availability**', '**Planning Grid**' and '**Service Code**' icons are all related to Plan Making, which was seen as the main use for the CHRESTOS Tools, their detailed use is covered in the large section on Plan Making on pages 14-22.

PAGES contain the information that can see on the main website and can be edited by the Cloud Admin and anyone willing to be a Sub –Editor. For more detail see page 8

ARTICLES enables stories to be put together that can be published as News items either on the main page or on Church pages. Sub editors have permission to do this and more detail can be found on page 10

IMAGES This is the image library which is sub-divided into galleries for each church when they have been needed. Sub-editors have access to this. If images are added please make sure they don't contravene the GDPR and are adequately labelled.

VIDEOS are hardly used at present and the rest of the **Icons** are there for administration procedures.

Using the 'Search and Sort' facility

Most members who are listed on the Data Base will have cloud access and, as described on Page 4, will see a number of Icons on the cloud home page:

Two of the most useful Icons are '**People**' and '**Groups**' as all cloud users can make use of them to find information.

To simply look up these details on individuals, Select '**People**' to reveal the list of people on the data base, select a name by scrolling down, to find information about them. Click on the name to see a form with various sections on it:

Basics - shows their name and User name if they have one.

Contacts - shows contact details; address, Phone No. etc.

depending upon what they have agreed to give us.

Groups - will have their church affiliation and offices held highlighted.

Selecting '**Groups**', then a group by name, will reveal the number of members and a list of names, this may be all that is required.

For anything more complicated use the '**Sort & Search**' facility.

Select '**People**' then go to the menu on the right and select the search facility; the search can be narrowed down by selecting the various descriptors in the box that can be scrolled down, which are the various groups that people can be assigned to, the results of the selections can be seen in the list on the left. e.g. all the church stewards or those from selected churches can be listed.

When the search is complete, how that information can be used will depend upon the 'permissions' held by the searcher, the options can be seen by selecting '**Actions**' from the menu at the top right corner.

The simplest action is to make a note of the details revealed, for personal use only.

Selecting 'Action' will reveal the allowable options which may include.

'**Send Email**' which allows Emails to be sent using the Webmail facility. This is fine for sending messages but attachments are limited to files already in the Document Library.

'**Export Filtered**' If selected this reveals further options to choose from; the most useful being the ability to export a list of Email addresses (see below).

The Options are:

Contacts & Groups will produce an Excel spreadsheet of all the details which can be used to export those details into your own address book. **This is not recommended as that data could be amended at any time.**

Contact Summary will produce a .pdf with all the details listed as might be expected in an address book. This could be useful if saved to your PC or printed off as a reference document, for personal use. **That will have the same limitations as above as it will need updating/checking regularly.**

Email Addresses will produce a ';' separated list of all the addresses which can be copied and pasted into the address bar of any Email platform thus overcoming the restrictions of Webmail.

The list will be as up to date as possible and removes the need to keep long circulation lists on PCs or other portable devices (as advised by TMCP). It can also be 'weeded' if the list has unnecessary contacts on it.

This may appear to be a long complicated process but it is not.

It is far faster than thumbing through a, probably out of date, printed directory and manually extracting the data.

TRY IT AND SEE—TRIAL & ERROR IS THE QUICKEST WAY TO LEARN

Guidance Notes for Sub Editors

Editing Pages

Once logged in (see page 4) it will be possible to edit a number of areas when some of the brighter icons are selected. All can be read but not all can be edited. No damage will be done by looking at any of them; the system will not allow changes in some areas.

The most common areas that you will edit are your own church pages, after a little practice you will get used to going quickly through the Pages ► Churches ► Circuit ► Church (name) routine, to find the page you need to edit, you will see that the headings on the edit page vary but they all have a heading labelled BASIC this is the part where most changes will be made. Scrolling down that page will bring you to 'Content' below which is a simple tool bar for the text Box below it.

The 'H' will make any selected text stand out as a headline, but make sure you leave a blank line below the headline; the **B** and **I** have their usual function.

It is also possible to use the link to display other documents and to insert pictures selected from those stored in the various galleries. (more of that later) but it would be wise to get used to the text editor first. We don't advise trying to use the Table at this time, it is nothing like the Tables in WORD. The Columns will divide your whole page into the number of columns you select.

The other headings at the top include **Media** and **Downloads**. There will be two other headings, **Meta & System** which can

be ignored for now as they are to do with the way the page is set up.

If you need a new page, contact the Website Editors.

Text can be pasted in from any documents in the usual way but the formatting may be lost.

Selecting **Media** will display the media picker. This enables you to search the galleries for pictures that you might want to use, selecting them will put them in the top line where they can be put in any order by 'dragging' them with the cursor; they will be displayed down the right hand side of the page when it is viewed. Selecting a picture in the top line will return it to the gallery.

Selecting **Downloads** enables you to select publications that you wish to be available from that page. The notes found on page 13, Para 5 are applicable to adding new files & folders to the Document Library generally if you need to add new files. The **privacy/ public** marking is your choice

Adding Images to a Gallery

You may often find that you cannot find the picture you need in any Gallery and wish to add images to the image gallery.

The first requirement is that you must have the image stored on your personal device, you cannot save directly to the Image gallery although you can work from a storage card, USB stick or other storage media. The procedure is quite easy, just follow these steps:

1. Select the IMAGES Icon on the HOME screen
2. From the Menu on the right select New Image
3. Select 'Upload'
4. Select 'Choose File' on the form that appears, find the file on your device and select it.
5. On the form give it a Title

6. On the form select gallery- a list will appear when you select that box. If you select None the image will be randomly placed as a 'loose' image'
7. You can delete an image by selecting it on the list and selecting **Delete**

CAUTION: You have editorial access to all the images in the library so please delete with care. You must have the permission from any individuals (or Parents if children under 13 are involved)

You can cancel your entry if you select 'Cancel' or close the page before selecting 'DONE'.

Adding Articles

Adding articles is as easy as adding Documents or Images, many of the same procedures apply, there is no good reason why **Sub Editors** should not be able to create and add articles to their Church Pages by following this routine:

1. Select the **ARTICLE** Icon

This will bring up a form in which the ARTICLE is prepared in much the same way as for pages

The item can be prepared as a draft and will not be seen until you select '**DRAFT**' to change it to '**LIVE**'.

3. The article needs to be indexed to a 'NEWS' page by simply selecting your chosen page in the index box. The default is '**NEWS**' which places a 'Live' article on the '**HOME**' page of the website, select that or select an alternative in the box.

Creating an effective and reasonable looking article requires a little practice; the 'Preview' is an indispensable tool! Text can be pasted in from almost any source but any images used must first be added to the Image Library.

Adding 'Dates' to Calendar

1. Select the 'Dates' Icon
2. Select 'New Date' in right hand Menu
3. Fill in the Date/ Time details, **NB. The system will add current date and time**, these must be changed, usually to the date & time of your event.
4. Add more information in the message box using the same method as for pages, but be brief!
5. You can choose which section of the Calendar you want this to appear in; select 'choose' then the section—normally your own church.
6. **Select 'Done'**.
Items will be listed as a 'Coming Event' 4 weeks before the date you have entered.

General Advice

You can often see what your changes look like by selecting 'Preview' on the menu down the right side of the screen, to revert to your page go to the top of the screen near the top left corner where you should see a tab with 'Vale of Aylesbury U X' ...select the X to close the preview. If you select 'Home' you will leave that page untouched and go back to the page of Icons

Trial and Error is the best way to learn

Guidance Notes for all preachers 'Available for Planning' group.

We are extremely grateful to all the preachers who give their time to prepare for and lead so many of the Services in our Circuit week by week.

The Chrestos Tools have proved their worth in reducing the plan preparation time dramatically, however, they can only continue to be effective with your co-operation.

1. Log into the 'cloud' ...see *page 4*
2. 'Select' the 'Availability' Icon and a list of Planning Periods will be shown.
3. Select the appropriate period.
6. Select the **Green Tick** and a form will appear for you to complete
(Select the **Red X** and no form will appear, but you will be recorded as 'Not available')
7. Selected dates will turn green when you 'select' on them, any mistake can be rectified by a second 'select'. If you select the word heading the column, all dates will turn green.
Similarly, if you select 'Circuit' all churches will be highlighted, if you wish to restrict your appointments only 'select' the churches you wish to serve.
It is recognised that for some preachers excessive travel or personal preference may be constraining factors.
8. There is a box for comments at the bottom if you have special requirements.

The system will remind you to complete the 'maximum appointments' boxes.

When you have completed the form you must select **Done** to save it.

If you have any problems, please contact the Editor.

Guidance for those in the 'Church Plan Note Edit' group

The gathering of information regarding the special arrangements that churches have made for special occasions or invited preachers, is an essential part of the Plan Making process. It would be very helpful to the Plan Makers if you can use the Chrestos tools to put in your church's information as it will help to avoid any data being lost or misunderstood.

When successfully logged in **select the 'Churches' icon**. Scroll down the list and select your church, you will then see a dialogue window; before you can make changes **you must select the padlock to unlock the data before editing**.

This window has **3 selectable tabs at the top**:

Basics: This shows the church address and other static details, **you can ignore this section**.

Details: This can show the detailed information that is already published on the Plan, **you can ignore this section**.

Services: This shows service times – **please do not change them**- even if you think they are wrong.

There is a text box 'Plan notes' in which we need you to add details of special Sunday Services, which deviate from your 'normal' Sunday Service. e.g. time or venue changes and details of Visiting Preachers **not listed on CHRESTOS.**

In the **CHRESTOS** data base, preachers are listed in 3 'groups' - **see 'Groups' on the cloud 'HOME' page**.

You will see the 3 groups labelled as follows:

- 1) **AVAILABLE for PLANNING**
 - 2) **VISITING PREACHERS**
 - 3) **INVITED PREACHERS**
-
- 1) Comprises the **Circuit ministers, Local Preachers** and some **Visiting Preachers** – they will all complete an Availability Form showing dates and churches where they can be available.

That enables the CHRESTOS system to list the preachers available for any particular appointment from which the Superintendent can make a selection.

- 2) Lists all visiting preachers who appear on the Plan fairly regularly who need to be invited or may take regular United Services, in either circumstance the details need to be included in your Plan Notes but please be aware that VPs shown as available for planning will be planned as in 1) above. CHRESTOS holds their details enabling the name to be added to the Plan without further information needing to be provide in the Plan notes.
- 3) This lists preachers who have recently left the Circuit or have been recently invited to take a service on a 'one off' basis, the list provides basic contact details for the convenience of any church looking to invite them for a special service – they are not part of the CHRESTOS data base. Names can be readily interchanged between 2) & 3) so again only the name needs to be included in you plan notes.

It is always possible that a Church will invite a preacher who is not on any of our lists, for the purposes of planning that name will need to be added to list 2) so it is important that some contact details are included in your Plan Note as they may need to be contacted.

When you have completed your entry, you must 'select' [Done](#) to save it. Your co-operation in completing your plan notes so that the necessary changes to the data base can be made in good time is greatly appreciated

Guidance notes for Reading/ Editing or adding files to your Local Church Folders.

NB: This is an area for storage of 'PRIVATE' information. Items stored in this area can only be accessed by **members of your church** who have cloud access and the 'Cloud Admin' group;{.pdf is the preferred format}

1. When successfully logged in, select the 'Documents' Icon.
2. Scroll down the list of Blue folders to the one labelled 'Local Church Papers' and select it. Another Blue Folder labelled with your own church name will appear. Select that folder to see a list of all your files.
3. To add a document, select 'New document' in the menu on the right and complete the form choosing the file on your device, select your church name in the 'choose folder' box **and ensure it is marked as 'Private'**.
When you have completed your entry, you must select 'Done' to save it.
4. When you select a file you will see 2 options Edit & View selecting view will show the contents whereas Edit will allow you to upgrade or delete the item.
5. **To edit the contents of files, you need to change it on your own device then upgrade the existing file with the amended file)** Delete is obvious and permanent!
Files can be Password protected to give absolute privacy.
6. To upgrade, select edit then select 'upgrade' on the form, then 'Choose file'; find the latest version on your device and select it. The website form will indicate when upgrading is successful.

Notes on the plan-making process

The construction of the Preaching Plan is supervised by the Superintendent Minister, who is responsible for the contents of the Plan but has the assistance of a Plan Admin Team consisting of the Staff and a Technical Editor.

1. Basics

The key groups in Chrestos plan-making are:

Plan Admin

Available for planning

Church Plan Note Edit

The main planning tools are:

- Periods
- Availability Forms (*see page 12*)...
- Planning Grid
- Plan Notes (*See pages 13-14*)

Group Permissions for the main planning tools are:

Periods: Read/Edit - Plan Admin

Availability: Read/Edit —Plan Admin & Available for planning

Planning Grid: Read/Edit —Plan Admin

Plan Notes: Read/Edit —Church Plan Note Edit & Plan Admin

2. Groups

Members of the **Plan Admin** group oversee the planning process. The group members can create and edit Periods, alter a period's status during the process, enter and edit availability, and do the actual planning. The **Technical Editor** has no part in planning appointments.

The **Available for planning** group, (composed of Ministers, Local Preachers and some Visiting Preachers) enter the dates when they are available, in the 'Availability Form' on screen. They can state the maximum number of services they can take in the quarter and on a Sunday, and where they can preach; within those constraints, **their deployment is entirely at the discretion of the Superintendent Minister**. When planning is complete, they can re-visit the screen to view their appointments.

The **Church Plan Note Edit Group** members are contacts in each church who are expected to inform the **Plan Admin** of any special services, invited **Visiting Preachers** or anything else that will effect the Preaching Plan for their church, by adding **Plan Notes** on their respective **church pages**. Please note that preachers named in **the Available for Planning group should not be 'booked'**, however, **requests** for a certain preacher will be given proper consideration. Notes can be amended at any time but there will be times when they will be too late (but never too early) for the Planning Period. **These notes are a valuable 'aid memoire' for the Admin Group as plan making proceeds.**

4. The status of a Planning Period

The planning period is set up by a member of the 'Plan Admin' group. As plan-making proceeds, the status of a period changes.

1. Hidden

A planning period is 'greyed-out' in the list of periods. There can be no Planning activity possible when it is in that mode. All old plans should be put into Hidden mode

2. Awaiting preacher availability

When members of the 'Available for planning' group can leave availability details. A planning grid can be generated, services (blue cells) can be created, but not edited.

3 Planning in progress

Planning can be done on the planning grid (i.e. services can be created, deleted & filled). Ministers normally plan in their own areas, but as Plan Admin Group members, they can plan anywhere. Preachers can view their availability, but no longer edit it. Preacher **Availability Forms** can be edited by Plan Admin. Members.

4 Plan being finalised

As 'Planning in progress': planning can now only be done by Plan Admin group.

5 Plan complete

No further planning can be done. Preachers can view their appointments from the Availability screen.

5. Why does the status of a planning period change during the process?

To separate the three main phases of plan-making: the giving of dates; the planning of preachers; the viewing of appointments.

It's messy doing the planning if availability keeps changing; it's inappropriate to be viewing appointments if planning is incomplete. The changing status of a planning period keeps the phases separate, while allowing Plan Admin to over-ride where necessary. See note**

(Note**) any member of the Admin Group can edit a Period to change its status: Select the **Period** icon then Status and select the status– select '**Done**'

Only 1 Period can be in the **Planning in Progress** mode at any instant. Before the deadline (for Availability Forms) **any status change should be reversed before you leave the site.**

6 Visiting preachers

There is a **Visiting preachers** group. The names appear in the Visiting preachers drop-down list in the service dialogue box, allowing regular visitors to be easily selected. When the Plan is complete, the spreadsheet reports a list of visiting preachers used in the period. Any **new preacher** invited by a church needs to be added to this group for the duration of the plan. As previously stated some regular visiting preachers are also in the 'Available for Planning' group.

There is also an '**Invited Preachers**' group, the function of which is covered on **Page 14 Para 3**. Any member of the **Plan Admin** Group can change a preacher's status by editing their details in the '**People**' group

7 Service Codes

Service codes (C, HF, CA, AAW etc) can be created and added to services. The most 'featured' codes appear at the top of the list.

8. Notes

There are two 'Note facilities' to aid plan-making.

1. Preachers can leave notes when recording availability. e.g. Please don't plan me for Family Services.
2. Plan Notes can be added by the 'Church Plan Note Edit' group; members have access to the churches database and can add/amend or delete their notes at any time. (e.g. "Remember, we've booked Mr Stephens for the Harvest Festival")

9. Planning Grid / Website –interrelation

The Website and CHRESTOS share a common data base, this is used to create the list of up-coming services that can be viewed by any Website reader if they are searching the information on individual churches. **Those lists are updated automatically from the information put into the Planning Grid.**

For most services it lists the Date, Time; Preacher and then the decoded **Service Code(s)**, so what is on the plan may appear as :

11.00am Bloggs FS will be shown on the Website as:

11.00am Rev Joe Bloggs Family Service

Any additional Preacher or Service code will be similarly decoded.

There is also provision in the service dialogue box for additional information to be put into the **Location Box**, such information will **override the preacher's name**.

It is therefore important that NO CODES are used there as it must be intelligible to the casual reader of the Website. Before an appointment can be seen as filled i.e. turned dark blue on the **Planning Grid**, there must be a name in a Preacher slot or a full description of the service in the location box. **NB**. It is possible to 'kid' the system by putting blanks in the Location Box. **Local Arrangements** (LA) can be 'appointed', as the system sees LA as a preacher. When there is a time clash **Local Arrangement must appear in full in the Location Box**

When the **Planning Grid** has been completed, it can be converted to a .pdf document which can be printed off and used as the **Preaching Plan**, but apart from the Service Codes there is no other information in the document, it can also be converted to a Excel Spreadsheet which has the same limitations.

At this point the Technical Editor takes over.

The current methodology can be described in a number of stages. If all the information is available and all appointments filled they can be followed through in logical stages:

Most Circuits will have a familiar format for their plan which will include contact information about the preachers, useful information about Hymn Books used and contact details for each church. It is easier to transfer the Planning Grid details if that plan is based on an **Excel Spreadsheet**.

The plan can then be produced in the following stages:

STAGE 1.

An Excel Spreadsheet template will have been prepared in advance which will have all the additional data already on it, only the main table of appointments is empty.

STAGE 2.

The Planning Grid is inspected to ensure that it is 'fit for purpose'. That is to say in terms of rows and columns it is the same size as the template appointments area, that all services have been described according to the requirements of the CHRESTOS system (no inappropriate use of the Location Box and **ideally**, all appointments filled.

STAGE 3.

Make any necessary 'repairs' to the Planning Grid including making use of information supplied (church Plan Notes) and consultation if necessary. Complete the entries for Fairford Leys and N. Marston normally following their established pattern of services, the Schorne team rota for N. Marston is sometimes available.

At this point there are usually a few unfilled appointments.

STAGE 4.

Open the Planning Period and export the appropriate Planning Grid as an Excel Spreadsheet which will go into the **download file** on the **editors PC**. Change font on download to ARIAL 8pt.

STAGE 5.

Open the download file and the template simultaneously in Excel, block and copy the whole of the appointments table in the download and paste it in to the central table of the template, **SAVE** this file as the 1st Draft of the preaching plan.

Stage 6 :

Traditionally each appointment has been set out on the printed Plan in the order of the following example:

10.55 K Edwards C

The Planning grid prints this as: K Edwards C / 10.55 am

NB: *The Plan & Planning grid, only show the time when it varies from the time in the left hand column; 'am' or 'pm' often has to be assumed on the printed Plan because space is limited.*

It is also good to be able to leave spaces between the name and the coding.

The way the appointments are set out is a matter of personal choice; the current format seems to be well accepted and understood.

STAGE 7.

When the draft is in a satisfactory state it is sent for comment/ approval to the Plan ADMIN & CHURCH NOTE EDIT groups and at least 72 hrs is allowed for comments.

STAGE 8.

The 1st Draft is amended if necessary and the 2nd.draft **circulated to all preachers involved.**

The drafts may be circulated by Web Mail (which normally does not accept replies) or Email. It is safer to use 'normal' Email when making comments or suggesting amendments.

STAGE 9.

The response to the 2nd Draft may be slow, so as much time as possible is allowed for comments to be made.

It is essential that Preachers and Church Stewards/ Contacts review these drafts and if possible confirm this has been done to the editor.

At some point it has to be assumed that no response indicates approval. **The draft will be updated and published on the website during this period.**

When the draft is considered to be as good as it can be it is renamed as Circuit Preaching Plan period & date, converted to .pdf and sent to the AMC Office for printing along with a file containing some information for the reverse side of the plan. That file is prepared in **Publisher**, will have been update ensuring the Date and other details are correct, especially the **Visiting preachers** list which shows only those on the plan for the period. The full information sheet is now only posted to the Website Document Library where it is password protected. **Publisher files need to be converted to .pdf format for printing.**

It will be the Technical Editor's task to ensure the Plan published on the website is kept up to date which means they need to be reasonably proficient in the use of the EXCEL, WORD and PUBLISHER elements of Microsoft Office and familiar with updating procedures on the Circuit Website, **including updating the Planning Grid if necessary.**

Guidance notes for the use of the Webmail in CHRESTOS

1. Log in to cloud; Select the **PEOPLE** or **GROUPS** icons and scroll down to the Person or Group you wish to Email
2. Select '**Send Email**' on the menu on the right
3. On the email form check the recipient(s) listed; names can be deleted from that list. Names can also be added to the list in the **Add Recipients Box** – start typing there; likely addresses to choose from will appear.
4. You can add attachments, but they must be in the Documents files; a scroll down list will be offered. Also please note that only a link to the file, not the file itself, will be attached. If the file is subsequently moved or deleted, the link will fail.
5. You can add a link by highlighting a section of text, and selecting the '**link**' icon in the toolbar.
6. You can paste in a URL or select from items offered as you begin to type in the selection box that appears on screen.
7. If you want replies to come to you, select '**System**' then '**Me**' in the '**Options**' box.
Replies to the 'cloud' will be lost and the sender will get an 'undeliverable' response.
8. It is a good idea to identify yourself in the Subject line, so the recipient knows immediately who the Webmail is from, otherwise it appears as from:
Vale of Aylesbury mailer@thenmedia.co.uk and may be ignored
9. When you have completed your message select '**send**'; a list of recipients will appear for you to check; **you must select 'Send'** to finally send your Email.

If you **Cancel**, select **Home** or leave the page in any other way before sending the message, **it will be lost.**

USING THE DOCUMENT LIBRARY FOR SAFE DATA STORAGE IN COMPLIANCE WITH GDPR.

In the TMCP Privacy Statement is the following:

DATA SECURITY We implement reasonable and appropriate security measures against unlawful or unauthorised Processing of personal data and against the accidental loss of, or damage to, personal data in accordance with our internal data security policy. In addition, we limit access to your personal data to those members, volunteers, ministers and employees who have a need to know.

In their advice notes 'Do's & Don'ts' TCMP say: Don't encourage the use of personal devices for church business.

Each year, in the Property Returns your Property Secretary/ Steward will sign a declaration that each complies with the current Data Protection Act - now GDPR.

How can CHRESTOS help?

By controlling access

1. All documents are held in 'cloud storage' on a secure computer managed by Then Media our Website providers.
2. All the files can be marked for **public** or **private** viewing
3. All the folders can have access to them restricted to particular Groups
4. Access to the Document Library is restricted to those who have access to the cloud viz. No casual reader of the website will be able to see them.

5. **CONFIDENTIAL documents should be password protected prior to uploading to the cloud.**

By organising the library

The Document Library can be visualised as a large lockable filing cabinet to which, all who have cloud access will have a Key - their own signing in details.

Having unlocked the door it can now be opened by simply selecting 'Documents' when you will see a number of labelled folders which can be regarded as large box files. You will be able to open and read all you can see but you may not be able to edit them.

Within the Folder there may be files or Sub - Folders contain more files, just as you may find in any office filing cabinet.

It is these folders that can be used to store any church data where it is secure yet readily available to you and others that need to see it. Page 23 explains in details how that is done.

The folder Labelled 'Local Church Papers' is almost a filing cabinet on its own, however, for most users it will appear to contain only one file and that will be for the church where you a member. When opened, they may be a mixture of files and sub - folders. **There is no practical limit to this storage or the number of sub-folders.**

These folders and files can be edited by any local church Officer with cloud access, but care will be needed to avoid corrupting or deleting files accidentally.

As a guard against this **it is suggested that permanent documents are uploaded in .pdf format.**

Managing Sub-Folders.

Creation

Once in the Documents section, select 'New Folder' in the menu on the right when a dialogue box will appear. Which has 4 boxes:

Title : Add a short Title

Description: Use optional . It does not appear unless you choose to edit an existing folder when some indication of the contents may prove useful.

Parent: If you leave this on 'None' it will create a new main Folder.

Selecting the ▼ will produce a list of existing folders that you can add to. Scroll down and select the folder that you wish the new folder to be associated with.

Done: Selecting this box saves the folder to the list that appears when you open Documents.

Setting Access: Select your new folder and select Edit; a new dialogue box will appear which will have the basic details that you have just entered, these can be edited e.g.the title could be changed.
At the top select 'Access' the groups that have access will be highlighted. Initially they will be set to the groups you are in, which is probably what is required; they can be changed to widen or restrict access.

NB. CHRESTOS will only allow you to see the folders you have read access to and Edit those you have permission to edit. In the dialogue box you can see Read & Edit access can be set separately.

Folders can be set up to send out an automatic notification when new files are added, it will include a line, where » means select:

- Main Folder » Sub-folders (if applicable)» File — added by Originator (File format)

Potential Uses.

Other areas of Circuit Activity can have Private storage facilities in the Cloud exactly as for the local churches, the same procedures would apply.

The Circuit Meeting has had this facility for at least 2 years with meeting minutes and reports stored in protected folders. There is no reason why Circuit Meeting members should not post their reports directly to the cloud.

GDPR has changed the Data collection, retention and use permanently, we can no longer be casual in the way we do our business, when your Church Council agrees to sign off the Property Return saying you are complying with Data Protection Law.

Saving your sensitive data in CHRESTOS is an easy way of demonstrating your compliance.

It gives protection to the data as well as giving transparency for the data subject.

It is hoped that this booklet will assist those who are willing to help.

NEW FACILITY

CIRCUIT ON-LINE DIRECTORY

The online directory is a rapid way of finding contact details for members of groups and some individual Circuit and Church Office holders.

To gain access simply click on DIRECTORY at the foot of the HOME page, you will be asked to sign in as for cloud access.

That does not necessarily allow access to the Directory as that will be confined to selected groups, currently this list includes:

Cloud Admin, CIRCUIT OFFICERS, Circuit Meeting Members, LOCAL CHURCH OFFICERS and Local Preachers.

If allowed access the enquirer will see a box saying 'All Groups' which, when selected, will present a drop-down menu showing all the groups and offices included in the directory, select the one of interest and all members that fit the criteria will be listed.

Groups listed in **UPPERCASE** are umbrella groups, individual offices are listed immediately below them. Some offices are vacant at present, if that is so, your search will default to your previous enquiry.

SEARCH FOR A PERSON

Typing a name (or part of a name) in the box labelled '**Search for a person**' will show every group in which that name appears when '**Any Group**' is selected from the drop down menu. Click '**Reset**' to make another enquiry.

Questions or Comments please by Email to r.collis245@btinternet.com

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This set of notes has been produced using some handouts from ThenMedia, some advice from the Rev. Andrew Gunstone of ThenMedia but mainly nearly 3 years of **trial and error**. (I dare not count the hours)

They are unlikely to be perfect or completely comprehensive and will almost certainly be incomprehensible unless **you have a go**.

You may find that the 'Preview' does not work on some systems when you will have to save and view your work then revert to 'edit' if you need to make further changes

If you have any suggestions for improving the content or layout, please do not hesitate to contact me.

I can offer the same degree of training as I have had — Trial & Error and (I hope) a sympathetic ear!

I would be happy to come and demonstrate the various operations explained here-in to groups at any church that can provide a WIFI or a good 3G signal strength.

Roy Collis Website Editor

16 January 2019

