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**

Revised 05/04/2025

INTRODUCTION

This version of the Circuit Website has been in operation since December 2015 when we changed our Provider from Church 123 (*2014 to 2015*)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 topics that can be selected.
Selecting a topic followed by▼will reveal Sub-pages which can be selected in the same way; Sub-pages may also have further sub-pages, e.g. the **Preaching Plan** can be found under **SERVICES.**
CHURCHES is slightly different as it shows a page of Icons where, by selecting a picture, information on individual churches can be seen.
Additional topics are shown in the 'footer' at the bottom of the pages.
(Note :Select means click or tap throughout this booklet)*
As a further aid to navigate this site, you can 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.

Bearing in mind all of 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 <u>can </u>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.

<u>Please don't let this happen!</u>

Guidance notes for members with 'Cloud Access'

1. Having opened the Circuit Website you can access the 'cloud' if you have a **User Name.**
   On the blue ribbon across the page select the ☁ to go to the login page.

2. 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' see note ### Page 35 to gain access to the tools, select '**set password'** and put in your own password; you can ask your **device to** remember it if using a private device. **Forgotten passwords can be reset by following the on- screen instructions that appear after you have made multiple unsuccessful attempts to log in**.
   Make sure you set your own private password. The system will keep reminding you until you make your password secure.
   Once logged in, a page showing **21 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. On this list select ┼ to reveal sub-groups

CHURCHES shows a list of all churches in the Circuit, (where **Plan Notes** can be entered ….*See pages 17&18*

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, 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 section, to which there are references in later sections.

DATES is the Data Base for the Circuit Diary. Anyone with **Cloud Access** can add adtes to the diary.

BANNERS, FORMS and MAPS CAN BE IGNORED

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 19-27

PAGES contain the information that can be seen on the main website, they can be edited by the Cloud Admin and anyone who has permission as a Sub –Editor. For more detail *see page 10*
Select the ┼ for sub-pages

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 12

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

VIDEOS need to be uploaded by the Editor.

The last 4 **Icons** are mainly used by the Cloud Admin Group Except **ACCOUNT** where you can update your details e.g. your password.

DATA RETRIEVAL

Using the 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.

Open the Website, SELECT HOME > DIRECTORY.
NB: **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

DATA RETRIEVAL(continued)

Alternative data search methods

Manual Data Base Search

Most members who are listed on the Data Base will have cloud access will see a number of Icons on the cloud home page when they log in.

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. Select 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'** by name, will reveal the number of members and selecting 'Members' reveals a list of names; this may be all that is required. Select the small ┼ attached to some groups and further groups will be listed

 The **On-Line Directory** (selectable under '**HOME'** on the main website) will enable you to find details of groups and individuals and you can print of the results, which is fine for just a few names. There is a more convenient way of listing details of larger groups, which can also be used for individual officers holding posts in the Churches or Circuit.

That is to make use of the **'Sort & Search' Facility** by selecting the **'PEOPLE'** icon, every name in the data base will be listed on the left, with a menu of possible **actions** on the right >Select **'Search & Sort'**

Below the banner saying 'Search for' is a list of all groups and activities, all shaded grey, but when selected they will be shaded black with white text.

You will see the list on the left change to show those in that group i.e. the list is 'filtered'. Scrolling up and down the list allows you to select or de-select filters, until you have found what you want.

By selecting **'ACTIONS'** at the top of the menu, depending upon your 'permissions', you may be able to select from the following:

'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 tim**e.

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. (see p.28)

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).

The list can also be 'weeded' if it has unnecessary contacts on it. This may appear to be a long complicated process but it is not. It is far faster that thumbing through a, probably out of date, printed directory and manually extracting the data.

It has the advantage that you can request 'Delivery Confirmation' and 'Read Receipts' - particularly useful if it is an urgent message..

The great advantage in using the list on the Website is we will all be using the same lists.

TMCP advise that we do not retain these lists on private devices, as they may not be secure.

Emails to a large list should always be sent as 'Blind Copies' BCC, most peoples in fact do this now, this of course means that you cannot check your personal list against other lists.

In the past emails have been sent to wrong or inappropriate addresses, using the lists from CHRESTOS is the most satisfactory way of avoiding such problems.

Nothing is ever 100% perfect and ultimately it all relies on folk being vigilant and disciplined in reporting changes.

NB. Not all members will be able to access some of the actions,
Pease report any problems.
**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' as illustrated below.
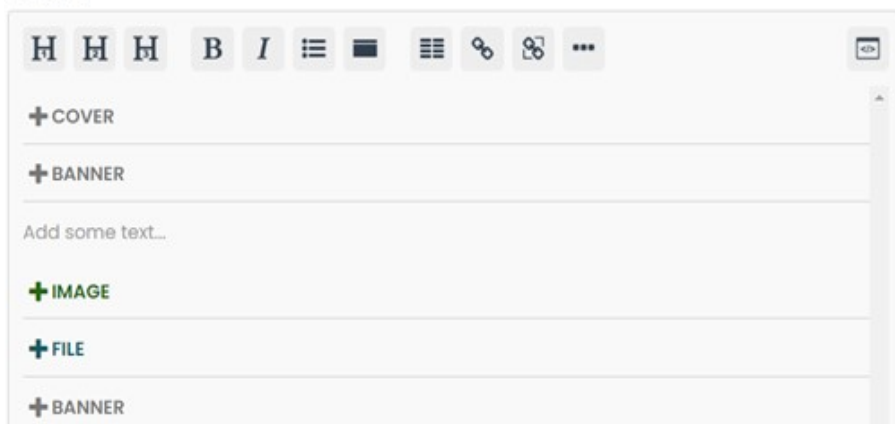
The 'H$_1$', 'H$_2$' 'H$_3$' will make blocked text stand out as a headline, the **B** and *I* have their usual function. The next Icon will produce a Bullet list from blocked text. The next 2 Icon should be ignored, although you can have your text in columns if you wish.

Use the 1st link to link to Website addresses or other pages/ items on the Website. ••• is used for embedding images in the body of your text, which can be pasted in from any documents in the usual way. Below your text you will see **+IMAGE** that will enable you to select library images for your page and **+FILES** to add files that can be viewed from your page. (the other **+ NAMES** can be ignored). If **'UPDATE'** appears in the action list, select it after updating each feature .

Selected **Images** and **Files** will be displayed below your text ,when you are editing. **PREVIEW** will display your page as it will appear on the public Website, with images arranged in a 'tower' on the right of your text and files across the foot of the page, unless you have embedded images **If you want an image to be at the top of your page select width then 'Top' when you first select it.**

When the page is ready for publication select **STATUS** as **'Live'**. Leave it in '**Draft'** form if it needs further work.

Embedding Images.

1. Place the cursor in the line where you wish it to appear

2. Select ••• on the toolbar

3. Select ' Styles' then Images from the drop down menu

4. Select the position and size of the image you wish to embed.

5. Select the selected image which is displayed and it should be placed as selected.

Adding Images to a Gallery

Images must be added directly to galleries for later use in Pages or Articles as follows:- The first requirement is that you must have the image stored on your personal device;

They can also upload images from a storage card, USB stick etc. The procedure is quite easy:

1. Select the IMAGES Icon on the cloud <u>HOME</u> screen
2. From the Menu on the right select <u>New Image</u>
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.**

8. **If you wish to update an Image it is best to delete it and re enter the amended image as a New Image.**

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) to display an image **You can cancel your entry if you select 'Cancel' or close the page without selecting 'DONE'.**

Adding & Editing Articles

1. Select the **ARTICLE** Icon

2. To add an article Select 'New Article' in right hand Menu . 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'** and 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 from the list.

TIP: Take a look at other articles on the list to see how they are indexed by viewing them in edit mode. You won't change them if you then select 'Home'

Creating an effective and reasonable looking article requires a little practice; 'Preview' is a useful tool! Text can be pasted in from almost any source.

<u>You must give your article a distinctive name</u>.

4. To edit an article you must locate and select it in the list of Articles, before it can be edited.

5. Redundant articles should be deleted but the same caution applies as for Images.

6. Select 'Update'** (see note) if you wish to save and carry on editing , select 'Done' when you have completed your update, to save it.

Adding 'Dates' to Diary

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 the 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 Diary 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.

In addition to updating the coming events list, the Diary is intended to limit the number of date clashes across the Circuit—please consult it when proposing dates for events of Circuit Interest. If you don't have permission to add dates Email the details to the Editor or a member of the 'Cloud Admin Group'

Adding Documents to the library

1. Create or save the document on your PC.
    .pdf format is recommended.

2. In the cloud select the Document Icon

3. In the Action Menu select 'New Document

Follow screen instruction to upload and choose your file.

1. When the file has loaded and give it a Title, choose a suitable folder from drop-down menu and set Private or Public

2. Click 'Done' to save the file

The **privacy/ public** marking is your choice

Editing / Updating Documents

Documents cannot be edited on-line, they can only be updated by a) Deleting the old document and adding a new updated version This is **not recommended for normal updating** as it will break any links.

or b) Overwriting the old one with a new version prepared on your device by selecting the document and 'Edit' then on the on the dialogue form select 'Update' and follow the instructions. Find the updated item in your files and select it will then upload to the Document library, update details on the dialogue form as necessary and select 'Done'. The new document will replace document without disrupting any links..

Guidance Notes for Preachers (and Readers) in the '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.

Log into the 'cloud' *...see page 4 then:*

1. Select the '**AVAILABLITY**' Icon
2. Select the '**Tick'** and your form will appear.
3. Select the '**X**' and you will be recorded as 'Unavailable'.
4. On the form selecting any column of dates will turn them all green implying availability, if you want to be more selective, simply click the Date/time when you are available. It will turn Green
5. It is recognised that not all preachers can be available at every church, e.g. for travel reasons. Selecting 'Circuit' will make you available at all venues, and all church names will be **highlighted**, you can ignore Circuit and select your churches of choice. A select the church name will toggle it **Bold** ↔ Light type.
6. There is a text box at the foot of the form where you can add details of any special requirements.

Changes in Chrestos effective from 01/01/23.

The changes do not affect the basic process for completing the form detailed in 1–6 above but have been made to provide options for planning for **Week-day Services** and for **Church Festivals** that occur on **Week-days.**
Formerly, when the Availability Form was opened only the dates for Sundays were listed but you will now see additional boxes below the main table where availability for additional Services may be entered.

When you have completed the form you must select
Done to save it.
Yon can re-visit and make amendments until Planning is
in progress.
**If you have any problems, please contact the Editor
but first see the notes on page 35.**

Guidance for those in the
' Plan Contacts' 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. **Information must be clear and concise and can be entered at any time. It can never be too early but can be too late!**

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.**

This window has 3 selectable tabs at the top:
1. Basics:
This shows the church address and other static details, Please ensure that the **Website Contact Details** are up to date, including your minister's name and contact details and details of any lay officers that you consider to be necessary.
NB: These details are automatically posted, for public view, on the Circuit Website. It is essential that you have the permission of any lay officer, before you add their details.

2. Details:
Please enter the details of Hymn books, Bibles etc that are available to the congregation that should be published on the Plan.
Cloud Notes: may be used as an 'aid memoir'. These will not be published anywhere else on the Website, and are unlikely to be seen by those involved with making the Plan.

Plan Notes:
This is the most important part of the dialogue window. Most of the other information is fairly static, these notes must be updated to give **all the Plan Admin team** the information they need to complete the Plan to include any special arrangements you church has agreed upon.
Many churches now have regular alternative worship, details of these may be listed as a permanent feature of these notes. These are often **Lay Led** but may not be coded as **Local Arrangements (LA)** so your note should indicate if you need a preacher appointed.
Any <u>deviations </u>from your normal pattern of services should be noted, giving times, venue (for Joint Services) and the name and contact details of any Visiting Preacher.
Please note it is not helpful to nominate LAs as these depend upon the availability of Preachers, and will only be suggested when necessary. It is also not helpful to 'book' any Preacher in Group 1 below. All members of that group provide a list of dates, times and places where they can be available; their appointments are at the Superintendent's discretion.

Services: This shows service times – **<u>please do not change them</u>**- even if you think they are wrong. If correct times have been added in your notes, those times will appear on the Plan and Website

Membership:
Please ensure this is updated in November

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**

Group 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 makes a selection.

Group 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.
Please be aware that VPs shown as available for planning will be planned as in Group 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.

Group 3): 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 Church Plan Notes.

If a Church will invites a preacher who is not on any of our lists, for the purposes of planning that name will need to be added to Group 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.

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 Contacts'

(the membership of groups can be seen by selecting 'GROUPS' on the ICON page and selecting the group name, or by doing a group search on the 'PEOPLE' action list)

The main planning tools are:

- Periods
- Availability Forms
- Planning Grid
- Plan Notes

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 Contacts' &
             '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. When planning is complete, they can re-visit the screen to view their appointments.

...see pages 15 & 16

The **Church 'Plan Contacts' Group** members are contacts in each church who are expected to inform the 'Plan Admin' of any special services. **These notes are a valuable 'aid memoire' for the Plan Admin Group, as plan making proceeds.**

...see page 17-18

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 as explained overleaf:-

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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 is messy doing the planning if availability keeps changing;
**It is 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.

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 should be in the **Planning in Progress** mode at any instant. '**Awaiting preacher availability'** should be the the default status 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 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 20 Para 3.** Any member of the 'Plan Admin' Group can change a preacher's status from **Visiting ↔ Invited,** 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 the Preacher slot or a full description of the service in the location box. **NB**. **Local Arrangements** (LA) should be 'appointed' from the list of **Service Codes** and can be used without any restriction.

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. i.e. There is no Service Code key list.

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** should be prepared in advance, This will have all the additional data already on it, only the main table of appointments is empty. Also the **information sheet** that 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. **Publisher files need to manipulated before being converted to .pdf format for printing.** (see later)

STAGE 2.

The Planning Grid is inspected to ensure that it is 'fit for purpose'. In terms of rows and columns it must be 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. NB: Every line on the grid <u>must have at least one</u> coloured cell on it even if no services are expected.**

STAGE 3.

Make any necessary amendments to the Planning Grid including making use of information supplied (Church Plan Notes) and consultation if necessary. There may be additional entries for N. Marston normally if the Schorne team rota for N. Marston is available.
When you are satisfied that no substantial changes are likely, proceed to the next stage.

STAGE 4.

Open the appropriate Planning Period, ensure it is in the 'Plan Complete' mode and export the Planning Grid as an Excel Spreadsheet ensuring only Sundays are required, The exported file will go into the **download file** on the **editors PC**. **Save the file to your chosen folder on your PC. The table will open as an Excel file** In every cell that has information (e.g. codes) you must select the cell. The name should appear in the text box above the table; place the cursor after the name and hit 'Delete' the codes etc. will then be displayed after the name.

Select the tick to accept the change and the selected cell will now show all the information on the correct line. This action must be repeated for every cell that contains any code or extra information. If no name appears in the text box, hit delete and all the information will appear. When complete save the file **under a different name.**

STAGE 5.

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

  10.55 Preacher Code(s)

The Planning grid prints this as: Preacher Code(s) / 10.55 am

The saved file needs to be edited to the preferred style and **saved as a DRAFT PLAN**.

(NB: This could be done under **stage 4** but that is not recommended)
The way the appointments are set out is a matter of personal choice; the current format seems to be well accepted and understood.
It is also good to be able to leave spaces between the preacher's name and the service coding etc.

NB: *The Plan & Planning grid, only shows 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.*. **Save the file**

Stage 6 :

Open the amended 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 7.

When the draft is in a satisfactory state it is sent in .pdf format for comment/ approval to the 'Plan Admin' group, the approved plan is then circulated to the **'Plan Contacts'** groups. If possible, a week is allowed for responses. The drafts will be circulated by Email so responses can be sent directly **to the Superintendent at** revrja@outlook.com , **with a copy** to the **Technical Editor** r.collis245@btinternet.com

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

At some point it may have to be assumed that no response indicates approval. If necessary the updated draft may be re-circulated to church contacts, but usually the draft will be seen again by Plan Admin and approved for publication.

STAGE 8

When the draft is considered to be as good as it can be it is renamed as Circuit Preaching Plan for the period, published on the Circuit Website and circulated to **all** involved.

   At this stage the plan consists of 2 documents and can still be amended if significant amendments are requested. The same applies to the document containing information for the reverse side of the plan.

The final documents are forwarded to the AMC Office for printing. **The plan is printed on A3 and may be folded for distribution**

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, when changes have been agreed by the Circuit Superintendent Minister.**

NOTES ON ADMIN FUNCTIONS

Sending Emails to selected Persons or Groups using CHRESTOS

There are a variety of ways that Groups or Individuals can be contacted by Email using the facilities provided in CHRESTOS without having to create your own circulation lists. All methods require you to log into the 'Cloud'.

To send a normal email select 'PEOPLE' >> Action list> and select 'Search and Sort' where you can search by Name, Church, Office held etc by scrolling down the list and selecting the 'Filters'. A name, or list of names that meet your search criteria will appear on the left. On the Action list select 'Export filtered' then choose 'Email addresses'. The addresses are listed in a text box where clicking on one of the 'Mail to' links will open up you personal email account for you to create and send your message.

To send Webmail without normal attachments to a Group Simply select a Group and 'Send Email' on the Action list, you can delete recipients at this stage, complete the message form, the link can be used for Web Addresses and files in the Document library. Select 'send' and the message will be sent from the Website.
NB: The Webmail has no inbox. And you cannot 'weed' the list of recipients

To send Webmail with attachments select the 'Email Centre' then 'New Message' in the Action list. On the form click the recipient's box as directed and type in 3 characters that might be in the name e.g. mic and a list of names or Groups will be suggested, choose one or repeat the process until the correct name appears, select your chosen recipient. Complete your message and add attachments if you wish, and click send.
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 your church 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 the edit them.

Within the Folder there may be files or Sub - Folders contain mores 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.

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, there 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.**

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 <u>your</u> 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 folders to the one labelled 'Local Church Papers' and select it. Another 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.

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.

Page Nos.	Content
1	Cover
2 & 3	Introduction
4 to 5	Guidance on Cloud Access
6 to 9	Directory & data Base Search
10 to 14	Notes for Sub-editors
15	Notes on Availability Forms
17-18	Notes on 'Church Plan Notes'
19 to 28	Notes on Plan Making Process
29	Note on use of Webmail
29-31	Using the Document Library to comply with GDPR
32	Note on use of Local Church Folders
33	Managing sub-folders
34	Potential Uses
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36	Editors note

Notes

When completing **Availability Forms** you must select the 'Done' button before you sign out, the system should remind you to do this.

If you close your browser before 'signing out' the **blank** form will remain on the system.(i.e. showing no selections) It is a good idea inspect your own form by signing back in. Any selection can be reversed by clicking on the date etc. But will need to be saved again by selecting done.

Sub Editors

If you wish to have images embedded in your text you must create your Page or Article, save it as a Draft with the positions of images or links indicated, and advise the Website Editor . Alternatively create the finished item in WORD and send it to the Editor's Email.

Mobile Devices

This Website is accessible on mobile devices but you won't enter the cloud by tapping the cloud Icon.

If you enter **www.aylesburyvale.org.uk/cloud** you will find the sign in page.

Attempting to edit on these small screens is not recommended.

You may find that not all sections of the cloud are easily accessible on some mobile devices but you should be able to use the On-Line Directory.

NB. Devices tested are iPad & Android phone.

Update** is a recent addition to the ACTIONS on PAGES & ARTICLES. It appears to have the same affect as selecting 'Done' when your update is complete but does not close the page.

READERS: A new group of volunteers who will lead a service using a script provided for them.

'password' is the default password that all Users must enter when they sign in to the 'cloud' for the first time or after a 'reset' of their account by the editors.

This set of notes has been produced using some handouts from ThenMedia, some advice from the Rev. Andrew Gunstone of ThenMedia but mainly experience , over 5 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

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

If you can offer help edit the site, I can offer the same degree of training as I have had — Trial & Error and (I hope) a sympathetic ear!

Roy Collis   Website Editor

05/04/2025