Vale of Aylesbury Methodist Circuit

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.

Guidance notes for those contributing church information

1. Open the Circuit Website at www.aylesburyvale.org.uk

2. On the blue ribbon across the page click on the small icon depicting a cloud to go to the log in page.

3. If you know your **User Name** and **Password**, type them into the 2 boxes that appear, then 'click' login in. If you have never obtained or if you have forgotten your **User Name** please contact Roy Collis, to reset your **password**, click on 'Forgotten password?' and follow the on-screen instructions'
   If you have no password type in 'password'; that will gain you access to the tools, 'click' on the 'set password' button and put in your own password, one that you can remember; you can ask your system to remember it if you are using a private PC.

4. When successfully logged in just 'click' on the 'Churches' Icon and a list of churches will appear.

5. Scroll down the list and 'click' on your church, you will then see a dialogue window; before you can make changes you must 'click' on the **padlock** to unlock the data This window has 3 clickable 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' which we need you to fill in** with details of special **Sunday Services,** booked preachers or other descriptive information you wish the plan makers to take note of.

In the **CHRESTOS** data base, preachers are listed in 3 'groups' which you can consult by clicking on 'groups' on the page of ICONS you see when first logged in, or by clicking 'HOME' (Top Left of the page you are on)

You will see the 3 groups near the top of the list 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 **Plan Makers will make their selection,** this means **that preachers on this list must not be 'booked'** as their appointments are at the discretion of the PLAN ADMIN Group.

2) Lists all visiting preachers who appeared 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 1) & 2) 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 their preaching credentials may need to be checked

When you have completed your entry, you must 'click' on 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