

## PLAN MAKING - 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 is essential that the Chrestos tools are used to put in your church's information, as it will help to avoid any data being lost or misunderstood.

### Guidance notes for Church Plan Contacts (updated 01/05/24)

1. Open the Circuit Website at [www.aylesburyvale.org.uk](http://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' that appear after repeated failed attempts to login.  
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.  
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, and click on 'DONE' the save your work, this will appear in the Action Menu.  
The window has 3 clickable tabs at the top:

### BASICS

Home » Churches » Church Name shown here

Basics Details Service Times website page shown here

Title

Address 1

Address 2

Town

Postcode

Country

Website

Facebook

Email

Phone

Website contact details

Actions

- Map
- Unlock
- My Messages
- Also Online
- Recent Activity
- Notepad

Church address and contact details must be shown here as these are repeated on your Church Website page.

## DETAILS

Home + Churches > ...

Basics Details Service Times

Hymn books

StF etc...

How bibles

NIV

Cloud notes

Comments in this box will not be seen

Plan notes

You Plan Notes  
here

Membership

nn

Date of closure

00 00 0000

If applicable

Actions

Map

Unlock

My Messages

Also Online

Recent Activity

Notepad

### Essential Information for Plan Notes:

**Details of special services** e.g., Anniversaries, Harvest Festivals including names and contact details of Visiting Preachers booked for these occasions.

**Details of other services** such as UPC, U, JS, CC, MC so these can be allowed for on the Plan. If you have a regular pattern of such services, please show them as being 1<sup>st</sup>, 2<sup>nd</sup>, Sunday etc. These can remain as a permanent entry until you change them. **Date specific entries are likely to be deleted once the Plan is printed.**

**Do not 'book' preachers who regularly offer preaching dates**, requests will be considered sympathetically. **Similarly requested dates for LAs are not helpful**, as they are affected by the availability of accredited preachers.

## SERVICE TIMES

Home > Churches > Fairford Leys

Basics Details **Service Times**

Early morning

Afternoon

3:00 pm

Morning

10:30 am

Evening

Actions

- Map
- Unlock
- My Messages
- Also Online
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- Notepad

**DO NOT CHANGE SERVICE TIMES** - An entry in the time box will create a line on the Planning Grid with that time in the 1<sup>st</sup> column. Deviations from normal times must be stated in your Plan Notes

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.

The CHRESTOS system will list the preachers available for an appointment, from which the **Superintendent** (or deputies) will make 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. CHRESTOS holds their details enabling the name to be added to the Plan without further information needing to be provide in the Plan notes.

**Please be aware that VPs shown as 'Available for Planning' will be planned as in Group1.**

**Group 3):** Lists preachers who may be 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 but can easily added if the need arises.

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 Group 2; it is important that some contact details are included in your Plan Note as they will need to be contacted. (email address preferred).

**If you have any problems, please contact me.** It does require that you have access to the 'cloud' and some familiarity with the Circuit Website; the system has been in use since 2016, so that should not be a problem.

*Roy Collis*

01/05/2024

