Church Center App Instructions

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# Church Center App Download and Directory Setup Instructions

We have a new app! **Church Center** is the new Faith Baptist app, and it just may become your new best friend! In Church Center, you can browse our church directory and calendar of events, access recent sermons, pre-check in your children, manage your giving, and eventually register for events! There's so much more too.   We are asking our families to download the Church Center app, and opt-in to the directory.

Share Information with People in the Directory

A directory is a private place for the people in your church to share their contact information. *If you've been invited to your church's directory, you can see the directory and share your information* as well as the information of your household members.

(If you haven't received an email inviting you to the new directory, and would like access to it, please contact Heather at heather@faithcrossroads.org. You can still download the app and take advantage of many of its features, but will not have access to the directory until you have accepted an invitation.)
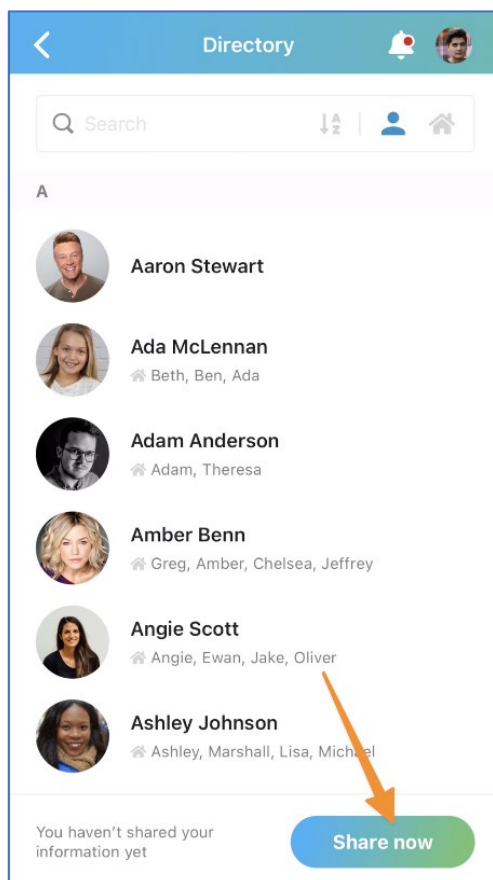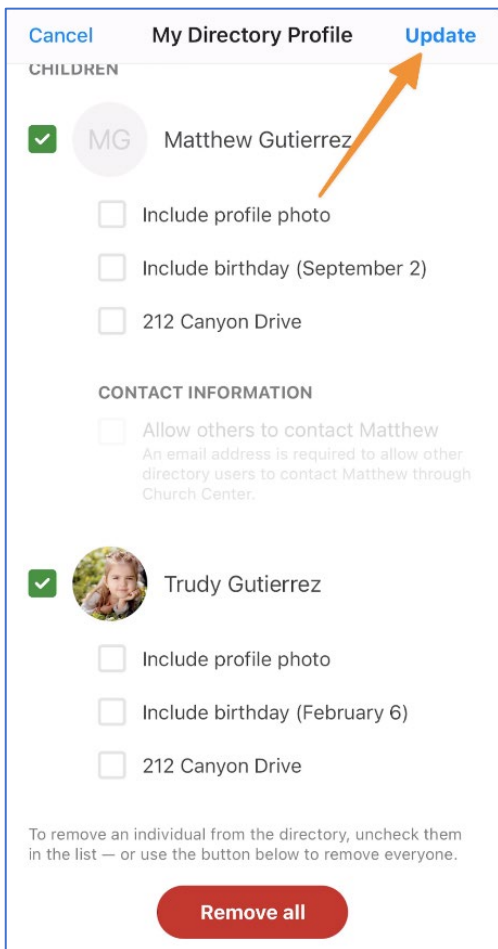
Sharing Information

Once you have accepted the invitation to the directory:

1. Log into Church Center using the email address the invite was sent to.
2. Select the directory icon at the bottom of the app
3. On the directory page, you'll see a banner requesting that you share your information.
4. Check the box next to each person in your household you'd like to list in the directory
5. Check the box for any information you are giving permission to share.

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You can even add a household photo!

Gutierrez Household

You will appear in the directory in this household. You can set a household photo and select the details you want to share about others in your household.

HOUSEHOLD PHOTO   (Edit)

Cancel   **My Directory Profile**   Update

CHILDREN

☑ MG   Matthew Gutierrez

☐ Include profile photo

☐ Include birthday (September 2)

☐ 212 Canyon Drive

CONTACT INFORMATION

☐ Allow others to contact Matthew
An email address is required to allow other directory users to contact Matthew through Church Center.

☑ Trudy Gutierrez

☐ Include profile photo

☐ Include birthday (February 6)

☐ 212 Canyon Drive

To remove an individual from the directory, uncheck them in the list — or use the button below to remove everyone.

Remove all

6. Select *Update*, and your information will be accessible in the app to others with access.

Choose **Remove all** to remove yourself and your household from the directory.

Change Shared Information

To edit the information shared for you or anyone in your household, go to your **Directory profile**.

If your information has changed and you need to update it, you can do that from your profile.

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Contact Other Members

Reach out to other members in the directory from their profile. Select **_Contact_**, and then type the message you'd like to send.

If you don't see a way to contact the individual, they may not have shared their contact information. The message is sent to their primary email address, and any replies will go to your primary mail address.
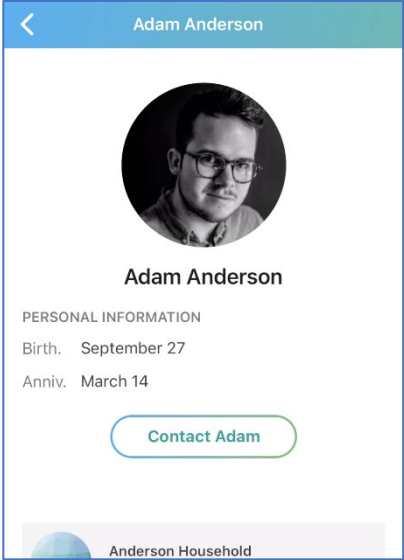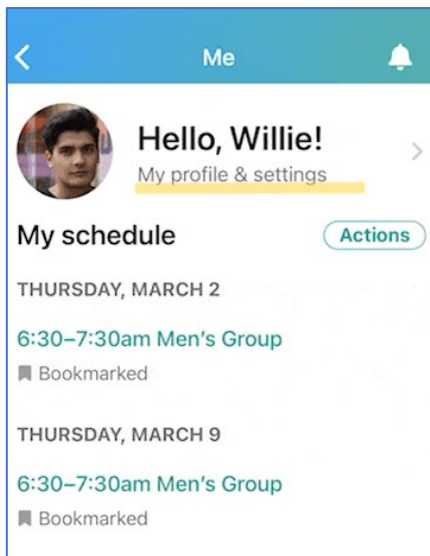
Church Center App Notification Preferences

If you want an alternative to emails for scheduling requests, group RSVPs, or announcements from your church, you can receive notifications directly from Church Center! If you have push notifications enabled on your device, you'll see them directly on your device.
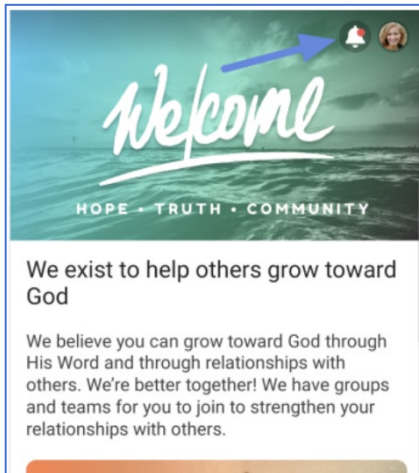
Notification Preferences

If you want an alternative to emails for scheduling requests, group RSVPs, or announcements from your church, you can receive notifications directly from Church Center! If you have push notifications enabled on your device, you'll see them directly on your device.

Set Notification Preferences

You can set preferences for Services, Giving, and Group notifications from your Church Center profile.

To access your notification preferences, tap your profile picture or initials in the upper right corner and select *My profile & settings*. Scroll down and select *Notifications*.

In Notification Preferences, you can manage various types of notifications.
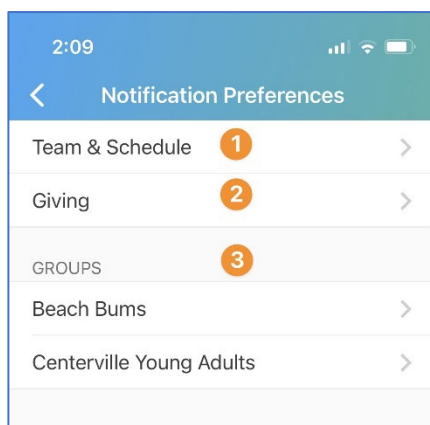
1. Set your Services notifications to Church Center or the Services mobile app.

2. By default, you'll receive an emailed receipt each time you donate. You can turn this setting off.

   o If you want to receive donation receipts at an email address that isn't listed, add it to your profile.

3. Select a group and set your notification preferences for that group.
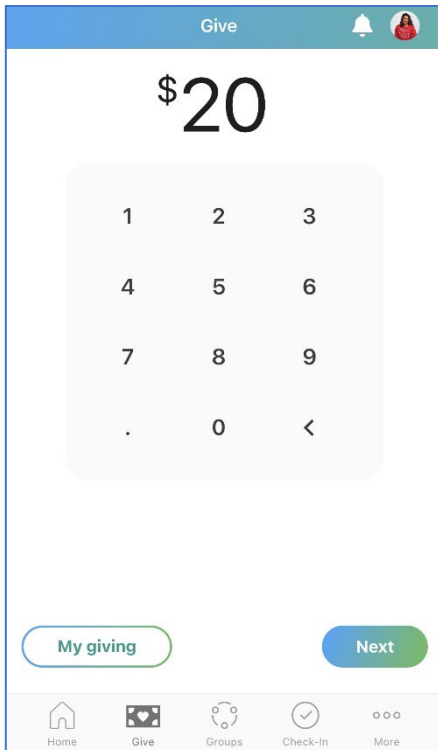
Giving Online – Church Center

You can donate from a web browser, the Church Center app, or Text2Give if your church has these features enabled!
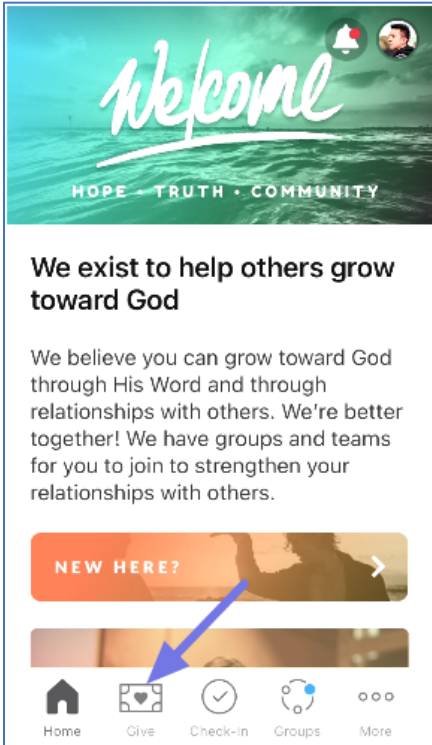

Making a Donation

You can donate without logging in if you are giving from your church's website or a direct link they provided you with.

If you give via the mobile app, you'll need to log in to Church Center, then tap the *Give* button to access the donation form. If you don't see the *Give* button at the bottom, tap on the *More* button.

You can give a one-time gift or set up a recurring donation on the Giving page. Type the amount you want to donate and then select *Next*.

Church Center Giving Online
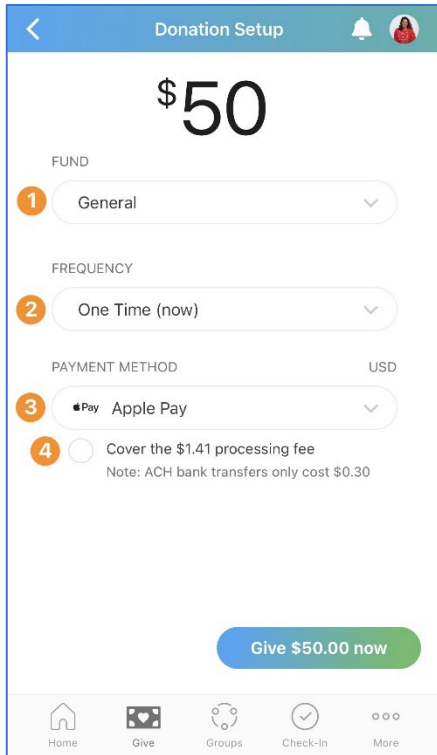
Next, set up your donation based on the desired fund, frequency, and payment method.

1. Choose the fund you want to give to in the Church Center app or split your donation between multiple funds on Church Center web.

2. To set up a recurring donation, choose the frequency of the donation and the date that the recurring donation starts.

3. Choose payment methods you've saved in the past, or add a new bank account or debit/credit card to complete your donation.

4. Check the box if you want to cover the processing fee for the donation.

Update Your Giving Information

Church Center automatically creates a donor profile for you after you donate to your church for the first time.

You can log in to your donor profile to update payment methods or recurring payments, view your donation history, access tax statements, and set communication preferences from the *My Giving* tab.

This tab can also be accessed from the *Give* page.

If you need to change the payment method used for Text2Give, you can do so from the *Text2Give* tab on the web.

Church Center Giving Online

Available Payment Methods
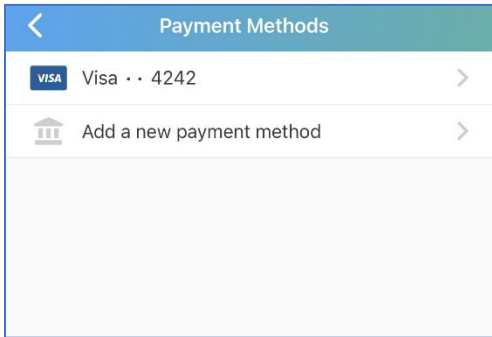
While donating, you can use one of the several payment methods available.

Choose from a previously saved payment method by logging into Church Center.

If you are not using a saved payment method for your donation, you can add a new bank account or add a debit/credit card.

Give with Bank Account

Donors can verify and save their bank account to use when donating. The processing fees for donations given with a bank account are lower than those with a credit card; however, the funds will take four business days to get to your church.

When giving with a bank account for the first time, you must verify that you own the bank account. Your account will be saved to your donor profile, so you won't have to verify account ownership every time you give.
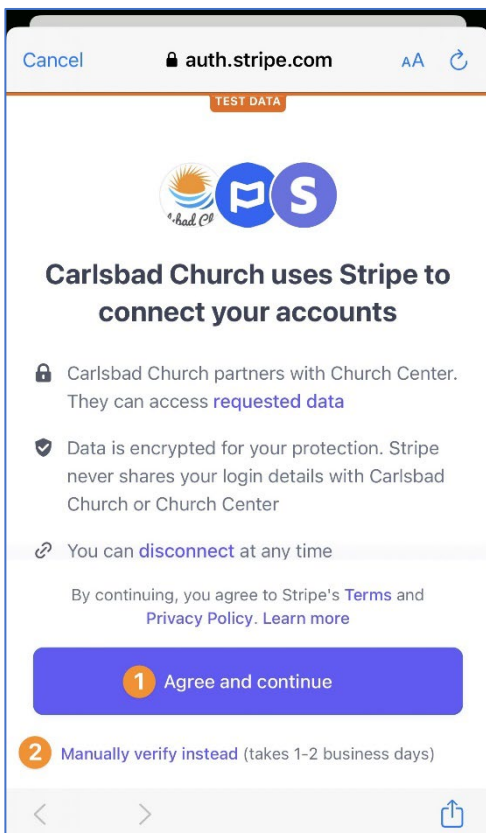
Select **Add a new payment method**, select US Bank Account, and select **Agree and continue**. Then, choose your desired verification method.

1. Initiate instant verification, which allows you to donate that same day. Accounts with most major banks can be verified instantly.

2. If your bank account is unavailable for instant verification, you must manually verify the account. Manual verification uses micro-deposits to verify your account and might take a few days to complete.

   With manual micro-deposit verification, the bank deposits $0.01 into your account. Attached to the deposit is a six-character SM-code that must be entered into the *Payment Methods* tab of your Church Center profile to complete the verification process.

If you're having trouble verifying your savings account, try using your checking account instead.

Once your bank account is verified, you can donate using that payment method.

Church Center Giving Online

Give with Debit/Credit Card

You can give using most major debit/credit cards, though your church has the option to disable credit card giving. If credit cards are disabled, you can still give using a debit or pre-paid card.

Select **Add a new payment method**, select card, and enter your card number, expiration date, CVC code, and billing address.

In the Church Center app, your card information will be automatically saved. On the web, you'll have the option to save your card to your donor profile.

Check the box if you want to cover the processing fee, and then select **Give now**.
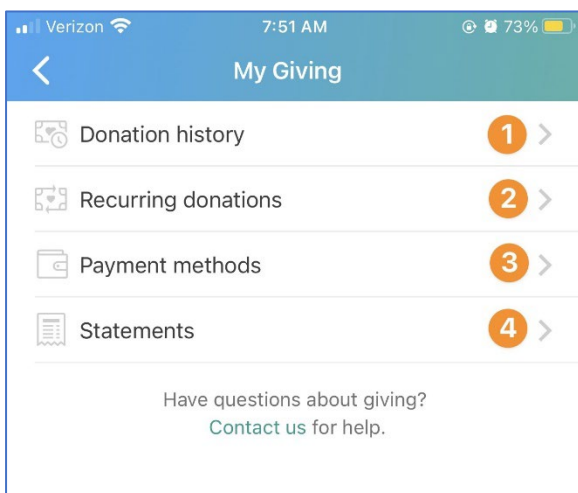
Manage Your Giving Information

Church Center is the hub for giving to your church! You can access the last time you donated, the credit cards you've saved, and your donation schedule anytime, all in one place.
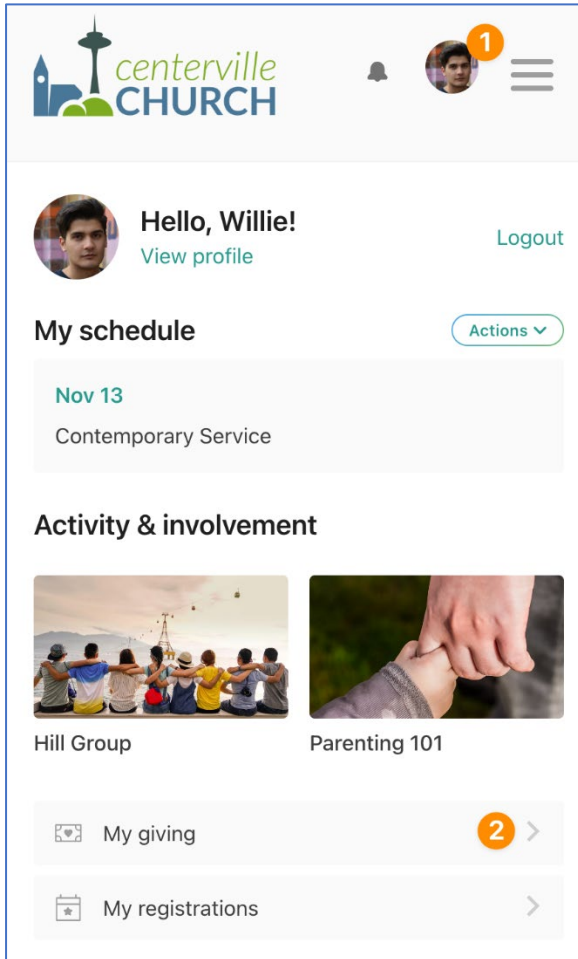
In the Church Center App, select your photo or initials in the top right corner of the page.

1.   Under *Activity & involvement*, select *My giving*.

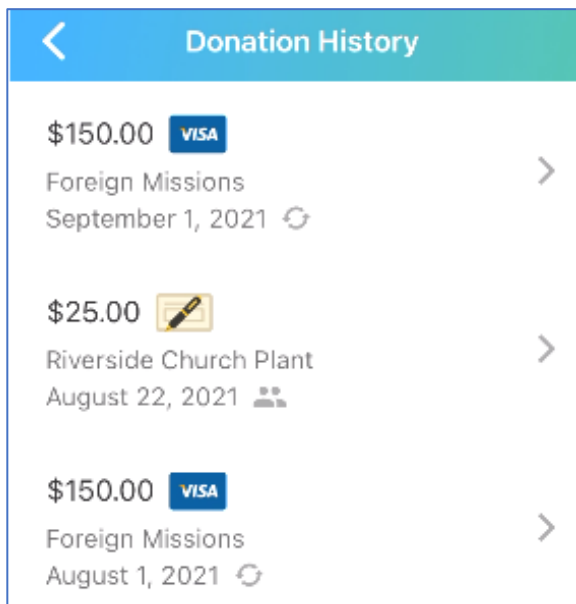2.   The My Giving page provides the following options:

The **My Giving** page provides the following options:

1. Donation History

2. Edit Recurring Donations

3. Manage Payment Methods

4. Statements

Church Center App Managing Giving Information
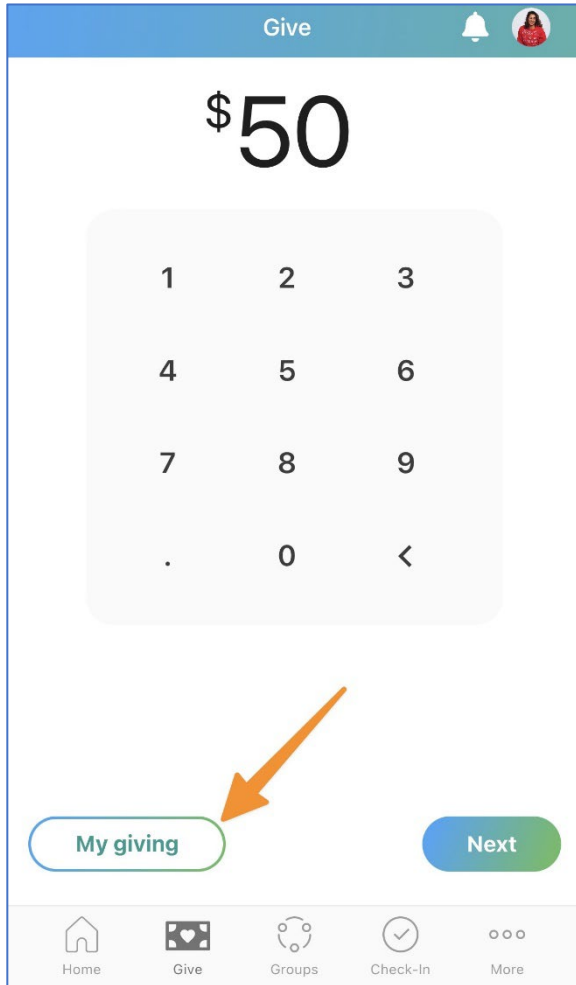
You can also access the **My Giving** page from the *Give* page by selecting the *My Giving* button at the bottom of the page.
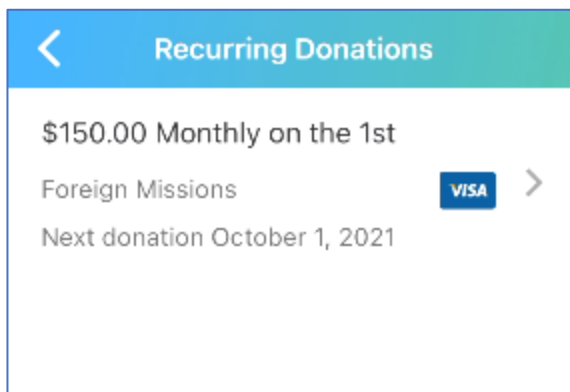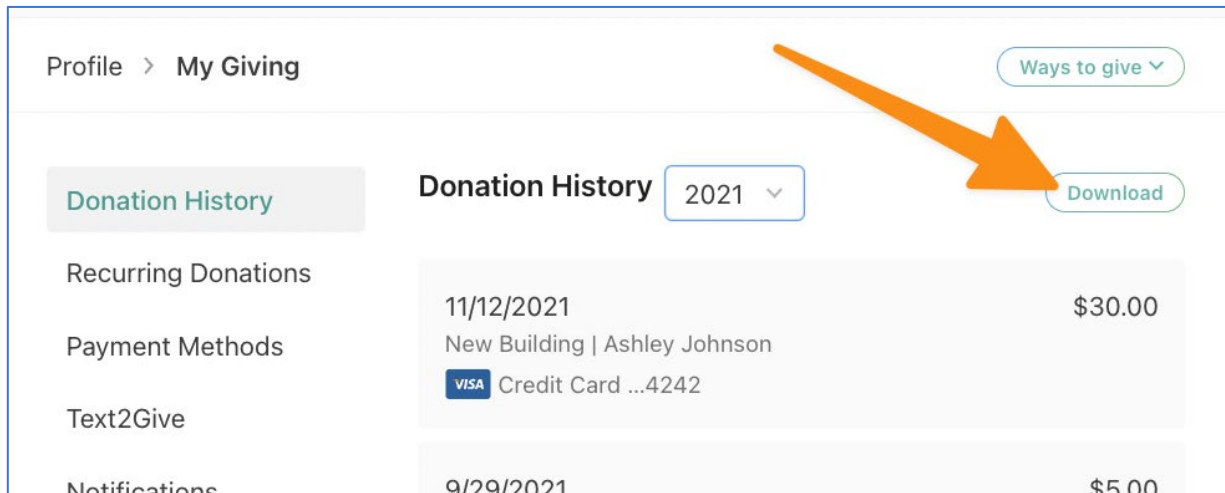

1. Donation History

From the ***Donation History*** tab, you can view your entire donor history. **(Please note information from Realm giving has not been transferred yet.)**

Church Center App Managing Giving Information

You can download a CSV of each year's giving history from Church Center web. (https://faithrexford.churchcenter.com/giving)

Profile > **My Giving**　　　　　　　　　　　　　　　　(Ways to give ∨)

Donation History	**Donation History** (2021 ∨)　　(Download)
Recurring Donations	11/12/2021　　　　　　　　　　　$30.00
Payment Methods	New Building | Ashley Johnson
	VISA Credit Card ...4242
Text2Give	
Notifications	9/29/2021　　　　　　　　　　　$5.00

Recurring Donations

< **Recurring Donations**

$150.00 Monthly on the 1st

Foreign Missions　　**VISA** >

Next donation October 1, 2021

2. Edit Recurring Donations

On the mobile app, you can select a recurring donation to edit it.

The amount and fund for the recurring donation can be updated from the app but not from the web. To edit the amount and fund from the web, delete the recurring donation and initiate a new donation with the updated information.

Payment Methods

< **Payment Methods**

VISA Visa · · 4242　　　>

🏛 Add a new payment method　　>
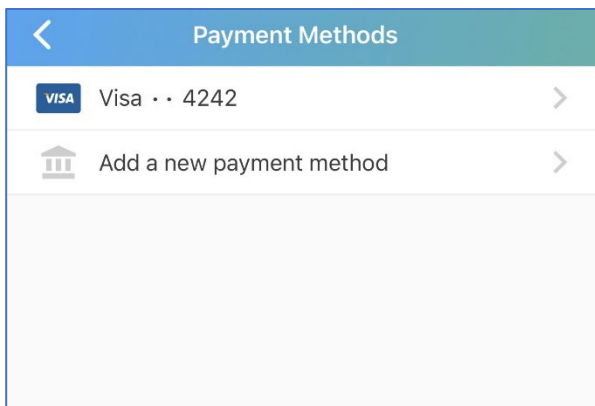
3. Manage Payment Methods

Select an existing payment method to delete it. Add a new payment method by selecting **Add a new payment method**, choosing a method, and following the instructions.

If you remove a payment method used for a recurring donation, the next recurring donation will fail unless you update your recurring donation with a different saved payment method.

4. Giving Statements

Statements	From the ***Statements*** tab, you can access your previous tax statements. <mark>**(Please note information from Realm giving has not been transferred yet.)**</mark>
2021 Statement 1/1/2021 – 12/31/2021 >	
2019 Year-End Statement 1/1/2019 – 12/31/2019 >	Tax statements are only available if your church's administrator has generated them.
	If you'd like to receive a receipt when you give, enable receipts in the **Notification Preferences**.