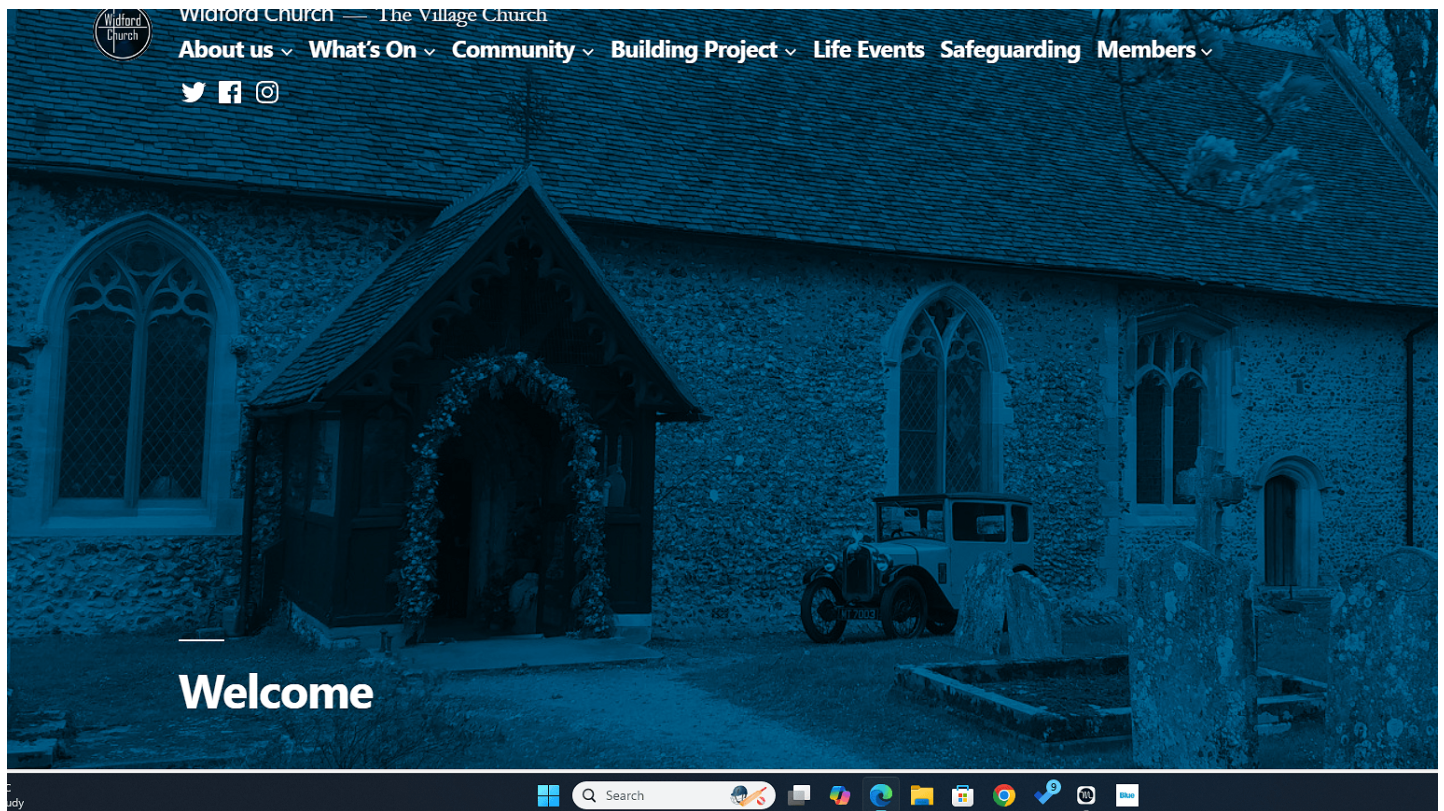


Administering Teams of Volunteers

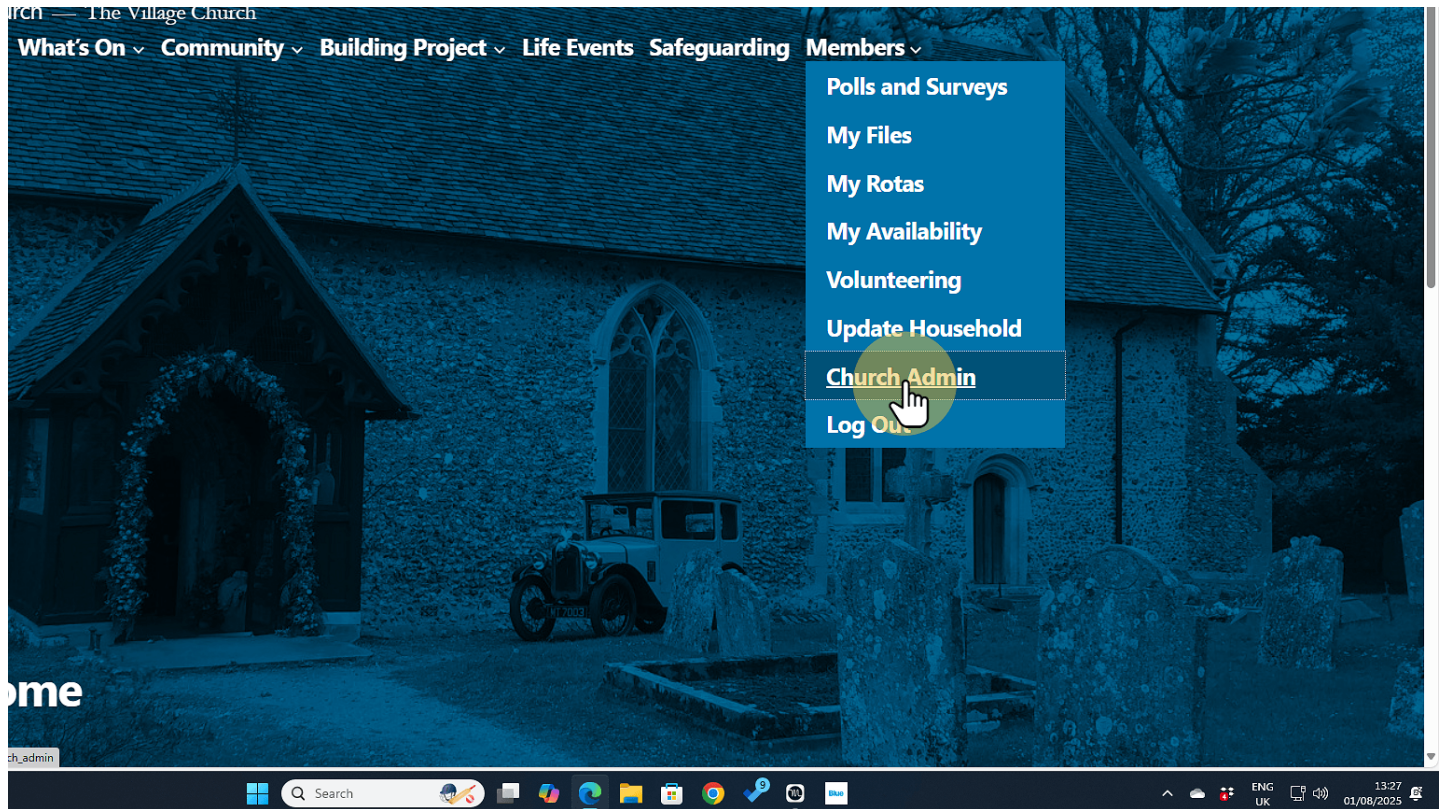
1 Log in to the website

First, log into the website with your usual credentials. This picture shows the homepage with the full menu. You may be diverted to the welcome screen. The menu is the same. Hover over the "Members" option.



2 Select "Church Admin"

This is an option not open to all users. If you are an authorised user, it will appear in your menu. If not, it won't!



3 Review the list of Ministries

The landing screen shows the various aspects of church admin for which the user is responsible. In this case, Rotas and Ministries. There may be other options here, depending on your level of authority.

If you are setting up a new ministry, click the "Add a ministry" button and jump to step 6 of this guide, otherwise read on...

The screenshot displays the 'Premium Church Admin Version v.5.1.61' interface. On the left is a dark sidebar with navigation links: Dashboard, Profile, Church Admin Premium (highlighted), and Collapse Menu. The main content area is split into two panels. The left panel, titled 'Rota' with an orange header, contains a 'Section menu' dropdown, a 'Service rota' section with a 'Tutorial' button, a 'Choose a service' dropdown (set to 'Schedule for Sunday Worship at St John the Baptist on Wee'), a 'Choose month' dropdown (set to 'Aug 2025'), a 'Change month and service' button, and a summary line: 'Aug 2025 Schedule for Sunday Worship at St John the Baptist, Weekly on Sunday 09:30:00'. Below this is an 'Add a date' button and a note: 'Dates with nobody serving are not shown in front-end or app schedules'. A table shows service dates: August 3, 2025; August 10, 2025; and August 17, 2025. The right panel, titled 'Ministries' with a teal header, contains a 'Section menu' dropdown, an 'Add a ministry' button, a 'Ministries PDF' button, and a list of ministries with dropdown arrows: Bible Reader, Choir, Church Warden, Cleaning, Deanery Synod Representative, Electoral Roll, Electoral Roll Officer, Flowers, Hand Bells, Intercessor, Parish Safeguarding Officer, PCC Member, and Refreshments.

4 Find the Ministry you wish to amend

Under the Ministries heading, scroll down to find the particular ministry for which you have responsibility and which you wish to edit or amend.

Click the small "down arrow" on the right hand side of the column.

The screenshot shows the Church Admin interface. The top navigation bar has an orange 'Rota' tab and a blue 'Ministries' tab. The 'Ministries' tab is active, showing a list of ministries. A yellow circle highlights the 'down arrow' icon next to the 'Church Warden' ministry. The 'Church Warden' ministry is selected, showing details: Ministry ID 8, Edit, Delete, Team Contact Mark Dunstan, Online Volunteer? (checked), Shortcode [church_admin type="ministries" ministry_id=8], Deanery Synod Representative, Electoral Roll, Electoral Roll Officer, Flowers, and Hand Bells. The right sidebar shows 'Church Admin' with a message: 'You have permissions for 2 out of 27 modules'. The bottom of the screen shows a Windows taskbar with various icons and the system clock.

Ministry	
Bible Reader	▼
Choir	▼
Church Warden	▼
Cleaning	
Ministry ID	8
Edit	Edit
Delete	Delete
Team Contact	Mark Dunstan
Online Volunteer?	✓
Shortcode	[church_admin type="ministries" ministry_id=8]
Deanery Synod Representative	▼
Electoral Roll	▼
Electoral Roll Officer	▼
Flowers	▼
Hand Bells	▼

5 Click "Edit"

The dropdown shows two options you can take in relation to this ministry:

- **Delete** (be careful not to do this!)
- **Edit**

It also shows some information about the ministry. As well as some technical information like ID number and "Shortcode" which you can ignore, you will see:

- **Team Contact** (Your name should appear as the team contact, or as one of several team contacts.)
- **Online Volunteer** (If ticked, this allows church members or others to volunteer to join this team via a page on the website. This is obviously not suitable for every ministry.)

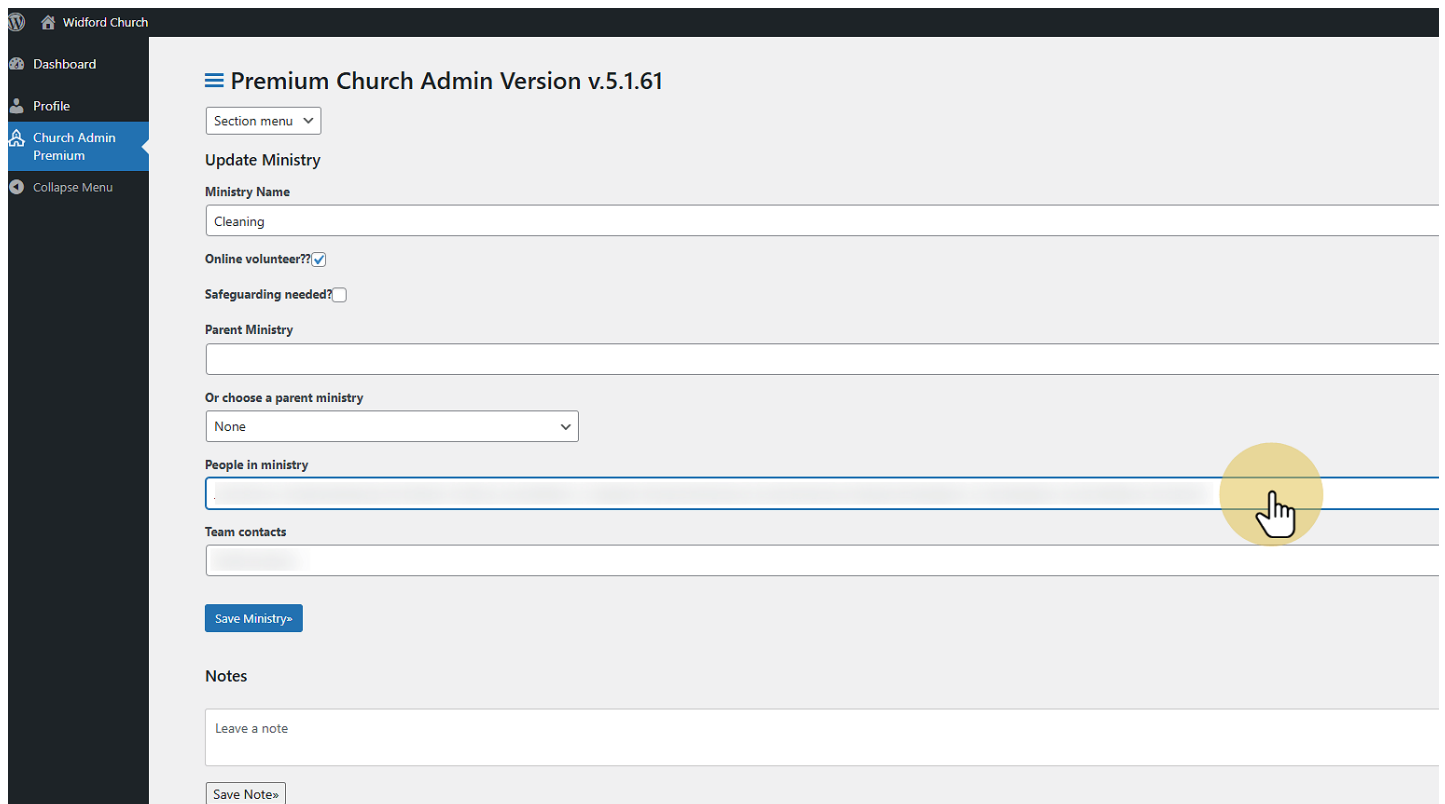
The screenshot displays the Church Admin web application. On the left, there's a sidebar with an orange 'Rota' tab and a blue 'Ministries' tab. The 'Ministries' tab is active, showing a list of ministries. A dropdown menu is open for the 'Bible Reader' ministry, revealing options: 'Edit', 'Delete', 'Team Contact', 'Online Volunteer?' (checked), and 'Shortcode'. A yellow circle with a hand cursor highlights the 'Edit' option. The 'Team Contact' field shows 'Mark Dunstan'. The 'Online Volunteer?' field has a checkmark. The 'Shortcode' field is empty. The 'Deanery Synod Representative' field is also empty. The 'Electoral Roll' and 'Electoral Roll Officer' fields are empty. The 'Flowers' and 'Hand Bells' fields are empty. The right-hand panel shows 'Church Admin' with a message: 'You have permissions for 2 out of 27 modules'. The bottom of the screen shows a Windows taskbar with various icons and the system clock indicating 13:27 on 01/08/2025.

6 Add or delete names

In the box under "People in ministry," you will see all the names of the people who serve in this particular ministry. You may add new names (just type them) or delete them to remove them from the list.

When you start typing a new name, if the person is registered with the website, their name will show in a dropdown box underneath. Just click that if the right name appears.

If the person's name does not appear in the dropdown, they are not registered with the website and cannot therefore be added to your team.



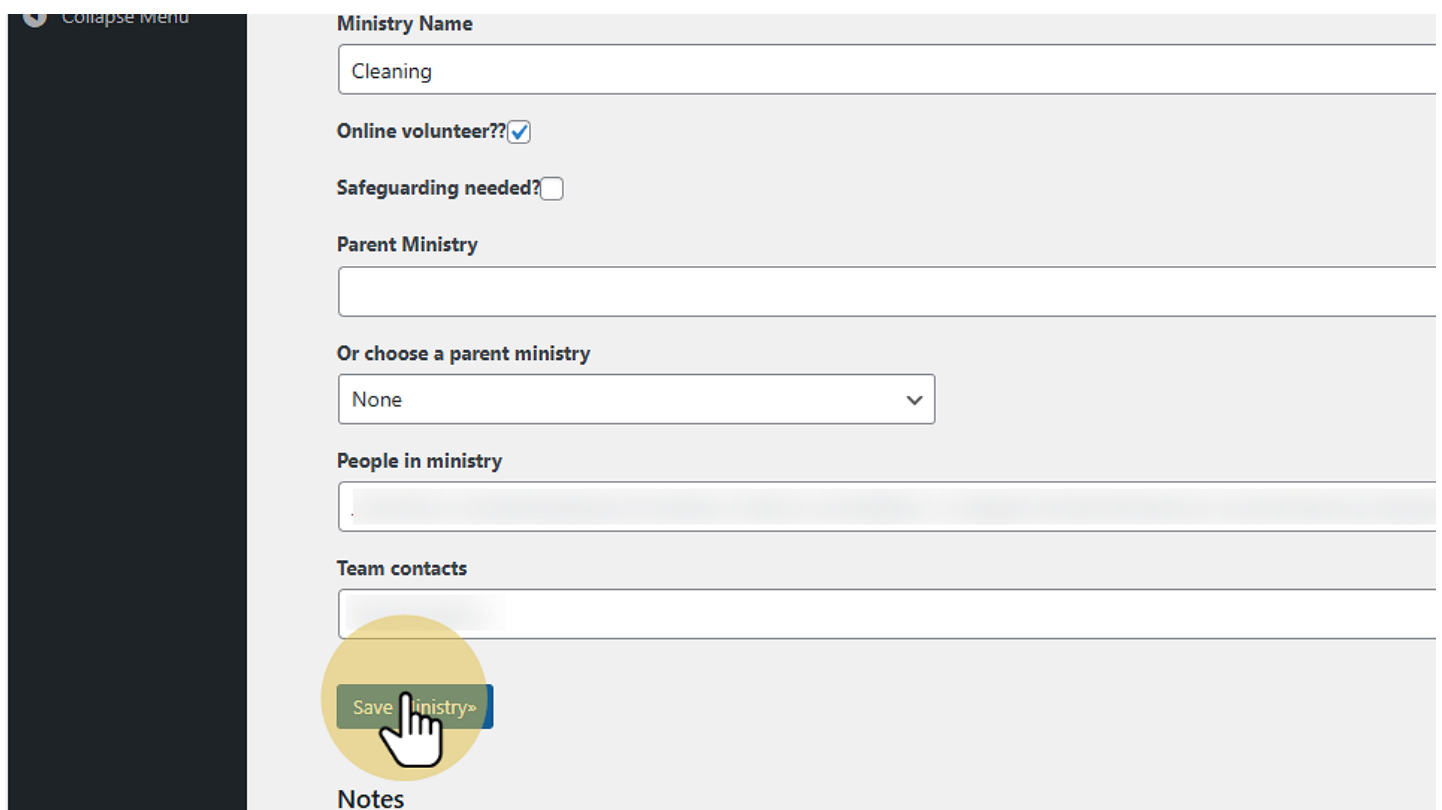
The screenshot shows the 'Premium Church Admin Version v.5.1.61' interface. On the left is a dark sidebar with a menu containing 'Dashboard', 'Profile', 'Church Admin Premium' (highlighted), and 'Collapse Menu'. The main content area is titled 'Update Ministry' and includes a 'Section menu' dropdown. The 'Ministry Name' field contains 'Cleaning'. There are checkboxes for 'Online volunteer??' (checked) and 'Safeguarding needed?' (unchecked). The 'Parent Ministry' field is empty, with a note 'Or choose a parent ministry' and a dropdown menu currently set to 'None'. The 'People in ministry' section features a long, empty text input field with a blue border and a yellow circular callout containing a hand cursor icon pointing at it. Below this is a 'Team contacts' section with an empty text input field. At the bottom, there is a 'Notes' section with a 'Leave a note' text input field and a 'Save Note»' button. A 'Save Ministry-' button is located above the notes section.

7 Confirm your amendments

Click "Save Ministry" to finish.

That's it.

All the other settings here will not normally need changing. Please seek advice before adjusting Volunteering, Safeguarding, Parent Ministry or Team Contact options.



The screenshot shows a web interface for confirming ministry amendments. On the left is a dark sidebar with a 'Collapse Menu' button. The main content area has a light gray background and contains the following sections:

- Ministry Name:** A text input field containing 'Cleaning'.
- Online volunteer??:** A checkbox that is checked.
- Safeguarding needed?:** An unchecked checkbox.
- Parent Ministry:** An empty text input field.
- Or choose a parent ministry:** A dropdown menu currently showing 'None'.
- People in ministry:** An empty text input field.
- Team contacts:** An empty text input field.
- Save Ministry»:** A green button with a white hand cursor icon pointing at it.
- Notes:** A section header at the bottom.