Parish *Life*

How to introduce your parish to Parish Life.

ACSTechnologies®

PARISH DATA SYSTEM™

How to Use This Guide

This guide contains general descriptions of key features found in Parish Life. You may copy and/or modify the descriptions to suit your needs. Some parishes post this information online. Others distribute the content in their printed materials.

In this document, we share:

- **Sample Announcement wording to introduce Parish Life to your parishioners**

- **How to invite people to log in to Parish Life**

- **Text examples to encourage parishioners to use the Parish Life parishioner portal**

Setting the Stage

Congratulations on your decision to use Parish Life to support your ministry and connect your parish family. We've designed Parish Life to make the most of ministry whenever it happens—as your parish lives out its faith between Sundays. But to fully tap into its ministry and life-changing potential, you need all your parishioners to engage with it. That's where this document can help.

Introduction to Parish Life

You can't just tell people to sign in or use something new online without helping them catch the vision. Parishes are most successful in connecting with their parishioners through Parish Life when they intentionally communicate its goals and purpose. There are many good reasons for people in your parish to use Parish Life, and we've prepared some content to help guide you through the rollout process.

You could say something like:

Our parish uses a software solution called Parish Data System®. It primarily serves the administrative and financial needs of our staff, but it also offers an online parishioner portal, Parish Life, that gives you access to parish announcements and activities, allows you to contribute and view contribution history, and makes it easy to connect with other parishioners.

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Or, you could summarize it for them:

There are three things you should know before we highlight what you can do:

1. **We're adding more ways to connect as a parish, all while leaving current methods in place.**

2. **We're removing barriers to give you more options for contributions.**

3. **You determine how much you want to make this part of your experience with our parish, but we encourage you to participate.**
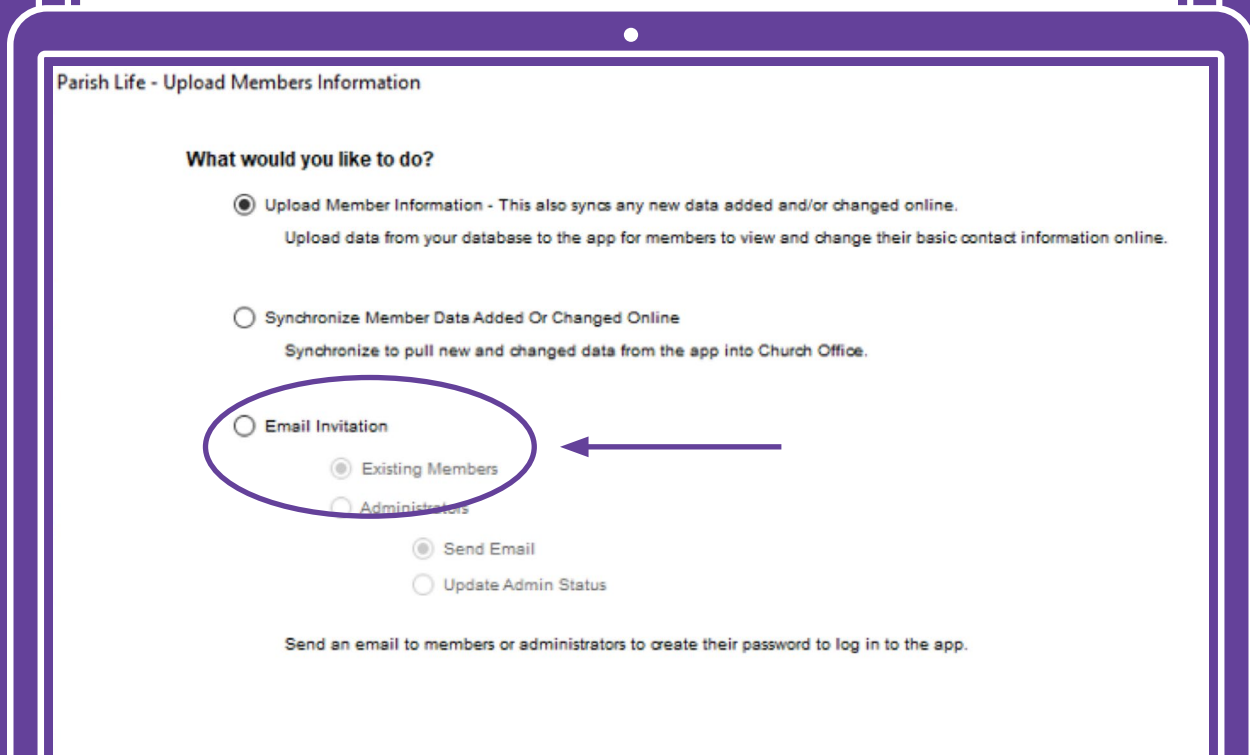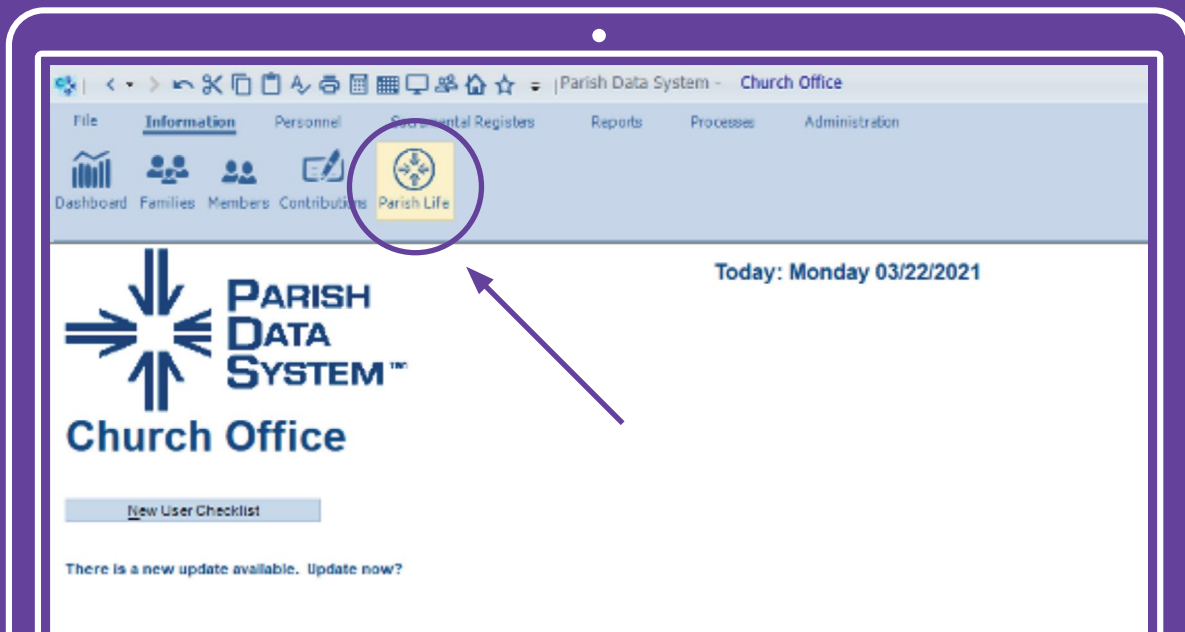
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Inviting People to Parish Life

Sending an Email Invitation

Staff members with permission can send an email to all members to invite them to Parish Life.

In PDS Church Office:
- **Click on the Parish Life icon under the Information tab**
- **Select Email Invitation and Existing Members**

Include the Login URL on your Website

We encourage you to create a single page on your parish's website dedicated to the Parish Life parishioner portal. This page can not only include your parish's unique login URL which gives your parishioners access to log in to Parish Life, but also can include other content from this guide to help your parishioners understand the vision and reason they need to be involved.

During the upload process in PDS Church Office, you copied your parish's unique login URL.
To copy it again, click Parish Life on the Information tab in PDS Church Office.
If you've initiated your data, you can click Copy Login URL in the first window.
This is the URL you will link to on your website.

For more details, please refer to:
https://wiki.acstechnologies.com/display/PDSCO10/Invite+People+to+Parish+Life

How to Participate

Promote Parish Life

The easiest way people in your parish will access the Parish Life parishioner portal after the initial email invitation is through a link on your parish's website. If your parish has enabled Parish Life in PDS Church Office OnDemand, you can encourage people to visit your parish's website and create their Parish Life account like this:

Let's Connect!

Stay connected to our parish wherever you go by creating an account and logging in to our Parish Life parishioner portal. Use it to view and update your profile, contribute and view contribution history, see parish announcements and activities, and more. It makes it easier for us to connect throughout the week and know what's happening.

- **Announcements —** Never miss important news or updates from your parish.

- **Profile —** View and edit your personal and contact information.

- **Parish Directory —** See names and basic profile details for other people in your parish based on their privacy settings.

- **Mass Times —** View Mass times and register if required.

- **Parish Calendar —** Keep up with parish activities to plan your involvement.

- **Contributions —** Give whenever from wherever you are, and view contribution history.

- **Privacy Settings —** Manage your privacy preferences for your profile.

Provide Links to the Parish Life Parishioner Portal

We encourage your parish to create a single page dedicated to the Parish Life parishioner portal. In doing so, you now have two options for sharing links to your members to access the parishioner portal. Below are those options and when we recommend you use each:

1. **The direct unique Parish Life login URL from PDS Church Office**
   a. *Use when you're personally inviting a parishioner to Parish Life who is already aware of what Parish Life is and is ready to create their login.*

2. **The link to your parish website's Parish Life page**
   a. *Use when inviting new parishioners to the Parish Life parishioner portal who do not already know about it.*
   b. *Use when linking to the Parish Life parishioner portal in a newsletter or other parish-wide communication.*

Encourage Everyone to Update their Profile

Consider language like this:

Everyone in our parish gets a unique profile in Parish Life. Your profile contains everything you want people in our church to know about you. Your profile also enables you to update your contact information, change family details, and set privacy settings.

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Optional Details

By keeping your information current, you are helping our staff and parish family.
Your profile includes:

- **Contact Information*** *(e.g. name, address, email, phone)*
- **Personal Information*** *(e.g., nickname, birthday, etc.)*
- **Family Members***

* You can decide later what data you want to hide online by setting your privacy preferences.

Manage Your Parishioners' Giving

Share information like this if your parish accepts online contributions through Parish Life.

Review your contribution history or make new donations online through the Parish Life parishioner portal. Simply sign in to look over your monthly and year-to-date giving, or create a one-time or recurring donation. It's always available and kept secure in an easy-to-use online environment.

Ways to Give

No matter how you choose to give toward our parish,
you can review all of your giving history online anytime.

- **Check or Cash**
- **Online Giving** *(one-time or recurring)*
- **Mobile App Giving**
- **Text Giving***

* Requires a unique keyword for our parish. Text [our parish's keyword] and amount to 73256 on your smartphone.

View Mass Times and Parish Activities

Show your parish's activities by linking your Google calendar to Parish Life, and also add your Mass Times and any registration limits. Explain the advantages this way:

Inviting others to join you at parish activities is easy now that you can view your parish's calendar and activity details anytime in the Parish Life parishioner portal. Plus, view Mass times and register if required.

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Notes About Privacy

We've discovered that privacy concerns can be the main obstacle to getting parishioners signed in and using Parish Life. Convey the following to put their minds at ease:

Your information is your information.

1. You have complete control over who can see your contact and personal information.
2. Contact information is never public or searchable on the Internet.
   Any information you elect to make visible to your parish family is always protected behind a login.
3. Authorized staff will always have access to your profile information.
4. You and certain authorized staff may update your profile information.
5. For safety reasons, sharing contact and personal information for children is limited.
   Parents determine whether or not to display their child's name in the church directory.
6. Children may not participate and will not be able to sign in.

What People May See

By default, the viewing of your contact and personal information is limited to parish staff members. If you choose to, however, you can make your information visible to the entire parish. But if you prefer to be more private, you can customize how people see specific information.

Privacy Settings

Public — Like a parish directory listing, everyone in our parish will be able to see whatever profile information is marked "Public."

Private — Your information marked "Private" will only be available to authorized church staff.

Share My Profile in the Parish Directory — When turned off, this setting effectively removes you from the parish directory. Your information will only be available to authorized church staff.**

Custom Privacy — Choose different privacy levels for specific profile information.***

**The parish directory shows all individuals who have a login, along with individuals without a login who have been opted-in to the directory. Individuals with a login can choose what information is displayed in the directory or opt-out of being listed.

***While you can hide the majority of your information from most of your parish, you should know that, regardless of your settings, contact data will still be visible to certain members of our parish staff.

Family Privacy

A family member with a primary position such as "Head" or "Spouse" can change privacy settings for other members of the family and opt family members into the parish directory. Birthdays are required for children, and it's up to you if you want to share the birth date with your parish family.

PARISH DATA SYSTEM™

For more details, please refer to Parish Life's Privacy Policy at
https://legal.acst.com/privacy-policy

If you have any questions or would like to speak with one of our experts, please give us a call at **1-800-669-2509**.

Choosing the Right Ministry Partner

The know-how you need from experts you trust.

ACS Technologies is the original pioneer of Church Management Software (ChMS). We are firmly dedicated to serving local churches all over North America by providing the best-in-class ministry software and service solutions that help you fulfill Christ's mission for your Church.

Tools and support to strengthen churches.

We build great software, but we don't stop there. We have a "service-first" approach that truly sets us apart. With hundreds of dedicated support and consulting personnel, your staff can reach our team 24/7. We're in your corner to help you with the ministry challenges you face every day.

Ideas and solutions powered by integrity.

Integrity is real for us, and it means consistently being faithful stewards by doing the right thing for church success. We have earned the trust of pastors, church staff, congregants, our employees, and colleagues for over 40 years.

A plan to meet your needs and move your ministry.

We're not just interested in satisfied customers. We see ourselves as your real ministry partner and will work with you to make disciples that will last for an eternity. We're excited to talk about your goals, create a plan together, and set you up with the software, service, and resources you need.

We believe in YOU!

ACS Technologies believes in the local church. Over 75% of our team has experience serving in their local churches. We know firsthand that serving the Church means serving people, and we take seriously our commitment to helping ministries like yours achieve their God-given mandate - to make disciples in their communities, states, and across the world.

Let's Talk

We know the challenges of switching or implementing new technology and how that can be intimidating. But we also know the unbelievable changes that have happened within churches that have partnered with us for their ministry needs. Let's connect and see how we can assist you in the greatest thing you do - grow God's Kingdom.

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