

Calendar

Activity

Contacts

Documents

Settings

Plan

Output

Combined
Calendar

Exit

Mobile Overview

MENU Access

Touch or Click on the Application Banner for the "Ecclesial Management System".

Basic App features:

- Online and intuitive, via computer or mobile.
- Maintain Ecclesial contact information.
- Generate plans and allow User review / download of Ecclesial programs. If not generating plans, Ecclesias can still insert plans and allow substitutions online.
- Configurable Ecclesial planning cycles for a variety of meeting types with bespoke roles.
- All data and the system are stored online within Australia (not overseas).

Allow Ecclesial Members to:

- Review and update plans via a mobile or computer.
- Maintain personal information including dates unavailable, role profiles and access passwords.
- Substitute plan responsibilities for activities when Members are not available for a role (by agreement).
- View and download overall Ecclesial plans (in PDF or CSV formats).
- Access the Combined Ecclesial Calendar.

Up & coming app features:

- Integration with the NCC Inter-Ecclesial Planning application. Can *manually add external planning elements in the interim release*.
- Ecclesial documents, risks assessments and various reminders.

Up & coming for Members:

- Automated reminders for responsibilities for Activity Dates to be emailed to the Contacts involved in advance.
- Maintain Working With Children records (not the registration process).
- User initiated password resets.
- View personal plan responsibilities.

MENU Access
Touch or Click on the Application Banner for the "Ecclesial Management System".

Top Menu

Month Selector

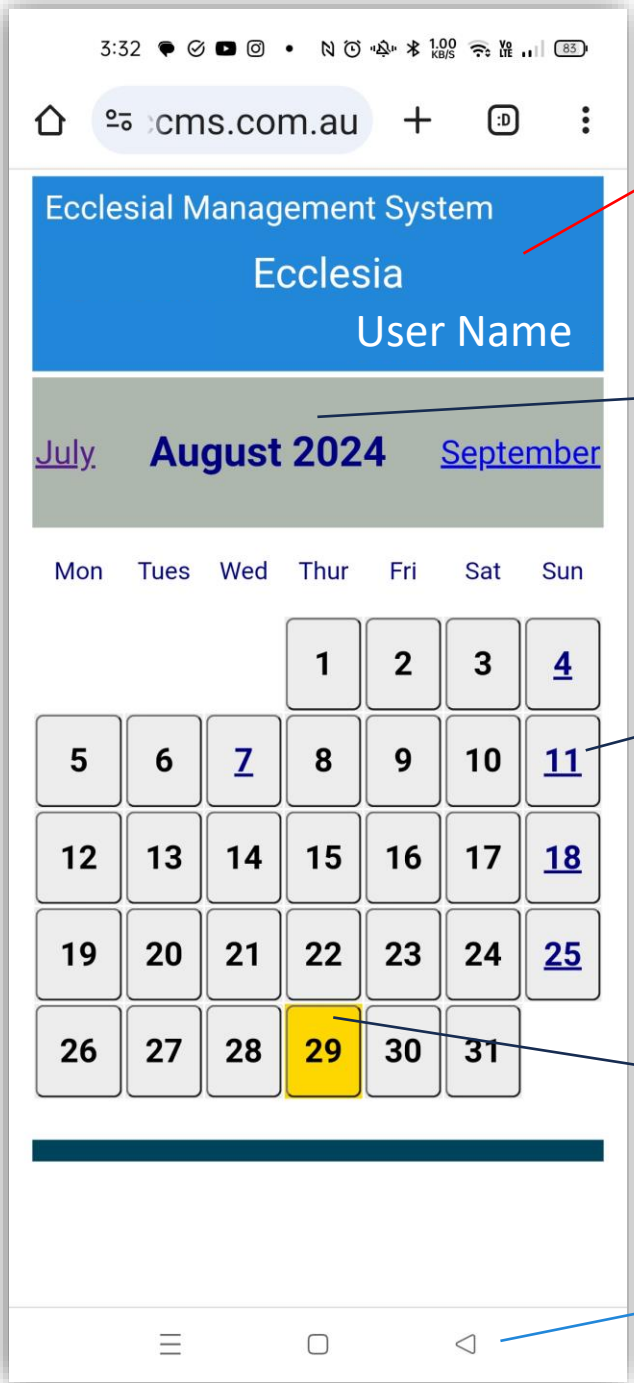
Meeting indicated by underline Selector

Today's date

Back / menu up

Select underlined months to slide / select the next or the previous month.

Select an underlined date to view a meetings details. Edit options are available after selecting a meeting.



Basic Mobile User

Calendar

Ecclesial Management Systems
Ecclesia

User Name

Calendar

Documents

Contacts

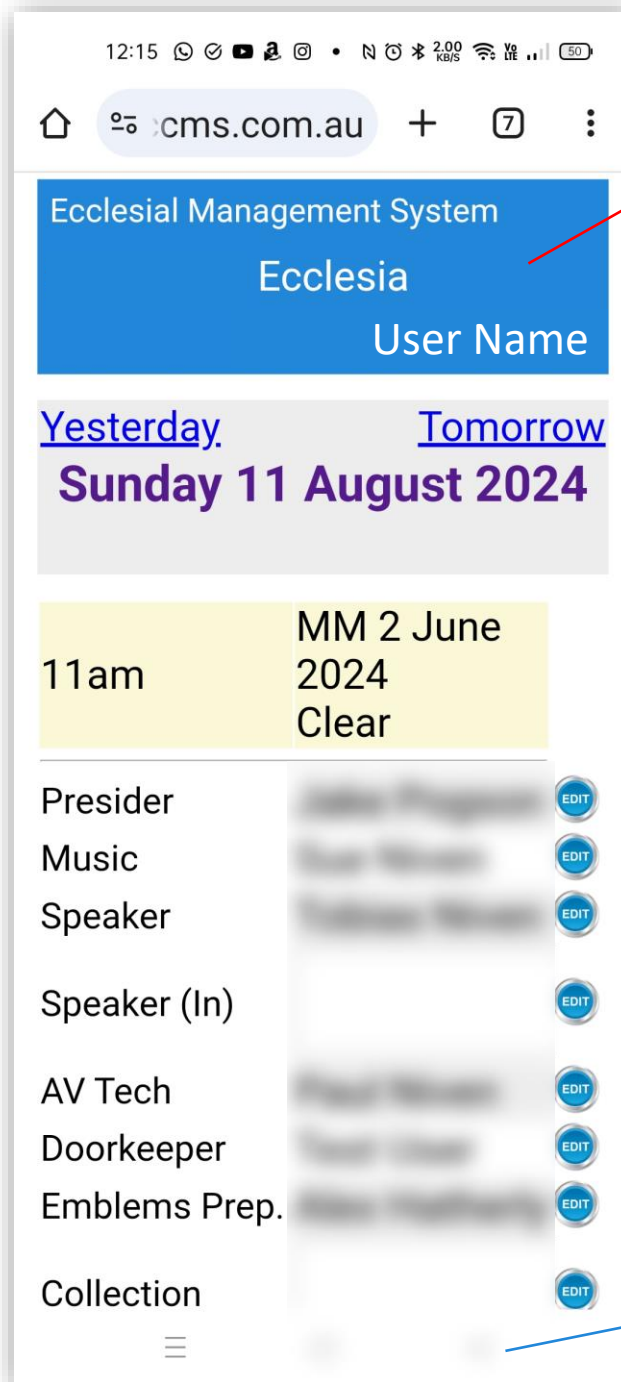
WWC

Links

Exit

Basic Mobile User


Calendar



MENU Access

Touch or Click on the Application Banner for the "Ecclesial Management System".

Top Menu

After selecting an underlined date to view the meeting details, click on the **Edit** button  next to the Contact for the role that needs changing (scrolling down if required). A selection list of Contacts is displayed whose profile includes the particular role to be edited. After selection of a Contact, click on the **Save** button (this may require scrolling down).

It is assumed that any changes made have been negotiated with the replacing Contact. An email will be sent to confirm that the change has been made.

Back / menu up

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Ecclesia

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Basic Mobile User

Documents

MENU Access

Touch or Click on the Application Banner
for the "Ecclesial Management System".

Listing of links to Ecclesial documents.

*Select from a variety of pre-loaded
document Categories.*

Make a selection based on the
display of:

- Category
- Title (hyper-link to a document)
- Version
- Expires (date the document expires, or should be reviewed)

Ecclesial Management Systems
Ecclesia

User Name

Calendar

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WWC

Links

Exit

Basic Mobile User

Contacts

For your password, special characters should be avoided except for the following ~ . !
@ # \$ % ^ * - + =

3:34

cms.com.au

Ecclesial Management System
Ecclesia
User Name

Edit Contact

First Name

Surname

Email

Mobile

Address

Suburb

State

Postcode

Country

Access Level

Logon Name

MENU Access

Touch or Click on the Application Banner for the "Ecclesial Management System".

Top Menu

Select each entry box and type in or update / replace information.



Scroll to the bottom of the list to either:

- **Close** (the screen).
- **Save** (any updated data).
- Select **Profile** Input screen.
- Select **Unavailable** Dates Input screen.

NB It is easier to request the Ecclesial Coordinator to input a Baptism Date.

Back / menu up

Ecclesial Management Systems
Ecclesia

User Name

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Basic Mobile User

Contacts

Profile

3:35 [status icons] 7.00 KB/s [signal icons]

cms.com.au

Ecclesial Management System
Ecclesia
User Name

Name

Role Type		Number
Activity Coordinator	<input type="checkbox"/>	10
Announce	<input type="checkbox"/>	10
AV Tech	<input checked="" type="checkbox"/>	10
Bible Reader	<input type="checkbox"/>	10
Doorkeeper	<input checked="" type="checkbox"/>	10
Emblems Prep.	<input checked="" type="checkbox"/>	10
Emblems Server	<input type="checkbox"/>	10
Exhorter	<input checked="" type="checkbox"/>	1
Flowers	<input type="checkbox"/>	10
Hall Cleaning	<input type="checkbox"/>	10
Music	<input checked="" type="checkbox"/>	10
Playground	<input type="checkbox"/>	10
Prayer	<input type="checkbox"/>	10
Presider	<input checked="" type="checkbox"/>	10
Study Leader	<input checked="" type="checkbox"/>	5

[mobile navigation icons]

MENU Access

Touch or Click on the Application Banner for the "Ecclesial Management System".

Top Menu

1. Select / tick each Role you are available to undertake.
2. Enter the number of times for a set planning period (e.g. a 6 month plan).
 - *Unticked means you are unavailable regardless of the Number entered.*



Scroll to the bottom of the list to either:

- **Close** (the screen) & return to the previous screen.
- **Save** (for any updated data). Then click **Close**.

Back / menu up

MENU Access
Touch or Click on the Application Banner for the "Ecclesial Management System".

Top Menu

1. Select Month and Year.
 2. Select / tick each date that you are unavailable for.
- *Unticked dates mean that you are available for serving on those dates.*



Scroll to the bottom of the list to either:

- **Close** (the screen) & return to the previous screen.
- **Save** (any updated data). Then click **Close**.

Back / menu up

The screenshot shows a mobile browser interface for the Ecclesial Management System. At the top, there is a blue banner with the text "Ecclesial Management System Ecclesia" and a "User Name" field. Below this is a "Name" input field. There are two dropdown menus for "Select" with "Aug" and "2024" selected. The main content is a calendar for "August 2024" with days of the week (Mon-Sun) and dates (1-31) each with an unchecked checkbox. At the bottom of the calendar are two buttons: a red "Close" button and a blue "Save" button. The mobile OS navigation bar is visible at the very bottom.

Ecclesial Management Systems
Ecclesia

User Name

Calendar Documents

Contacts WWC

Links Exit

Basic Mobile User

Contacts

Unavailable



Ecclesial Management Systems
Ecclesia

User Name

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Contacts

WWC

Links

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Basic Mobile User

WWC

Ecclesial Management System

Ecclesia

User Name

Name



Save

Close



Top Menu

MENU Access

Touch or Click on the Application Banner for the "Ecclesial Management System".

Displays your currently recorded WWC details.
Update your details if required and contact your Ecclesial Coordinator of the update.



Scroll to the bottom of the list to either:

- **Close** (the screen) & return to the previous screen.
- **Save** (any updated data). Then click **Close**.

Back / menu up

Ecclesial Management Systems
Ecclesia

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WWC

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Basic Mobile User

Links

Combined Calendar

The **Combined Calendar** can be viewed by a link from the Ecclesial Management Systems.

There are two main Calendar Category views:

1. Ecclesia Specific

This is visible only by Ecclesial Members (Contacts). The **Access key** is defaulted by your EccMS app. If there is nothing being displayed then **Select a Category**.

2. Category: All Categories & Ecclesia Specific

These activities / events / messages are in the public domain.

- Click on the **Description** to see the full message view for each item. The event type or Category is displayed to the right of the **Description**.
- The text size can be expanded or reduced (by touch).
- Listed attachments can be opened, viewed and the new window can be closed after viewing.
- **Next** and **Previous** will move forward and back through the Calendar.
- To review events by event type, **Select a Category** from the dropdown list.
- Calendar items are created by an Ecclesial Secretary / Recorder.

MENU Access

Touch or Click on the Application Banner for the "Ecclesial Management System".

Ecclesial Management Systems
Ecclesia

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MENU Access

Touch or Click on the Application Banner for the "Ecclesial Management System".

Links include the website for the New South Wales Christadelphian Committee (NCC).

Basic Mobile User

Links

NCC Website

Ecclesial Management Systems
Ecclesia

User Name

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Documents

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WWC

Links

Exit

MENU Access

Touch or Click on the Application Banner for the "Ecclesial Management System".

A list of New South Wales
Christadelphian Ecclesias
including their contact details.

Basic Mobile User

Links

Ecclesias in NSW

Ecclesial Management Systems
Ecclesia

User Name

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WWC

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Exit

MENU Access

Touch or Click on the Application Banner
for the "Ecclesial Management System".

The New South Wales
Christadelphian Committee
(NCC) online Working With
Children Training resource.

Basic Mobile User

Links

WWC Training

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MENU Access

Touch or Click on the Application Banner for the "Ecclesial Management System".

PC Version still
being finalised

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PC Overview

MENU Access

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Manager User

MENU Access

Touch or Click on the Application Banner
for the "Ecclesial Management System".

Steps in setting up the system:

1. **Settings – Roles** : Review, Update, Overtyp, **Add Role**.
Person → Contact (i.e. Member), Note → Short Note, Reading, Exclusive Role (Contact can only serve in one Role for a Category; e.g. a Contact cannot serve as a Presider, Speaker and a Doorkeeper at the same time – thus in this case exclusive selection means a Member can only be assigned to one of the 3 roles of Presider, Speaker and Doorkeeper roles if these 3 roles are Exclusive Roles). Select as many exclusive roles as required. **SAVE!**
2. **Settings – Manage Categories** : Review and **Delete** all unrequired Categories (leave Categories if unsure as leaving them only extends the Category selection lists) Categories can be re-added.
3. **Settings – Activity Roles** : Review, Keep, **Add Role**. For each Category (or Meeting Type). This will result in a list of all the Roles required for each Category. **Order** the Roles in sequence in accordance with the existing Program order. De-selecting **Keep** will remove the Role from the list for the Category. For example, what roles are required for a Memorial Meeting. **NB** do not change the "**Speaker**" and "**Speaker (In)**" roles descriptors. **SAVE!**
4. **Settings – Set Class Cycles** : Review and set the frequency of a Category (i.e. how often a meeting occurs and what is the usual day of the week). Some examples are Weekly, Fortnightly, Monthly, Annually. **SAVE!**
5. **Contacts – Add a Contact** : Create a shell of Ecclesial Contacts (i.e. Name, Email Address, Logon details using an email address and a simple and common initial password for all Members).

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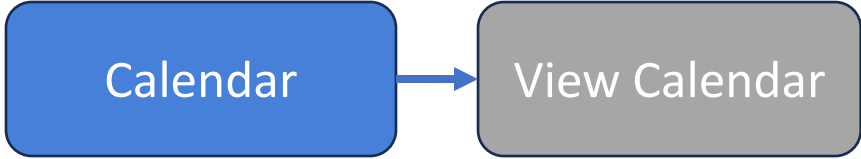
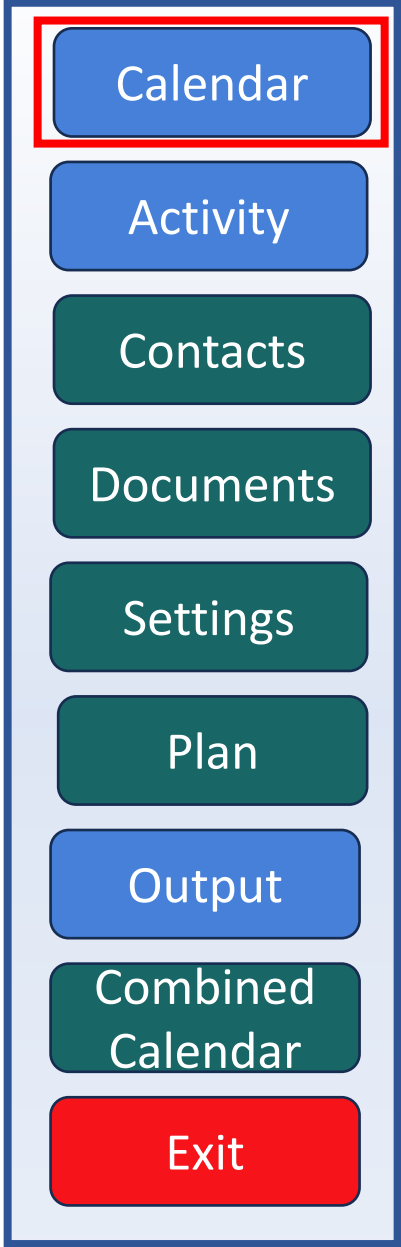
Manager User

MENU Access

Touch or Click on the Application Banner
for the "Ecclesial Management System".

Steps in preparation for planning:

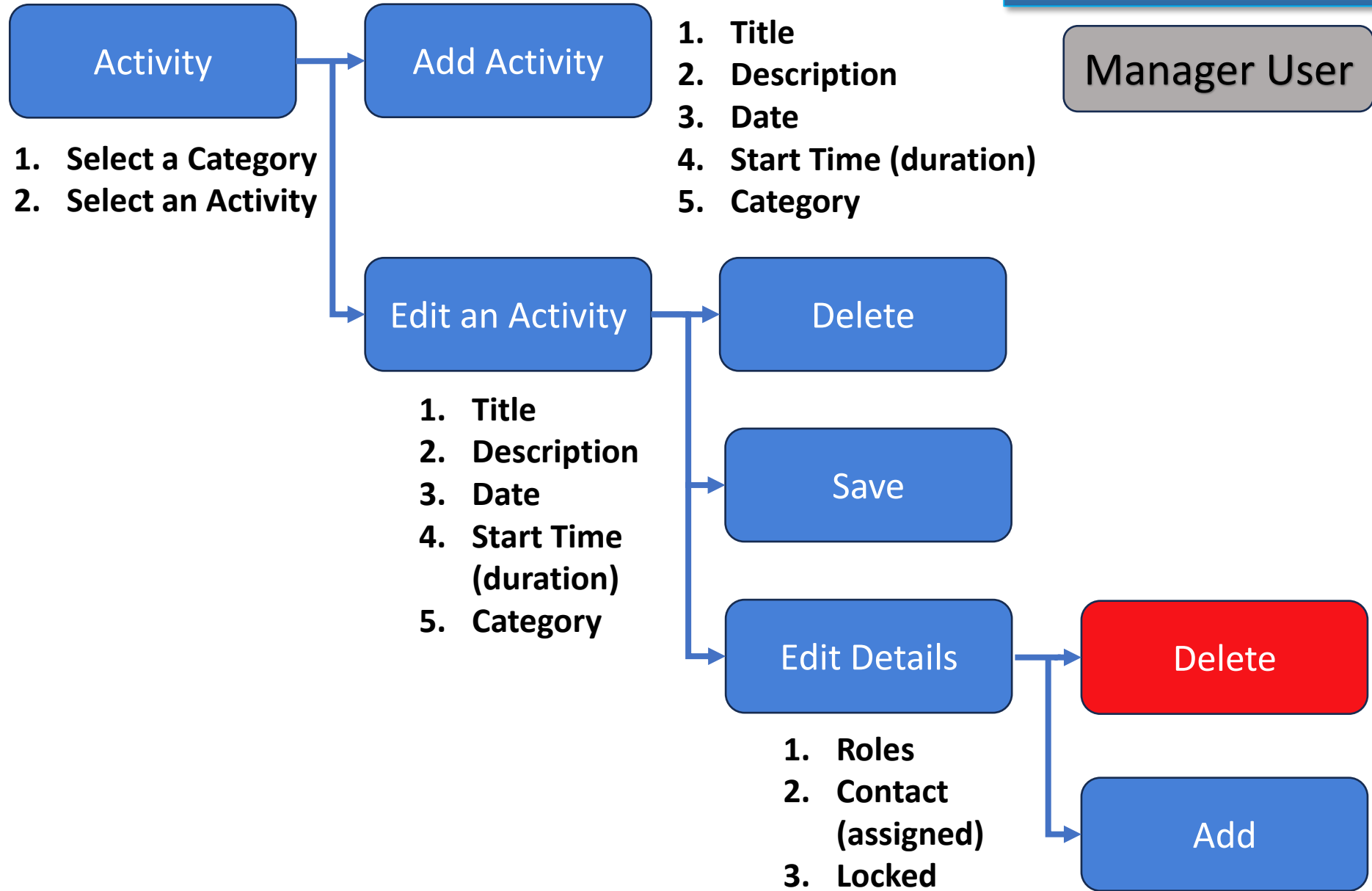
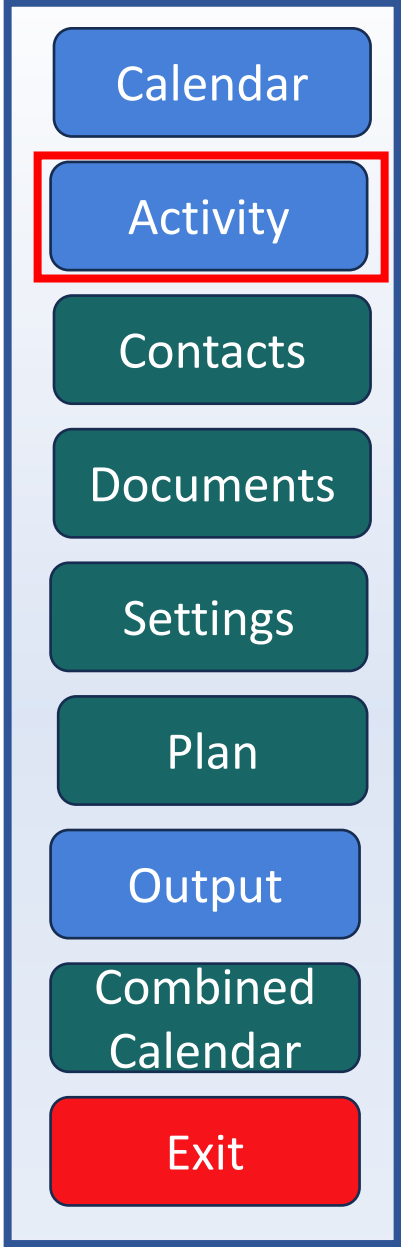
1. **Contacts – Profile** : For each Contact (Member) select from the preset Profile values (service roles) that each Contact serves in. Consider what roles each Contact currently performs and the number of times in an Ecclesial planning cycle (e.g. how many exhortations does each Contact offer in a proposed 6 monthly planning cycle OR how many Emblem Preparations does each Contact offer to do in a proposed 6 monthly planning cycle). Use the Number (frequency) to spread the serving roles amongst all the Contacts (Members) and also across 2 or more planning periods.
2. **Contacts –Unavailable** : When any Contact (Member) will be away on holidays etc OR visiting at another Ecclesia OR speaking away then update the **Unavailable** dates for the Contact. **SAVE!**
3. **Activity – Add Activity** : Assess and add **Closed Meeting** activities. These are dates when the Ecclesia will be closed (e.g. consider Christmas/New Year, Public Holidays, School Holidays, Camps etc). **Add Activity!**
4. (a) **Activity – Add Activity** : Insert any pre-existing Date/Roles for an Incoming Speakers, Add Activity (i.e. for Role 'Speaker (In)' – or use link with Inter-Ecclesial Plan (being development). **Add Activity!**
(b) **Activity – Select an Activity** : For the added Activity, select it (**Select a Category / Select an Activity**) and for the Category and Activity Date **Edit Details** and scroll to Speaker (in) and add the visiting Speakers details (Name, Mobile, Email address, Home Ecclesia, and any other appropriate details. **SAVE!**
5. Commence Planning – **Plan**. Review the generate plan before saving it.



View the calendar online
Alternatively download a PDF or CSV.
Expand:
To view the details for a Calendar Activity date

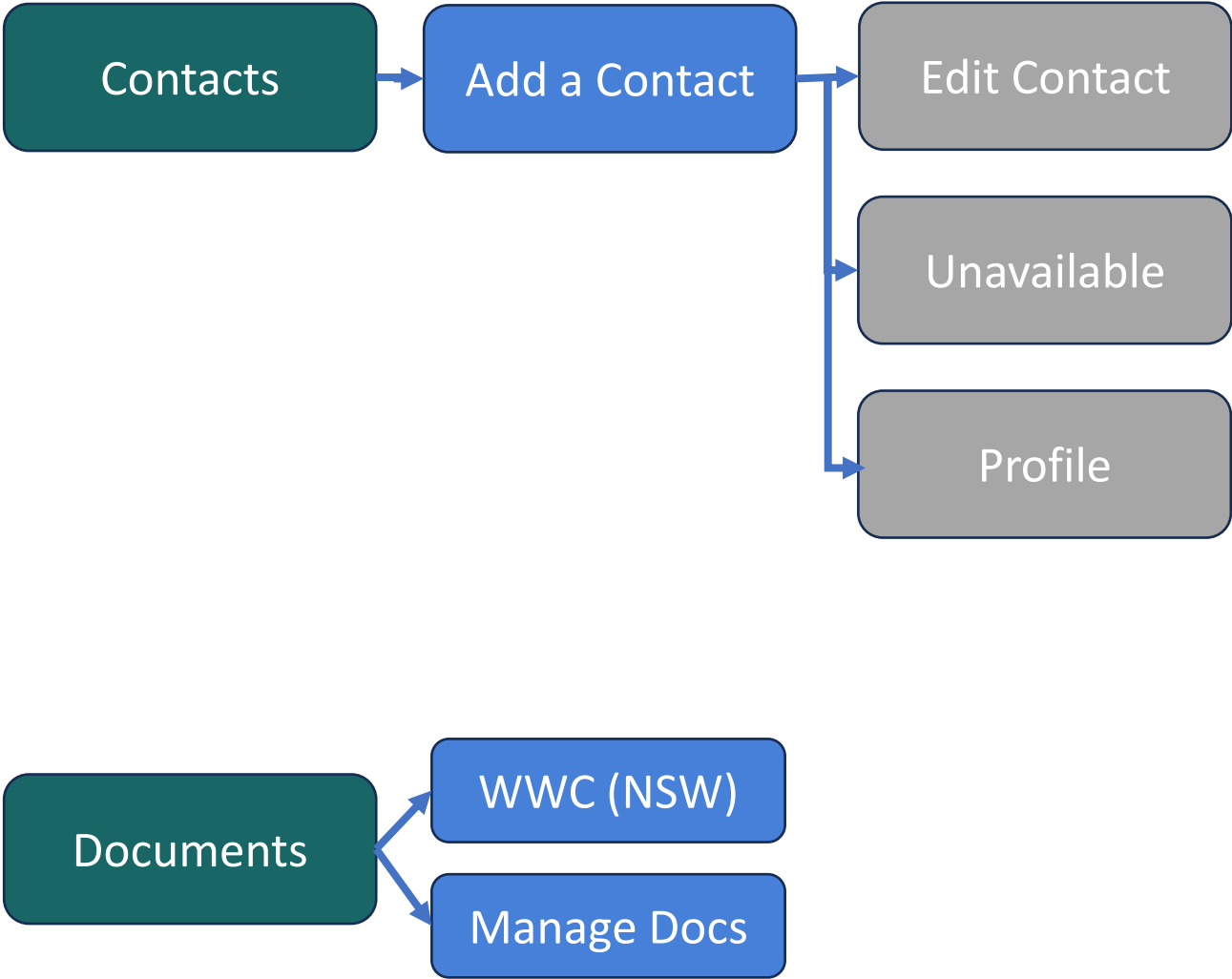
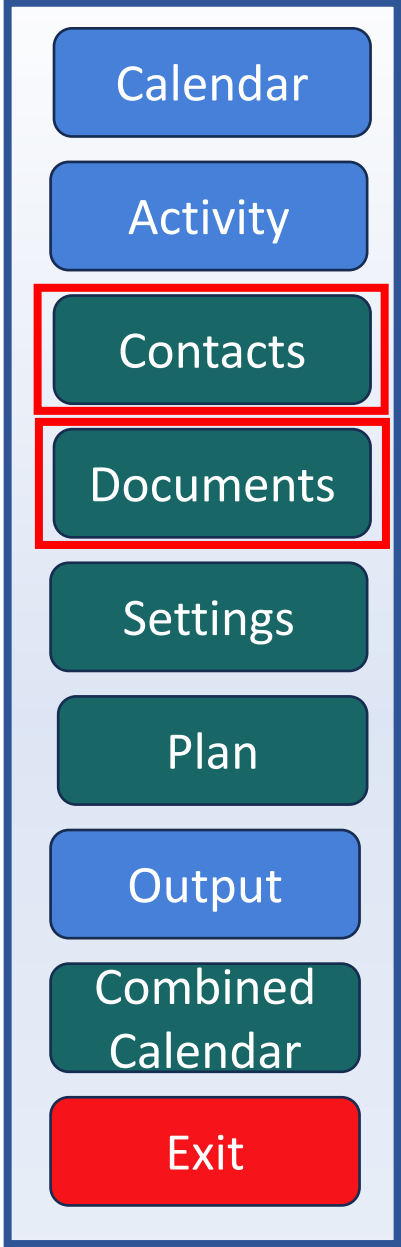
MENU Access
Touch or Click on the Application Banner for the "Ecclesial Management System".

Manager User



MENU Access
 Touch or Click on the Application Banner for the "Ecclesial Management System".

Manager User

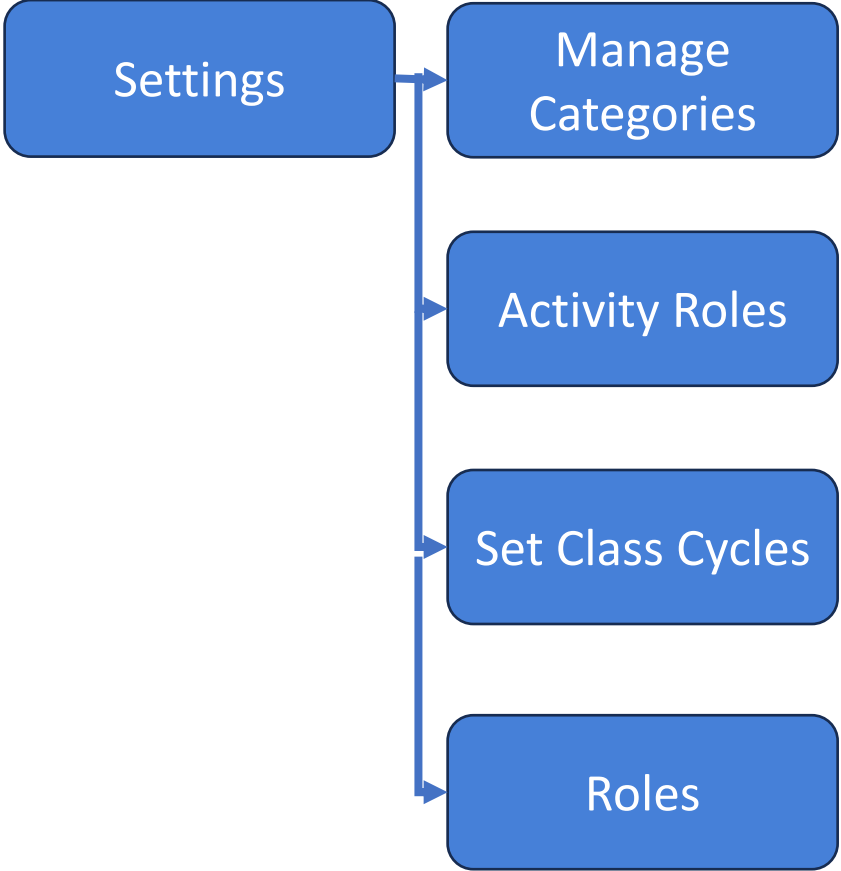
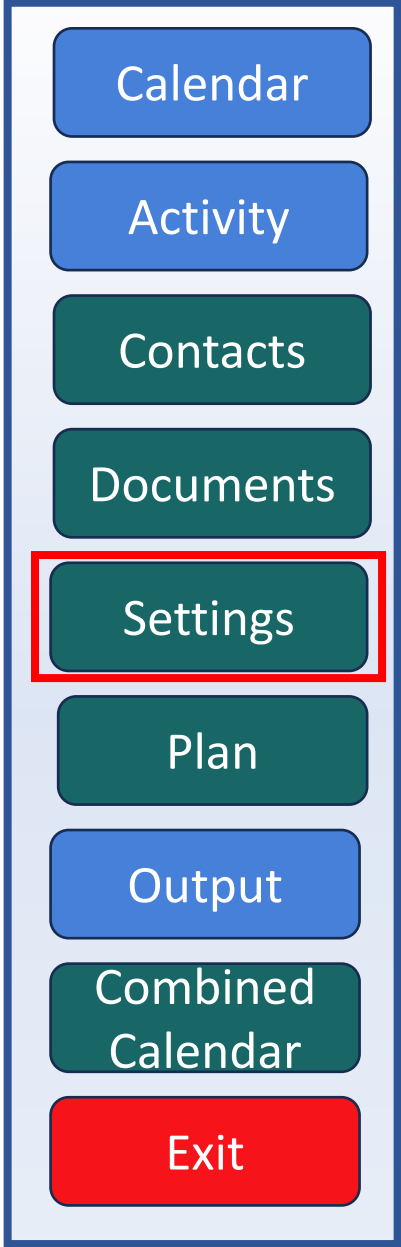


MENU Access
Touch or Click on the Application Banner for the "Ecclesial Management System".

Manager User

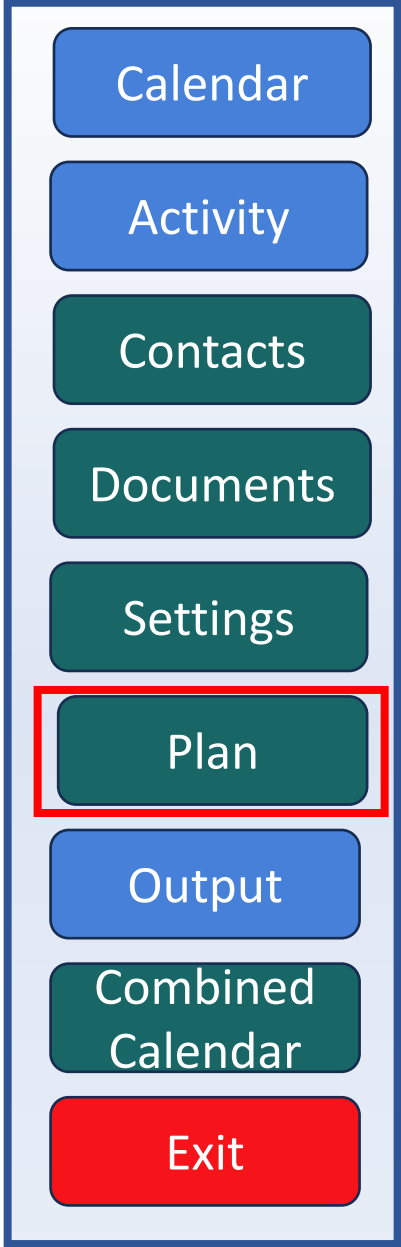
Unavailable:
Unavailable dates (for planning) e.g. use Unavailable Dates when a Contact or Speaker is Speaking Away.

Profile:
Roles that the Contact are willing to perform including their frequency (based on the normal planning period for the Ecclesia).



MENU Access
Touch or Click on the Application Banner for the "Ecclesial Management System".

Manager User



Plan

Meeting

Select Meeting

Contacts:

Select Activity Items & Contacts

(Update & Save **Order** values to be used for current and future runs; view **NoAppt** & **Include** Profile values for Contacts)
Reset reverts the Order column and reloads all the Contact Profile settings.
Save Values saves the Order column as the new default plan order.

Set Values:

Plan Start Date, Duration, Append / Overwrite data

Closed:

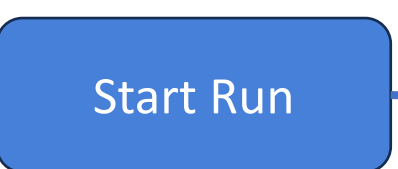
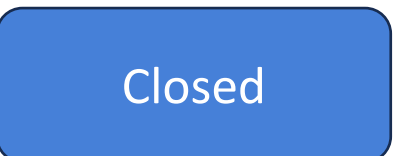
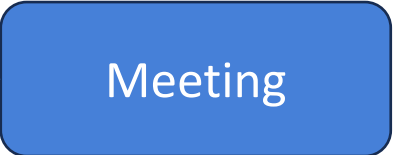
Review Closed Meetings (Close Flag set by Adding an Activity of "Closed")

Start Run:

Run plan build

Save to Calendar:

Save generated plan data to the Calendar (**review**)



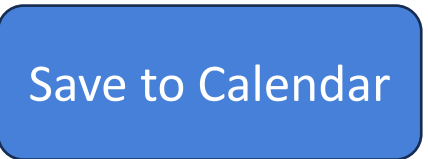
Manager User

MENU Access
 Touch or Click on the Application Banner for the "Ecclesial Management System".

Set Values:

For appending, overwriting and bypassing of meeting data in a Date range:

- **Append** (default) – generates data for blank roles. Any existing data is left intact. This is the best selection if you have entered any "Speaker (In)" roles.
- **Clear** – overwrites existing plan data and re-generates plan data for an Activity.
- **No** – where there is any existing data for a date then the whole date and data row will be bypassed. Data will be generated for any date / rows that has no existing data for the whole row.
- **NB** The plan will only generate data for the first plan for any Activity. If there are multiple Bible Class Meetings on the same date, then the plan will only be generated for the first plan only.

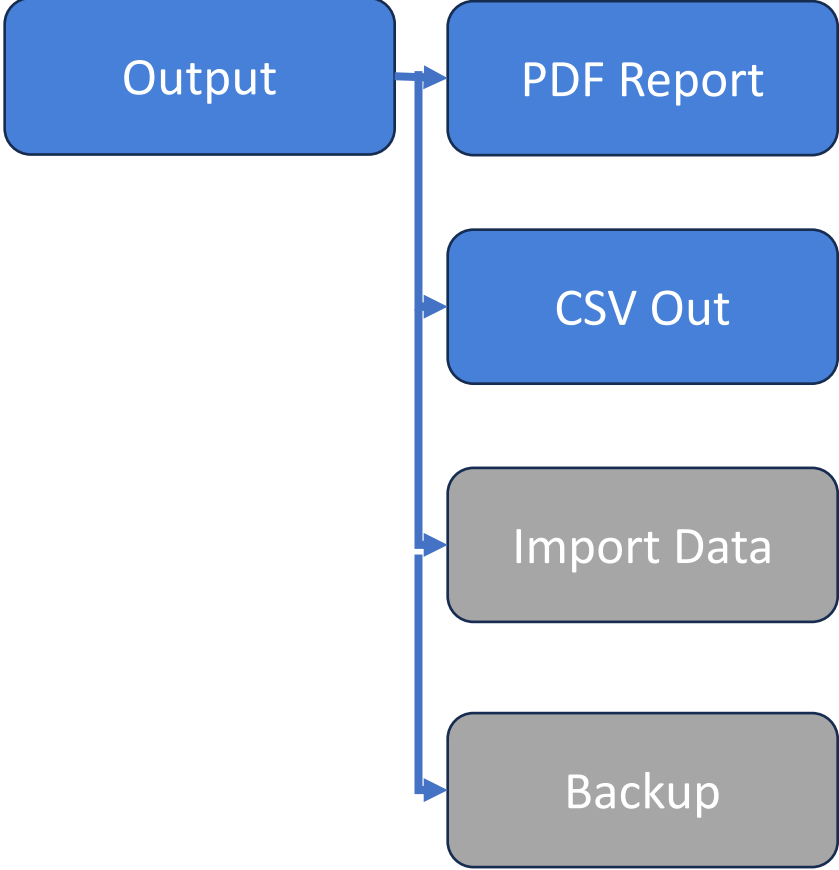
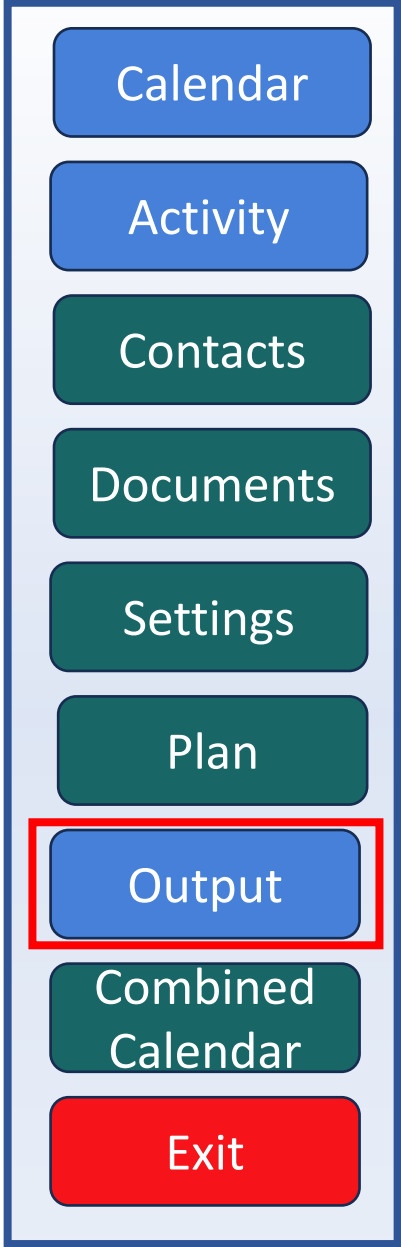


Save to Calendar:

To append, or overwrite or bypass date (if data already exists for any date)

Contact Order:

This is used to for randomising assignments.



MENU Access
Touch or Click on the Application Banner for the "Ecclesial Management System".

Manager User

PDF:

Adjust headers / footers and any column can be deselected if not required. Click on "Save" and then select "PDF Output" (to save any changes made). Download the generated PDF if required.

CSV:

For viewing plans, activities, and master data in a tabular or spreadsheet format

PDF TIP: Open a downloaded PDF and search to FIND a name to see all occurrences of that name (e.g. use Ctrl+F in an internet browser).

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Manager User

MENU Access

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Recommended Manager Guide:

1. Configure minimalist SETTINGS for:
 - * CATEGORY,
 - * ROLES.
 - * ACTIVITY (special like "Closed")
 - * CONTACTS
2. It is recommended to only change Settings prior to work on the next plan commencing.
3. It is better to rename objects than to delete and add new objects.
4. Most Members (Contacts) would be set at a "Basic" Access Level. Secretaries or Coordinators should be set at a "Manager" level. Managers can generate plans and have access to all the functionality of the application while "Basic" Access level is for all other Members / Contacts.
5. Before scheduling a plan run, ensure that all Ecclesial Contacts have reviewed their individual unavailable dates and their profile values (based on the usual Ecclesial planning period).
6. When a Contact is speaking at another Ecclesia, they should indicate the away date as being unavailable so that they are not included in the plan scheduling for the day of the away appointment. If their Contact details also have a "Family Link" then the Contact, who is linked will, also not be available in the plan for the same unavailable date(s).

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Inserting Incoming Speakers

Manager User

MENU Access

Touch or Click on the Application Banner for the "Ecclesial Management System".

Steps:

1. Add an Activity for the date of an Incoming Speaker prior to scheduling a Plan run.
2. Open the added Activity and Edit the "Speaker (In)" by typing in the "Speaker (In)" details (name, mobile, Ecclesia etc).
3. Save the Activity.
4. When generating a Plan that overlaps the "Speaker (In)" Activity date then use "Append" for the planning method.
5. If after a Plan has already been run, Edit the Activity date by typing (or overtyping) in the "Speaker (In)" details. This may require the replacement of an existing Speaker(In) as well as other potential adjustments to ensure that no undesirable clashes will occur (e.g. "Speaker (In)" is also the "Presider").
6. Save the Activity.

Inserting Away Appointments

Steps:

1. Prior to scheduling a Plan run, update the Ecclesial Contact's Unavailable Dates for the date(s) that they are away. Ensure that the Contact Family details have also been completed and their Unavailable Dates for the date(s) have also been updated.
2. Save the Unavailable Dates for the Ecclesial Contacts.

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Manager User

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Some tips and workarounds:

1. If Members are not available for a role(s) on a particular meeting date, then substituting other Members into the plan, instead of themselves, presumes a discussion and agreement has been reached before making the substitution. Notification emails will be sent to substituted Members.
2. If your Ecclesia has opted for a variation in the planning period to the NCC 6 monthly planning cycle, then careful selection of dates and Speaking priorities may support slotting Incoming Speakers into overlapping plans (but be aware that Ecclesias are still subject to the overall NCC Inter-Ecclesial Speaking Plan ballot process).
3. If a visiting Contact from another Ecclesia has been added to an Activity and this addition should not be overwritten (e.g. by the NCC Inter-Ecclesial Speaking Plan) then the edited Activity and role can be locked from being updated [e.g. for and added "Speaker (In)"]. In this case for the NCC Inter-Ecclesial Speaking Plan, the Incoming Speaker Date should be blank (i.e. not selected).
4. Ensure that the First Name and Surname match exactly with the Contacts in the NCC Speaking Plan application. This is the unique key that joins the two applications.
5. If Speaking arrangements are made in advance of the NCC Inter-Ecclesial Speaking Plan, then ensure that the NCC Speaking Plan excludes these Incoming Speaker Dates as this may overwrite your previously arranged visiting Speaker appointments.

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Setup New Ecclesia

Admin User

MENU Access

Touch or Click on the Application Banner for the "Ecclesial Management System".

Administration steps:

1. To clear an existing Ecclesias data select "Delete Items".
2. To access a new Ecclesial setup, select "Contacts".
3. Select "Add a Contact".
4. Complete Contact details including a logon and password (remembering this information).
5. Before selecting "Add Contact" (and saving the new "Contact") **select the Ecclesia** for the "Contact".
6. Save the Contact and record the initial details.

Steps in setting up the system:

1. **Settings** – **Ecclesial Setup** : Select **Ecclesia**, **Copy Items**.