

Member Guide to My Own Church

What You Can Do in My Own Church

- Update Family and Member Information and Set Publish Preferences
- View Pictorial Directory
- View Giving History

NOTE: You will be able to access My Own Church via the St. Michael website, but you may want to bookmark the sign-in page for your own convenience.

Update Family and Member Information and Set Publish Preferences

- **Under the *My Family* tab, you will find information about your family and each family member.**
 - Please make sure that contact information (address, emails, phone numbers, etc. are up-to-date).
 - You can add a family member, if needed.
- **Do not forget to upload a family photo—these will be an added benefit for the St. Michael online pictorial directory!**
 - If you had a picture taken here through Lifetouch for our parish directory, for the paper directory will be uploading those photos for you.
- **Using the checkboxes, set your publish preferences to specify what general family information you wish to make visible to other St. Michael families using the online pictorial directory.**
 - Publish options are available for:
 - Address
 - Primary Phone
 - Primary Email
 - Family Photo
- **Remember that only church families with login credentials will have access to your family information in the *My Own Church* pictorial directory.**
 - Individual member information is not published.
 - *My Own Church* does not publish your information to the general public.

NOTE: A church administrator must approve all changes made. If you do not see the changes and updates that you made, do not worry. Your information will be approved in a timely manner.

View Pictorial Directory

You can view the St. Michael online pictorial directory by clicking the link below your main tabs.

- Search for a family by last name or use the letter grid to browse through families, alphabetically by last name.
- Just as your family's general information is published (or not published) based on the publish preferences that you set, you will see other families' general information (phone numbers, emails, photos, and addresses) based on the publish preferences that they set for their own records.
- We hope that the online pictorial directory will be a great resource for parishioners to connect with our church family!

View Giving History

You can view your giving history by clicking on the *Giving History* button.

View Ministry Schedule

St. Michael Parish will not be using this feature.

We will continue to use our current scheduler for Liturgical Ministers, *Ministry Scheduler Pro*.