What is Vineyard Connect?

Vineyard Connect is a private online community. If you are on a ministry team or attend a small group Vineyard Connect is a place to find out what is going on with your group. You can also update your contact information, view your contribution statements, and find out more about what is happening at the Vineyard Church via both public and personalized calendars.

This community is safe and secure - you decide how much information you want other Vineyard Connect members to be able to see. You can also let the Vineyard Church staff know how you want to be contacted. Do you want to receive emails or text messages? How often? You can let us know on Vineyard Connect.

To join or to login, visit vineyardny.ccbchurch.com

Questions? Contact BettyJo at 315.407.8463 or bettyjo@vineyardny.org
Setting Up Your Account:

When you join a ministry team or small group, you should get an activation email from Vineyard Connect asking you to setup a password. Click the green ‘Activate Login’ button to setup your password.
Navigating to Your Profile

From the Vineyard Connect Home page, click on your name, then click 'Profile' to view your information.

From here you can:

- Edit your profile (1)
- Change your communication settings (2)
- Update your privacy settings (3)
- View your contribution statement (4)
Here you can:

- Update your contact info (1) and address (2)
- Upload a photo (3)
- Update other information (4)
- Share your social media handles (5)
UPDATING YOUR PRIVACY SETTINGS

Here you can:

Decide whether you would like your profile to be listed or unlisted.

- If you choose to make your profile **unlisted**: Other Vineyard Connect members will not be able to search for your profile. Members of groups you are a part of will not be able to see your profile or send you messages.
- If you choose to make your profile **listed**: Other Vineyard Connect members will be able to see your name and profile picture. You can decide how public your contact info will be.
Here you can:

- You can choose how the people in your groups will communicate with you.
- You can choose different communication preferences for each group you belong to.
DOWNLOADING YOUR GIVING STATEMENTS

In your profile, select the ‘Financial’ tab:

You will see a list of your recent contributions. To download your giving statement for the previous year:

- Under ‘Printable Statements’ click on ‘Giving Statement’
- Choose whether you want to print a statement for your family or for you individually.
- Under ‘Quick Date Range’, select ‘Last Year’ or another date range you would like to view.
- Choose whether you want to view deductible transactions, non-deductible transactions, or both
- Click ‘Run Report’
VIEWING YOUR CALENDAR

From the Home page, look for the calendar icon

Calendar types:
> **My Calendar:** Includes only events from your groups (1)
> **Family Calendar:** Includes events from your groups and your family’s groups (2)
> **Campus-wide Calendar:** Includes all public events happening at your site (3)

To RSVP for an event:
> Click on the event you would like to attend and an event summary will pop up.
> You will see an RSVP option on the right - click ‘Yes’ then click ‘RSVP’
Vineyard Connect User Guidelines & Confidentiality Statement

Church Community Builder (Vineyard Connect) allows you to access contact, small group, personal information and more about people at The Vineyard Church. Since you will be able to access information for people you do not know, we are asking every leader to submit a copy of this page as their agreement with The Vineyard Church's Confidentiality Statement (see below).

The goal of Vineyard Connect is to provide a platform for encouraging, informing, and connecting our community in regards to their spiritual lives and participation at The Vineyard Church and we want to make it a positive and safe experience for everyone.

- I will not use it for business purposes or for ministry, groups, etc. outside of Vineyard Connect approved community. Vineyard Connect is intended for ministry use only and not for solicitation of any kind.
- I will not give out personal contact information without prior consent. The Vineyard Church is dedicated to handling private information with proper care and confidentiality.
- I will not send unnecessary or unrequested emails, messages or texts, (e.g. jokes, stories, petitions, etc.)
- I will strive to create a positive and healthy online community for Vineyard Connect. Group messages, etc. are not to be used for venting or negative comments.
- I will not change any system settings without proper approval. The system has many levels and you might interrupt other processes without realizing.

My commitment to using Vineyard Connect is to...

- Maintain and update my own information.
- Communicate with the groups that I lead.
- Utilize the Scheduling Tool for my ministry areas.
- Create and send appropriate messages to my target audience via mail merges.
- Any other use that Vineyard Connect is able to support me with.

Confidentiality Statement: I acknowledge that the disclosure of confidential information could be prejudicial to individuals and/or The Vineyard Church and contrary to its interests. Accordingly, I will respect the confidentiality of such information and will agree not to discuss nor disclose it to any person and not make any use of such information for any purpose whatsoever other than in the execution of my functions for The Vineyard Church, except with the express, prior consent and instructions from authorized personnel at The Vineyard Church.

This undertaking on my part shall continue to have full effect notwithstanding the ending of my position with The Vineyard Church.

The term "confidential information" includes among other things any names, requests for support, financial commitment or donations to the church or affiliated entities.

Printed Name: ___________________________________________ Signature: ___________________________________________

Role at Church: ___________________________________________ Date: ___________________________________________