

What is InFellowship?

InFellowship: Your Parish Information and Activities

The *InFellowship* application is a tool to help you manage you and your family's parish information profile while giving access to features and functions from the St. Luke data management system. You can do any of the following with the St. Luke *InFellowship* system:

- Create and manage your account
- Edit your profile
- Configure your privacy settings
- View the church directory
- View your group involvement

Find *InFellowship*

The login link to *InFellowship* is on the parish website stluke.org. Look for the *InFellowship* information on the homepage and click LOGIN

The screenshot shows three main navigation sections on the St. Luke website homepage:

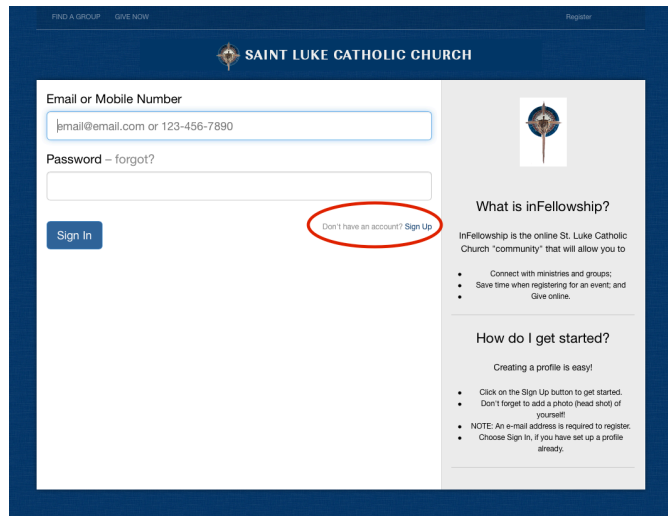
- IN FELLOWSHIP**: Includes the InFellowship logo (ONLINE MEMBER PORTAL) and a description: "This is our on-line tool for finding and joining ministries and groups, and registering for events, at St. Luke! Search for the type of group you wish to join and email the leader(s). They will respond as quickly as possible. Thank you for sharing your time and talent with our parish!". Below this is a blue **LOGIN** button and a yellow **LEARN MORE** button. A yellow arrow points to the LOGIN button.
- SAFE & SACRED**: Includes a shield icon and a description: "Teachers, staff, and all volunteers who minister to or work with minor children must meet all the requirements of this program. If you are 18 years of age or older and you volunteer with one of the following ministries here St. Luke, you must comply with all the requirements.". Below this is a yellow **LEARN MORE** button.
- UPCOMING ST. LUKE EVENTS**: Lists two events:
 - 20 Nov**: Thanksgiving Sharing - Build Baskets at Parish Hall
 - 22 Nov**: Thanksgiving Sharing - Basket Delivery at NarthexBelow the events is a yellow **SEE ALL EVENTS** button.

Create and manage your account

St. Luke uses *InFellowship* to help you quickly connect to other people at the church and to manage some of the things you need to do to help with that. Many of the functions of *InFellowship* require you to create an account and sign in. When you create an account, you are creating a profile that is held in the strictest confidence and may only be seen and used by authorized church staff. Your church has a privacy policy that

you can access by clicking the Privacy Policy link at the bottom of the *InFellowship* screen.

On our main web page (www.stluke.org), the menu button “Get Involved” and the larger graphic “Share Your Talents ... Community Opportunities Just a ‘Click’ away ...” both lead to this new service. The first time you log on, you have to register, either by using the “register” button at the upper right or by using the “sign up” button at the bottom. (See figure at right.)



The screenshot shows the registration page for Saint Luke Catholic Church's InFellowship service. The page features a dark blue header with the church's name and logo. Below the header, there is a registration form with two input fields: "Email or Mobile Number" (containing the text "jmail@email.com or 123-456-7890") and "Password - forgot?". A "Sign In" button is located below the password field, and a "Sign Up" button is located to the right of the password field, circled in red. To the right of the form, there is a sidebar with a church logo and text explaining "What is InFellowship?" and "How do I get started?".

This is a one-time registration process that utilizes your name and email to log on to this service. You enter your first and last name, your email address (which will serve as your “logon” name), and a password. It takes about 24 hours for an account to be created.

Edit your profile

You can update your profile from the main *InFellowship* page by selecting “Your Profile” or “Account”. You will be taken to your profile overview where you can view your current information or update your profile, privacy settings or change your email and/or password.

You have control over every item listed on your profile using your privacy settings. This is set by the individual and not by the church database. All items with an asterisk are required fields and must have a value.

The progress bar feature will let you know whether or not your information is complete. In order to reach 100%, you must include the following information:

- Profile photo
- Date of birth
- Gender
- Phone (Mobile, Home and Work)
- Website URL
- Social Networks URL (Facebook, Twitter or Linked In).

Once your account is created, you can go back and update your pertinent demographic data: phone number, work numbers, email, address, etc. This information is, of course,

of importance to the parish to ensure that you receive our postal mailings as well as the occasional email that we send out to all parishioners.

Configure your privacy settings

As a St. Luke *InFellowship* user, you have control over the information group leaders and members can view in your profile. You can configure your privacy settings by dragging the green slider bars in each field to the left or right to select the user groups you want to have access to your private information. For example, in the Address field with the slider at Everyone, both Group Leaders and Group Members can see your full address.

Privacy Settings
Drag the sliders to select what info people will see. The further you move each slider, the more people will be able to see that info.

	Church Staff	Group Leaders	Group Members	Everyone
Address	Slider at Everyone	Slider at Everyone	Slider at Everyone	Slider at Everyone
Date of birth	Slider at Everyone	Slider at Everyone	Slider at Everyone	Slider at Everyone
Email	Slider at Everyone	Slider at Everyone	Slider at Everyone	Slider at Everyone
Phone	Slider at Everyone	Slider at Everyone	Slider at Everyone	Slider at Everyone
Websites	Slider at Everyone	Slider at Everyone	Slider at Everyone	Slider at Everyone
Social networks	Slider at Everyone	Slider at Everyone	Slider at Everyone	Slider at Everyone

Church Staff sees...
Barbara Perser
6363 N. State Highway 161
Irving, TX 75038/
Birthdate: September 4, 1962
bperser@fellowshiptech.com
469-000-0000
<http://bpersertakesiujiceplu...>
f

Group Leaders see...
Barbara Perser
6363 N. State Highway 161
Irving, TX 75038/
Birthdate: September 4
bperser@fellowshiptech.com
469-000-0000
<http://bpersertakesiujiceplu...>
f

Group Members see...
Barbara Perser
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Birthdate: September 4
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Everyone sees...
Barbara Perser
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Irving, TX 75038/
Birthdate: September 4
bperser@fellowshiptech.com
469-000-0000
<http://bpersertakesiujiceplu...>
f

Note: Leaders can view personal information if the church allows them to edit your profile.

Save privacy settings Cancel

You can monitor the boxes at the bottom of the page to see exactly what each type of user will see based on your selections. It is an interactive page, so when you change a setting, the page automatically refreshes to show your changes.

View the church directory

There is an online directory of *InFellowship* users. If you opt in to the directory function, other users can view your information in the Directory by clicking the link at the top of the main *InFellowship* web page or by clicking the Church Directory link on the menu bar.

View your group involvement

Besides providing a way for you to update much of the information we have about you and your family online, St. Luke *InFellowship* also allows our parishioners to see our many groups and ministries (as well as to join a group if you would like).

By clicking on “Find a Group” from the menu bar, you can see our various ministries in a variety of categories. Some ministries may be mentioned in more than one category. For instance, Thanksgiving Sharing would be listed under “Christian Social Action” as well as “Ministries for Men and Women.”

At that point, you can ask for more information about the group so that you can decide if you might like to join. By selecting “Groups” from the menu bar, you can see just the groups in which you are already involved.

HOME GROUPS FIND A GROUP DIRECTORY GIVING Account Contact us Help Sign out

SAINT LUKE CATHOLIC CHURCH

Postal Code:

Category: -- any --
Christian Social Action
Faith Formation
Ministries for Men
Ministries for Men and Women
Ministries for Women
Parish Life
Spiritual Life

Children: are welcome

Find a Ministry Group

1. Enter Search Criteria
2. Look Through Search Results
3. Contact the Group Leader
4. Get a Response and Join!

What is inFellowship?

InFellowship is the online St. Luke Catholic Church "community" that will allow you to

- Connect with ministries and groups;
- Save time when registering for an event; and
- Give online.

How do I get started?

Creating a profile is easy!

- Click on the Sign Up button to get started.
- Don't forget to add a photo (head shot) of yourself!
- NOTE: An e-mail address is required to register.
- Choose Sign In, if you have set up a profile already.