



The Church Center App for Sussex CRC

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Home



Welcome to Sussex Christian Reformed Church!

Love God, Love Others

Our Mission is: Growing disciples who transform lives for Christ.

Our Vision is: Cultivating grace-filled authentic relationships so that together we can be more like Him.



Home



Give



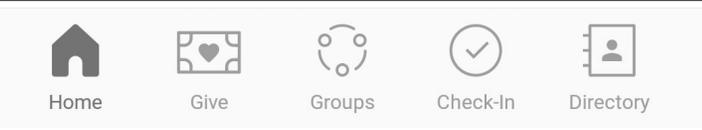
Check-In



Calendar



Directory



Using the App

When you first download the app, it may ask you which church you are looking for. You may need to enter by name, Sussex Christian Reformed Church, or location.

You can also access the Church Center homepage on a desktop (computer or laptop) by going to sussexcrc.churchcenter.com.

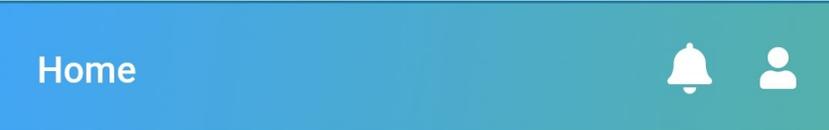
Notes & Tips

Please Only Log In as Yourself.

Trying to log in as someone else in your household, such as a spouse or child, will generally create a duplicate person in the database.

If You Have Questions, Contact the Office.

Feel free to shoot the office an email or call if you have any questions about Church Center!

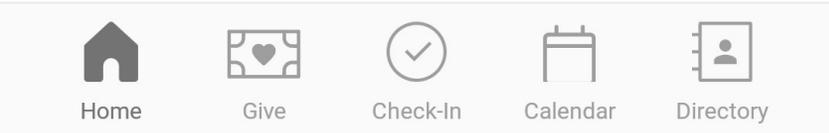


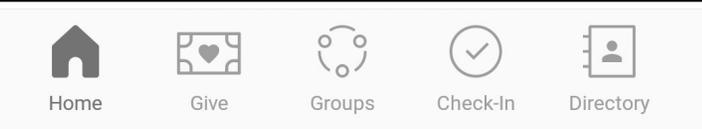

Welcome to Sussex Christian Reformed Church!

Love God, Love Others

Our Mission is: Growing disciples who transform lives for Christ.

Our Vision is: Cultivating grace-filled authentic relationships so that together we can be more like Him.





Logging In & Out (App)

***Note:** Your login information is dependent on the email address and mobile number we have in your directory listing. If your email address or phone number has changed, please let the office know.

If you're **logging in** on the Church Center App:

1. If you haven't already, download the Church Center App. If this is your first time using it, click on Get Started.
2. You can find our church by letting the app use your location to find churches near you or by typing in our church's zip code (07461).
3. Click on Sussex Christian Reformed Church
4. It will ask you to log in by using your mobile phone number or email address.

Logging Out: To Log Out,

- A. Go to the Me Page and click on your profile under "My Organizations"
- B. Click on "Log Out"

Church Center connects you with the life of your church.

First, we need to find your church — and to do that, we need your location.

1. [Get started](#)
2. [Use my location](#)
Search manually
3.

<input type="text" value="Enter church name (optional)"/>	
<input type="text" value="07461"/>	✕
<input type="text" value="United States"/>	

 Sussex Christian Reformed Church	 Sussex Wesleyan Church
 Christian Faith Fellowship Church	 Highlands Bible Church

My schedule [Actions](#)

Upcoming events you bookmark, along with your serving schedule will appear here

[Explore upcoming events](#)

Activity & involvement

 My giving

My organizations [+ Add](#)

 **A.** Sussex Christian Reformed Church
Rachael Klein

Delete account

Log out **B.**

Cancel



Home
 Give
 Groups
 Check-In
 Directory

Logging In (Desktop)

***Note:** Your login information is dependent on the email address and mobile number we have in your directory listing. If your email address or phone number has changed, please let the office know.

If you're logging in on a computer:

1. Our church's Church Center pages can be viewed at sussexcrc.churchcenter.com.
2. It will ask you to log in by typing in your mobile phone number or email address.
3. After you type in your number or email, it will send a code to verify your information.
4. After the code is typed in, you should be in your account.

Logging Out:

- A. Go to your profile by clicking on the button with your initials
- B. Click on Logout

[Me](#)
[Home](#)
[Give](#)
[Check-In](#)
[More](#)
[Log in](#)

To get started, enter your mobile number.
We'll send you a code you can use to log in or create an account.

By continuing, you agree to Planning Center's [Terms of Service](#) and [Privacy Policy](#).

Next

[Use email address instead](#)

[Me](#)
[Home](#)
[Give](#)
[Check-In](#)
[More](#)
A.

Hello, Rachael!
[My profile & settings](#)

B. [Logout](#)

My schedule Actions

Upcoming events you bookmark, along with your serving schedule will appear here

Explore upcoming events

About the Directory

The Directory in the Church Center App is available only to those who have been invited via email.

If you have been invited to the Church Center Directory, you should have received an email that looks like the picture to the right.

The email will go to whatever email address we have on record for you. If you're not sure which email we have for you, feel free to contact the office to check.

You can download the app through the Google Play Store for Android devices or the Apple Store for iPhone devices.

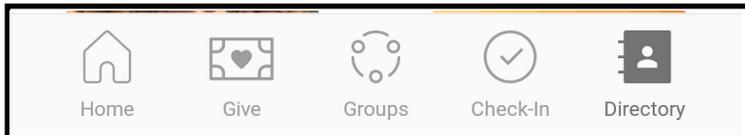
Hello Sample,

You're invited to the Sussex Christian Reformed Church directory! You are able to see other members of the directory and share your own household information so it's easy for your community to get in touch.



Get started by choosing which details you want to share with other members of the Sussex Christian Reformed Church directory.

[Join Directory](#)



Directory: Mobile App

The in-app directory lists people who have been invited to the directory and have opted to list their information there.

In the Directory, you can search for others using

- The search bar
- Searching by individuals (click on the Person icon)
- Searching by families (click on the House icon)

If you have access to the directory, you can also view it on a desktop at sussexrc.churchcenter.com/directory



Directory

Search

Last Name, First Name **Last Name, First Name**

Last Name, First Name **Last Name, First Name**

Home Give Groups Check-In Directory

Directory Profile: Mobile App

In your directory profile, you can pick and choose what information is visible to others within the app. **Your profile is not automatically listed in the directory. You have to approve your information for it to be listed.** Anything with a green check mark by it is what is visible to others.

Information that is available to share can include phone numbers, email addresses, and home addresses.

To change or update your information:

1. Go to Account
2. Under “My Household,” click on yourself
3. From there, you can change or edit the information.

You can also update your information by contacting the office.



My Directory Profile

[Update](#)

My information

Select the information you want to share with other members of the directory.



Your Name



555-555-555



Other email or phone #



email@address.com



**123 Street Rd
Town, State, Zip**

If any of your information is incorrect, you'll want to edit your profile before selecting what to share.

Directory Profile: Desktop Version

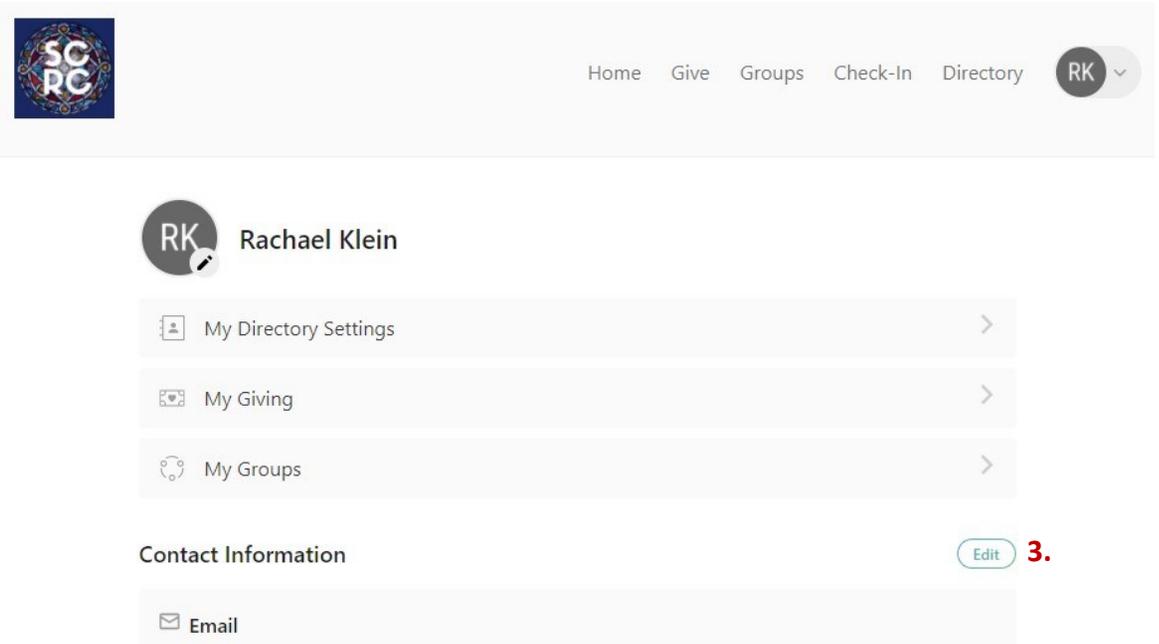
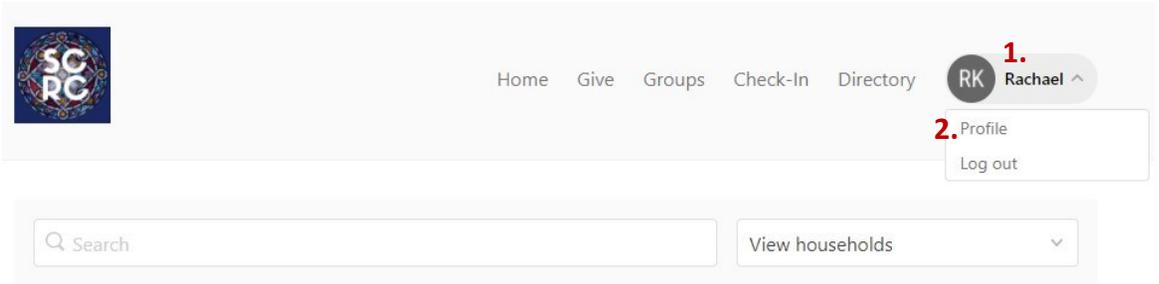
You can also view and edit your profile on a desktop computer.

To edit your info on a desktop:

1. Click on your initials at the top right corner of the screen.
2. Under the drop down menu, click on Profile.
3. Click on Edit to change or update your contact information.

In the Profile section, clicking on My Directory Settings will take you to a screen where you can pick what information is visible to others in the app.

The Next few pages give a more in-depth explanation on how to list and update your profile:



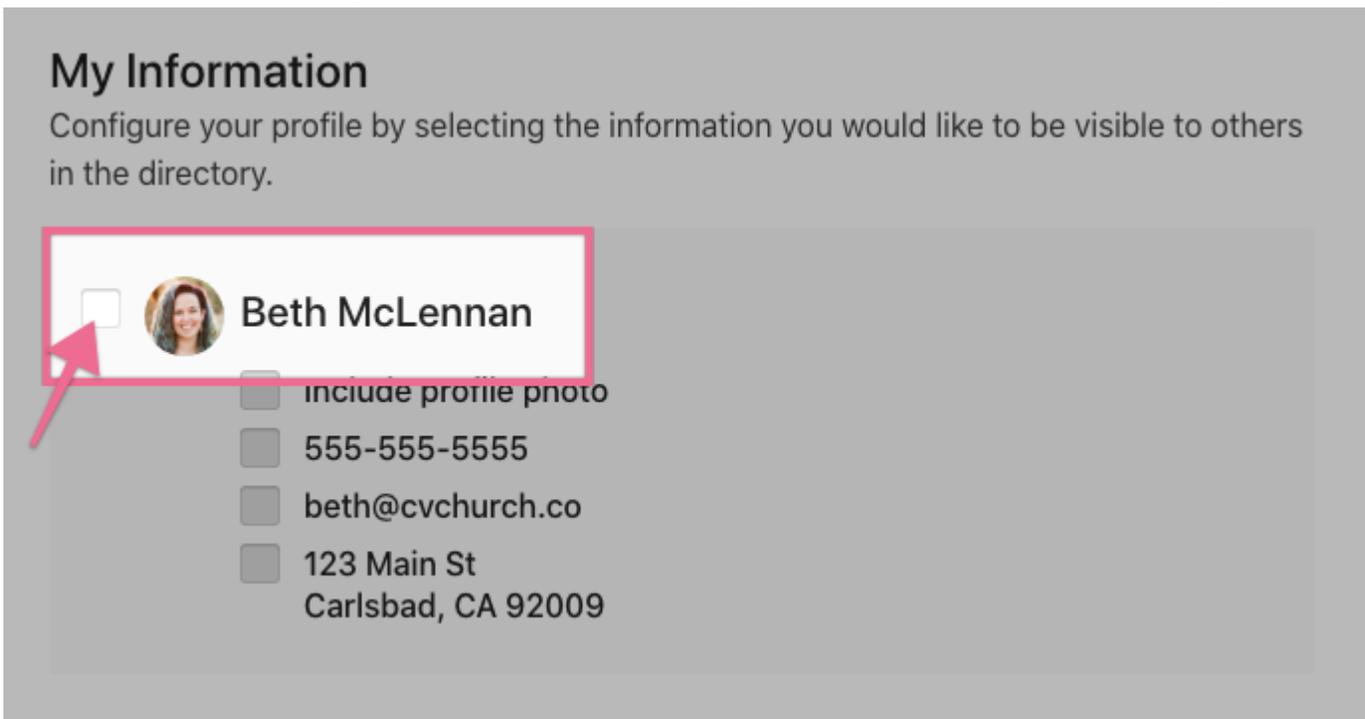
Log into your Church Center site using their existing profile (using the email address the invite was sent to)

Go to the Directory page

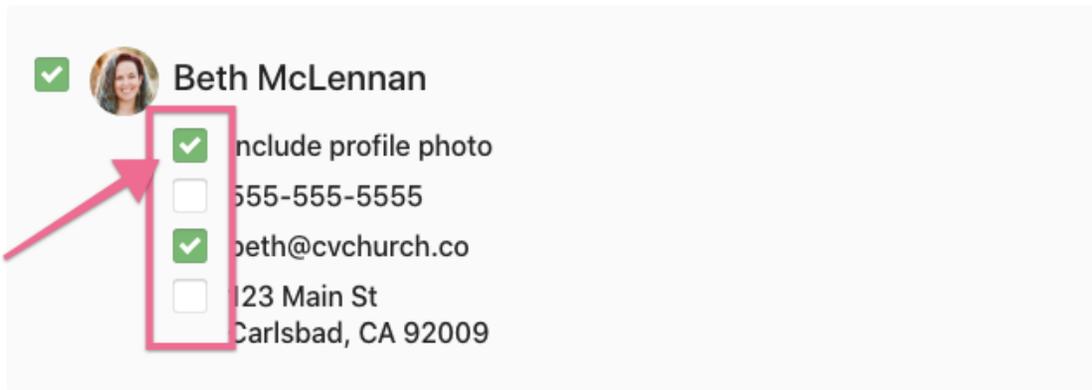
Click the "Share it now" link



Check the box next to each person in their Household they'd like to be included in the Directory



Check the box next to each point of information they'd like to be shared for each individual



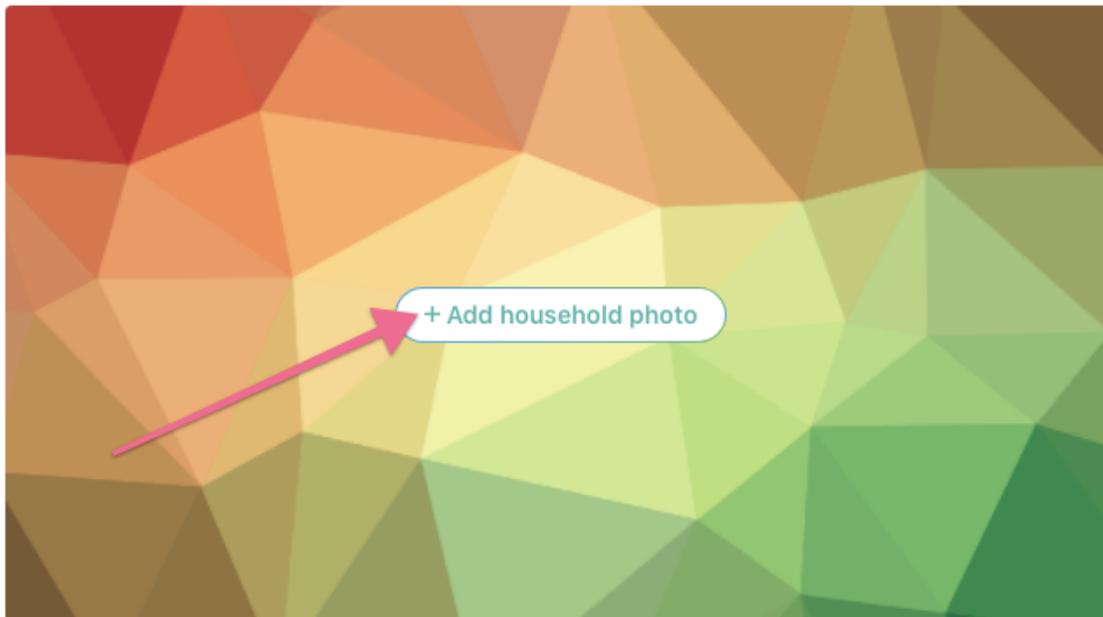
A user profile card for Beth McLennan. At the top left is a green checkmark icon and a circular profile picture. To the right of the picture is the name "Beth McLennan". Below the name is a list of sharing options, each with a checkbox and a label. A pink arrow points from the left to the first checkbox, which is checked. A pink box highlights the entire list of options.

- Include profile photo
- 555-555-5555
- beth@cvchurch.co
- 123 Main St
Carlsbad, CA 92009

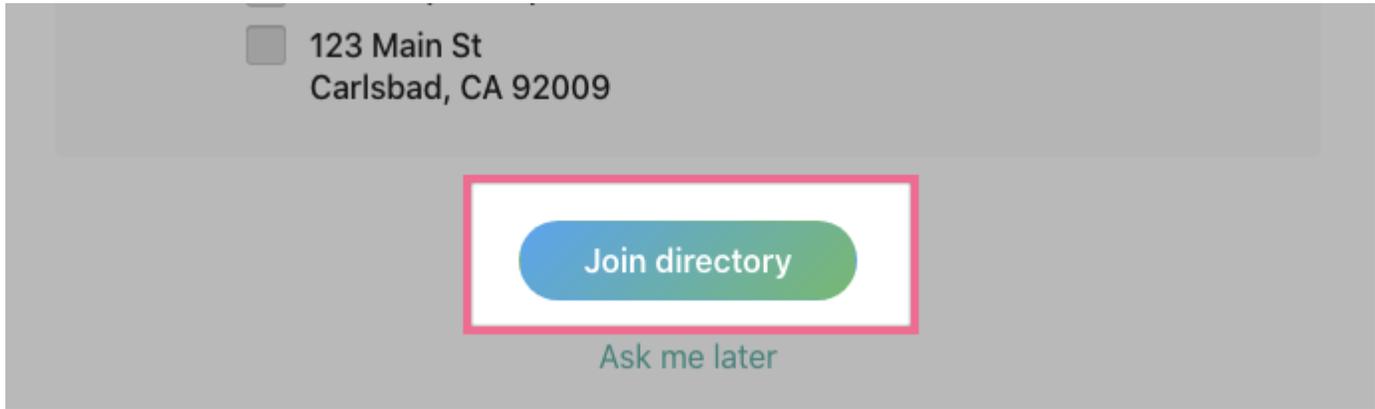
Add a Household Photo (optional)

My Household

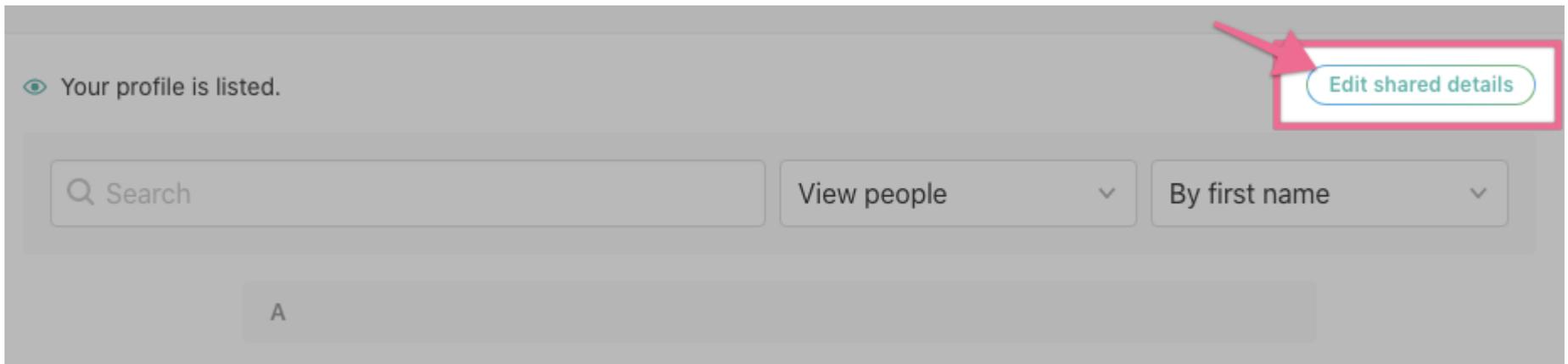
Choose a photo for your household and select the information you want to be visible for your household members in the directory.



Click "Join Directory"



If at any point, they'd like to edit what information is shared, they can get back to that same screen by clicking the "Edit shared information" link at the top of the Directory:



Contacting Others In-App

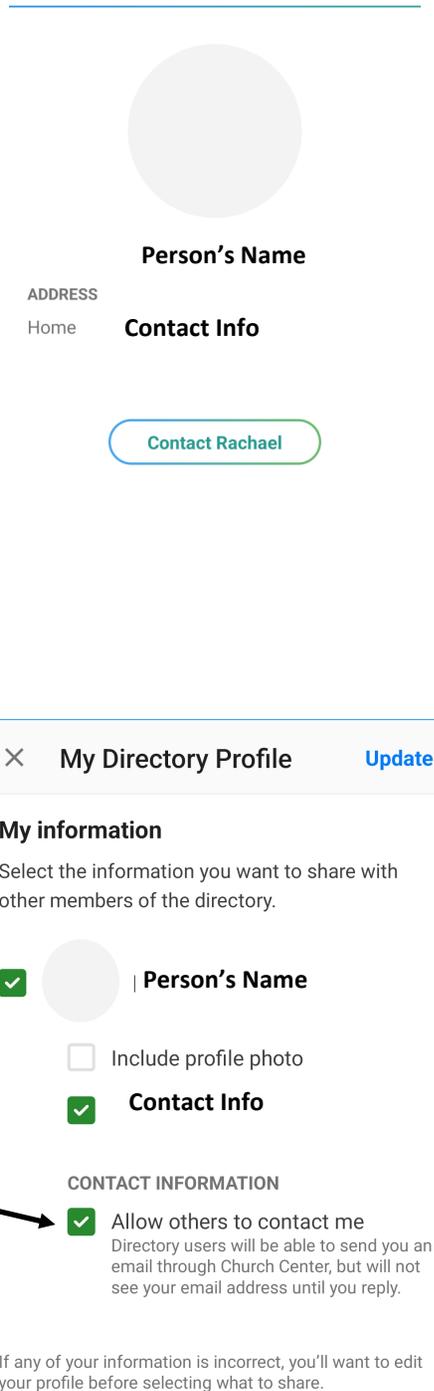
One way to get in touch with fellow Sussex CRC members is by Contacting them through the Church Center app.

To contact someone, go into the Directory section of the app and find the person you are looking to contact. Click on their profile and then click the “Contact” button.

A box should open where you can write your message. When you are done, hit “Send” in the upper right corner. The Contact message will go to their email address.

Allowing/Disallowing Contact

You can allow or remove the option to be contacted by going into “My Directory Profile” in settings and checking or unchecking the “Allow others to contact me” button. 



Settings: Mobile App

You can access your settings by clicking on the Person Icon on the top of the screen.

Once inside, here's what you can see or do:

1. **My Schedule:** if you are on the Worship Team or Sound Booth rotations, you can see your schedule here.
2. **My Giving:** Your online giving records can be found here.
3. **My Directory Settings:** You can edit what information shows in the directory here.
4. **My Groups:** Where you can sign up and access Group info (for Groups using this feature).
5. **My Household:** Click on the individuals listed here to view or edit their information.

Edit Profile:

Once you've clicked on a person in your household, you can view or edit information such as Phone Number, Email, Address, Age, Grade, and Medical Notes.

Account

Your Name
Sussex Christian Reformed Church

MY STUFF

- My Schedule **1.**
- My Giving **2.**
- My Directory settings **3.**
- My Groups **4.**

MY HOUSEHOLD **5.**

RK TC TT TK TP

Home Give Groups Check-In Directory

✕ Edit Profile Update

TC
Update Photo

PHONE

+ Add Phone

EMAIL

+ Add Email

ADDRESS

+ Add Address

PROFILE INFORMATION

Name

Test Child

Gender Female	Birthdate January 1, 2020
Grade	School

Medical Notes

Please use a comma-separated list for brevity. Ex: Pollen, nuts, and dairy.

Locked fields can only be edited by a church administrator. [Contact us](#) for help.

Home Give Groups Check-In Directory

Child Check-In

Sussex CRC uses Church Center's Check-In feature for Nursery and Sunday School. You can check in our children yourself at the self check-in kiosk in the Fellowship Hall.

Here's how it works:

1. Type in your Phone Number.
2. Click on "Search"
3. Click on who's being checked in
4. Make sure the Age Group & Check In By fields are correct
5. To edit Age Group, click on the pencil icon to the right
6. To edit "Check-In By," click on the button at the lower left corner & select your name
7. Click Check In
8. Get your sticker(s) from the Check-In Volunteer

Note: Self check-in is for those already in our database. If it is your first time or if your information has recently changed, please go to the manned desk.



1. 555-555-5555

1	2	3
4	5	6
7	8	9
C	0	<

2. Search

Test Event 4 Start over

Person Household

3. st **Sample Toddler** 4. & 5.
12:00 pm Little Learners: 2yrs-3yrs

sc **Sample Child**

sp **Sample Person**

ss **Sample Spouse**

6. Check in by Sample Person
7. Check in 1 person

Home Give Groups Check-In Directory

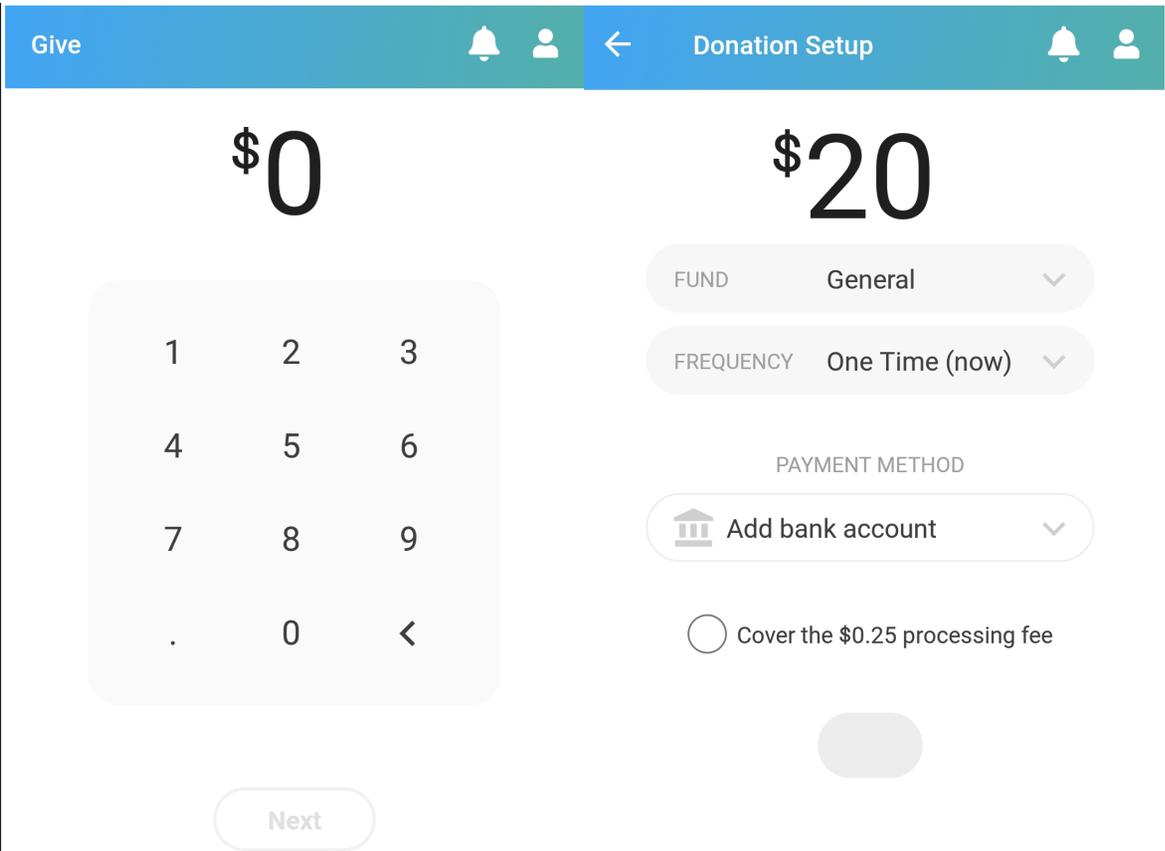
Online Giving: App Version

You can set up online giving through the Church Center App. To set up donations, click on the Give button on the bottom of the screen.

First, enter the amount you would like to give.

This will take you to Donation Setup, where you can pick which fund it will go to, the Frequency (one-time or recurring), add bank accounts or cards, and if you would like to cover any transaction fees (optional).

You can see your Giving information under your account by clicking on the person symbol and then clicking "My Giving." You can also add bank accounts/cards and view donation history and statements there as well.



Online Giving: Desktop Version

You can also set up online giving through a desktop (computer or laptop).

One of the main differences between giving on your phone vs desktop is that all the options appear on one screen vs having multiple steps on your phone.

You can access this page at sussexcrc.churchcenter.com/giving

Steps:

1. Enter how much you would like to give.
2. Select which fund you would like to give to.
3. You can choose + Add donation if you would like to give to more than one fund at once.
4. Set Frequency (one-time or recurring).
5. Add/select a bank account or card to give from.

The screenshot shows the online giving interface for Sussex Christian Reformed Church. At the top left is the church logo (SCRC). The navigation menu includes Home, Give, Groups, Check-In, and Directory. A user profile icon is visible in the top right. The main content area is titled "Give" and includes a currency selector set to "\$ USD".

Step 1: A text input field for the donation amount, currently showing "\$ 0".

Step 2: A dropdown menu for selecting a fund, currently set to "General". Below the dropdown, a description reads: "Funds for the operational expenses of the church such as maintenance, repairs, supplies, staff wages, etc.".

Step 3: A green button labeled "+ Add donation".

Step 4: A dropdown menu for selecting the frequency, currently set to "One time".

Step 5: A section titled "My information" with a placeholder for a profile picture. Below this is a "Select payment method" section with two options: "Add bank account" and "Add debit/credit card", both with right-pointing arrows.

At the bottom of the form, a security notice states: "Payment information is TLS encrypted and stored at Stripe - a Level 1 PCI compliant payment processor. Bank verification powered by Plaid."

The footer of the page contains the text: "Sussex Christian Reformed Church | sussexcr@sussexcrc.org | (973) 875-5591".

Home Give Groups Check-In Directory

Online Giving: Adding a Payment Method

You can add a bank account or debit/credit card a few different ways. You can:

- Instant Verification:** Connect a bank account by logging into your online banking account through the app.
- Manual Verification:** Manually enter the information associated with your bank account
- Enter information for a Debit or Credit card

For Manual Verifications: You may need to verify your bank account after a manual entry. Church Center will send you an email with instructions on how to do this.

This process typically involves small transactions going to and from your bank account and then you verifying what the amounts were. If you do not use online banking or only receive paper statements in the mail, it may be easier for you to add a debit/credit card.

← Add Bank Account



We need to verify your account information.

Select a verification method to continue.

Instant Verification 1.
Sign in to your bank to verify your account instantly.

Manual Verification 2.
Verify using your routing and account numbers. Can take up to 3 business days.

← Verify Bank Account

\$ \$ →  →  

2. We'll make two deposits of less than \$1 to your bank account in the next few days. Once you see the transactions, come back and enter the amounts to complete your account verification.

The deposits will be recovered shortly after in a single withdrawal.

Account Holder

Account Type

Routing Number

Account Number

← 

1.

 Chase
www.chase.com

 Bank of America
www.bankofamerica.com

 Wells Fargo
www.wellsfargo.com

 TD Bank
www.tdbank.com

 Chime
www.chime.com

× Add Debit/Credit Card **3.** Save

 | 1234 5678 9012 3456

 Your card information is sent and stored securely.
[Learn more.](#)

Notifications

On occasion, church may need to send out push notifications through the app.

To **view a notification**, click on the Bell Icon on the homepage. This will take you to any recent notifications.

You can **click on the notification** to view the announcement.

Desktop: Push notifications do not appear to come through on the desktop version, but any important notices will be sent via email as well.

The screenshot shows the mobile app interface. At the top, there is a blue navigation bar with 'Home' on the left and 'Notifications' on the right. A red circle highlights the bell icon in the center of the bar. Below the bar, the main content area displays a church service image with the text 'SUSSEX CHRISTIAN REFORMED CHURCH' and 'Sunday Services at 9:30am & 7pm ET'. Below the image, the text reads: 'Welcome to Sussex Christian Reformed Church!', 'Love God, Love Others', 'Our Mission is: Growing disciples who transform lives for Christ.', and 'Our Vision is: Cultivating grace-filled authentic relationships so that together we can be more like Him.' To the right of the main content, there is a notification card titled 'Test Announcement' with the text 'Hi! I am just testing the Church ...' and a timestamp of '9:43am'. At the bottom, there is a navigation bar with icons for Home, Give, Check-In, Calendar, and Directory, repeated on both sides.

 Home
  Give
  Check-In
  Calendar
  Directory

Events Calendar

You can view and bookmark events from the Calendar section of the Church Center App.

To view events, click on the Calendar button on the bottom of the screen.

If you **click on an event**, it will show more details and show a map with the location.

If you click on **Add Bookmark**, it will save the event to your Schedule in Church Center.

You can **view your Schedule** and bookmarked events by going into your settings (click on the person icon) and click on My Schedule. You can also remove bookmarked events by going into My Schedule, clicking on the event, and clicking Remove.

You can also do this on the Me page.

April 2022



Thursday, April 21

GriefShare 7–9pm
Every Thursday

Saturday, April 23

Cadets Pinewood Derby 7–8pm

Sunday, April 24

Morning Worship Service 9:30–11am
Sussex Christian Reformed Church
Every Sunday

Evening Worship Service 7–8pm
Sussex Christian Reformed Church
Every Sunday

Monday, April 25

Men's Pickup Basketball 7–8pm
Sussex Christian School Gym

 Home
  Give
  Check-In
  Calendar
  Directory

MY STUFF

-  My Schedule >
-  My Giving >
-  My Directory settings >

Morning Worship Service

Sunday, April 24, 9:30–11am
Repeats Every Sunday

Add bookmark ▾

LOCATION

 Directions



Sussex Christian Reformed Church
49 Unionville Ave, PO Box 745
Sussex, New Jersey 07461

Schedule (All) ▾

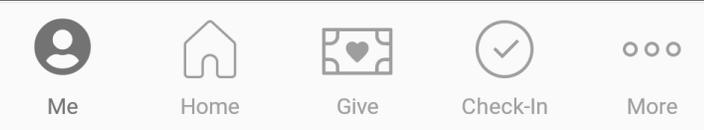
Actions

SUNDAY, APRIL 24

9:30–11am Morning Worship Service
 Bookmarked

The screenshot shows the top navigation bar of the Church Center App with five icons: a person (Me), a house (Home), a wallet with a heart (Give), a checkmark in a circle (Check-In), and three dots (More). Below the navigation bar is the 'The Me Page' section. It features a title 'The Me Page' and a paragraph: 'When you open the Church Center App, it may take you to the Me page.' Below this, it says 'The Me page shows:' followed by a numbered list of four items: 1. A link to view your profile; 2. **My schedule**: If you bookmarked any calendar dates, they will show up here. If you are on any of the volunteer schedules, your volunteer and blockout dates should show up here as well; 3. **My giving**: You can go here to view your online giving history and recurring donations; 4. **My organizations**: This shows any churches you are linked to through Church Center.

The screenshot shows the 'My Church Center' app interface. At the top is a blue header with the text 'My Church Center' and a bell icon. Below the header is a profile section with a circular avatar containing the initials 'RK', the text 'Hello, Rachael!', and 'My profile & settings' with a red '1.' and a right-pointing arrow. Below this is a section titled 'My schedule' with a green 'Actions' button. Underneath is a light gray box containing the text 'Upcoming events you bookmark, along with your serving schedule will appear here' and a green 'Explore upcoming events' button with a red '2.'. Below that is a section titled 'Activity & involvement' with a horizontal line. Underneath is a 'My giving' section with a wallet icon and a red '3.'. Below that is a 'My organizations' section with a green '+ Add' button and a red '4.'. At the bottom is a church listing for 'Sussex Christian Reformed Church' with a cross icon and a green checkmark, and the text 'Sussex Christian Reformed Church • Rachael Klein'.



Volunteering Schedule

Volunteer schedules are managed through Church Center’s database program, Planning Center Services. If you are on any of the volunteer lists, such as Ushers, Refreshments, or Nursery, you can manage your Volunteer Schedule through the Church Center app.

When a schedule is created, you will receive an email and/or a Church Center app notification with a request for that date. You can choose to Accept or Decline the date. If you decline, you can write why you’re declining or just leave that section blank.

***Note:** You can only Accept or Decline requests for yourself. You cannot accept or decline on behalf of someone else, like another member of your household.

February 12, 2023 Request

01/26/2023

Hi Rachael,

You have been placed on the schedule for the following dates. To respond or simply view this schedule, click the appropriate button below.

Thanks,

Rachael Klein
Sussex Christian Reformed Church

February 12, 2023

Sunday Morning [View plan](#)

Check-In (Children's Ministry)

Service:
02/12 at 9:30A

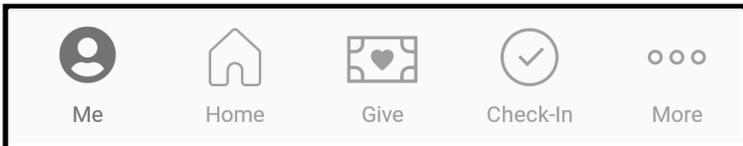
Accept

Decline

 planning center

 services

You are receiving this communication because you're signed up with Sussex Christian Reformed Church's Planning Center account.



Me Home Give Check-In More

Volunteer Scheduling

Volunteers can view and manage their schedules through the Church Center app under the Me tab.

- Under My Schedule, you can sign up for any open dates for a volunteer position.
- You can also view any dates you confirmed.

If you need to cancel a date you confirmed:

- Click on the date you confirmed but need to change
- When in Plan Detail, click on the three dots in the upper right corner
- Click Decline... You can provide a reason for declining or just leave it blank.

Block Out Dates: If there are dates when you cannot serve, you can block them out.

- Under the Me tab, click on Actions
- Click on Add blockout.
- Click on the dates you would like to block.



My Church Center

RK Hello, Rachael!
My profile & settings

My schedule Actions

January 29 – February 26 New

Sunday Morning
Signups available

1. Sign up

SUNDAY, FEBRUARY 12

9:30–10:30am Sunday Morning Service
Check-In (Children's Ministry)

[View all](#) **2.**



Signup Sheet

Sunday Morning **1.**

JANUARY 29, 2023

Check-In Children's Ministry View times

FEBRUARY 5, 2023

Check-In Children's Ministry View times

FEBRUARY 26, 2023

Check-In Children's Ministry View times



Plan Detail **3.**

Feb 12
Sunday Morning

MY POSITIONS

✓ Check-In (Children's Ministry)
This position is confirmed.

MY TIMES

February 12
9:30–10:30am Service

Decline...4.

Cancel



My schedule **A.** Actions

Upcoming events you bookmark, along with your serving schedule will appear here

Explore upcoming events

Activity & involvement

My giving

My organizations + Add

Sussex Christian Reformed Church
Rachael Klein

Add blockout **B.**

Email team leader

Cancel