

Palma Ceia Presbyterian Church App

The ChurchApp is available through the church management system used by PCPC, Seraphim, on both the Apple App Store and the Google Play store for all phone types.

PCPC may not fully utilize some functions available within the app so only the areas that apply to PCPC are explained here. Any other areas or menus that are not listed are not intended to be used at this time.

Quick Start Guide

Below you will find some information on how to download the app and basic features to get you started. For more detailed information, see the sections below; [Home Page](#), [Profile](#) and [Features](#).

1. Request Access to the PCPC App

Security is very important to PCPC therefore the information in the app is not available publicly to anyone who downloads it. To allow sharing of information in our congregation, all individuals who would like to use the app must request access.

Complete the [Church App Access Request Form \(https://tinyurl.com/pcpc-churchapp\)](https://tinyurl.com/pcpc-churchapp) to get your username and temporary password emailed to you. It may take up to 5 business days for the email to be sent to you from relay@seraphimsoftware.com (be sure to look for this email address; it might be in your junk/spam) Children under 13 will not be able to access the app or have their information appear in the app in accordance with COPPA, Children's Online Privacy Protection Act.

2. Download the Seraphim Church App (Search for "Seraphim ChurchApp")

The email with your username and password will have a link to each of the app stores but you can download the app at any time.



3. Log In

After you log in for the first time using the information provided to you, you can then select a preferred username and password. Keep your login and password information in your records, it is not stored where it can be retrieved easily. Your information can be reset, if needed by contacting communications@palmaceia.org. After logging in for the first time you will not need to log in each time as long as you only close (swiping it away or using the "x" to close) the application when you are done using it.

The login username and password you select can be used for multiple devices (phone, tablet, etc) Each individual must use his or her own login credentials because the login is linked to a specific individual's profile. Families should have individual accounts for each adult. It is possible to log out of one user account and log in to another on a single device, but it is not recommended.

*****4. Select what personal information you want to share*****

One of the most important steps after loading and accessing the app is to review your profile and elect what information you want to share with the congregation.

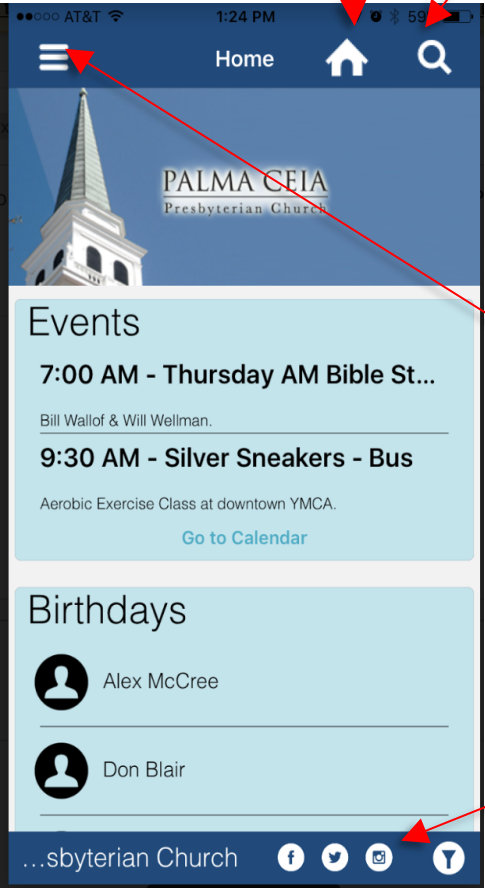
By default, your profile information (address, phone, email) is not shared. If you do not elect to share information, only your name will appear in the directory. To make the app a directory tool for our congregation, please consider sharing some of your contact information.

Review the [My Profile](#) instructions to verify or update (if necessary) your personal profile and decide what information you would like to make visible to the congregation.

Home Page

The Home Page will display when you open the app. Events related to the current date, along with birthdays and/or anniversaries are automatically shown on the home page. Only 3 events and a short list of birthday and anniversaries will show, to see the full calendar or list, click the link “Go to Calendar” under the event listings.

You can return to the Home screen anytime using the Home button.



The screenshot shows the Home Page of the app. At the top, there is a dark blue header with a white home button in the center, a magnifying glass icon on the right, and a menu icon (three horizontal lines) on the left. Below the header is a banner for 'PALMA CEIA Presbyterian Church'. The main content area is divided into three sections: 'Events' with two items (7:00 AM - Thursday AM Bible St... and 9:30 AM - Silver Sneakers - Bus) and a 'Go to Calendar' link; 'Birthdays' with two entries (Alex McCree and Don Blair); and a footer with social media icons for Facebook, Twitter, Instagram, and YouTube. Red arrows point from the text boxes to the menu icon, the search icon, and the social media icons.

Search Feature

The magnifying glass on the top right hand menu of the home screen provides a universal search option. Click on the magnifying glass and type in a person's name, event name or partial information for an address, phone number or email to find matches within the information available and shared on the app.

Menu

On the top left hand side of the home screen there is a menu button that looks like 3 horizontal lines on a page. The options under the menu will be divided into a [Profile](#) and [Features](#) section. Details on how to view or update your profile and use the Features are listed in links below.

Footer

The footer of the home screen shows the icons for the PCPC social media sites Facebook, Twitter and Instagram. If you have any of the social media applications loaded on your device the apps will open.

Profile

My Profile

Access the My Profile section by using the top left-hand menu that looks like 3 horizontal lines on a page (called a hamburger menu). Click on “My Profile” to view your personal information.

Members and active participants of PCPC will be listed in the Directory feature of the app based on each individual’s election to share their profile information. In this section you can select to share or hide the following information about yourself:

- Address
- Phone
- Email

To make changes and turn “Off” the visibility of information to the congregation, slide the button next to each section to the left (no longer green).

Share Address/Share Contact Information/Share Email



(sharing is on)



(sharing is off)

Information in each of these profile sections can also be entered or updated. Only Legal First Name and Last Name are shown in the app. If you go by a preferred name or middle name, PCPC will have those details in the full church database even if it’s not shown here. Please contact the church office if you want to verify that your information is fully correct in the church records.

* Touch in the field that you want to enter or update to make changes and be sure to touch the Update button at the bottom of the screen to submit the updates.

***WARNING:** any changes made to your profile WILL update the church database records immediately. The profile section in the app is not the full listing of available information that is kept by the church, it is provided for sharing within the congregation.

Profile Picture

To modify your profile picture:

- Click on the current profile picture (it will likely be a generic black/white silhouette)
- Click “Yes” to “Do you wish to change your profile picture?”
- You may be asked to give access to the Photo app on your device, click “Yes”.
- Select a new picture to display

Bottom Menu

At the bottom of the profile page is a menu bar with an icon named Family, where you can view the list of people associated with your family.



Only individuals can update their own profile information. Information for children under 13 will not be shown in the Directory but will be visible here to the other family members. Contact the church if you need to update any family member information for children or someone who does not use the app.

A family picture can also be uploaded by tapping the top part of the page. Follow the prompts to allow access to your device to select a picture. Family pictures are only seen with anniversary announcements on the home page and are visible in a similar menu when individual information is opened in the Directory.

Family Name and Anniversary Date are kept in the church database and not editable through the app. The Family name is used for newsletter mailings and any non-formal communications. If you'd like to add or edit your anniversary date, contact the church office.


Give Feedback

A way to send questions or feedback about the app to the software provider, Seraphim. Information submitted here does not get delivered to Palma Ceia Presbyterian.

Sign Out

Signing out is not recommended unless you want to login under a different profile on the same device. Closing the app without signing out will provide the same verified access the next time the app is opened without needing a new authentication code. A new authentication code, if needed, can be requested by contacting communications@palmaceia.org.

Features

These features can be accessed under the menu from the top left of the main screen; tap on the  that looks like 3 horizontal lines (called a hamburger menu). Use the links in this section of the app to access more information about Palma Ceia.

Calendar

Click for the church activity and event calendar by month. Tap on any particular day for more details. You can search by Event type by tapping the Event Type box to find specific activities. You can also use the search feature at the top right of the app window to search throughout the app.

Directory

Use the alphabet listing on the right to see a list of people with last names starting with that letter of the alphabet. Or enter a partial or full name in the search box at the top of the screen to find a particular person or family. If an individual has elected to share information with the congregation, that information will be shown next to their initials. Tap on the name for a larger view and profile picture, if available.

Sermons

The sermons link will open a browser window that lists the most recent recorded sermons. Click any “Listen” button to hear a specific sermon.

Online Giving

The Giving link will open a browser page to allow entry of a one-time or recurring donation to Palma Ceia Presbyterian Church. Donations to specific seasonal offerings may also be made through this page. Type in requested information into the boxes, enter your personal information, along with your credit card information, and click “Proceed to Confirmation”. A receipt will be sent to your e-mail address on file.

Blog

The Blog link will open a browser window to “The Pastor’s Blog”. Current and past articles are listed.

Faith Formation –Education for Adults & Children

The Faith Formation link will open a browser window with information on PCPC’s Christian education information for all ages.

Subscriptions to the Weekly eNews and Seasonal Newsletter

Each of these links will open a browser to subscribe or edit your preferences for receiving the weekly eNews and seasonal newsletter from PCPC. Type in your personal information, email address, and select how you would like your subscriptions sent to you.

FAQ (Frequently Asked Questions)

Why is my name not listed in the directory?

- Only members and active participants at PCPC are listed in the directory. If you are a member or active participant at PCPC and your name is not listed in the directory, contact communications@palmaceia.org
- Check and make sure you are sharing at least one piece of information (address, phone or email) in the My Profile section. If your information is set to be shared and your name or information still does not show up in the directory, email communications@palmaceia.org.

Appendix

Seraphim Software, the church database and app vendor provides the following links to additional documentation on using the app. PCPC may not be utilizing all the features explained in the documents provided. Please contact communications@palmaceia.org with any additional questions.

[Using the Church App](#)

[Using the Calendar - Church App](#)

[Directory, Stream, Bible - Church App](#)