

CHRESTOS – FOR MINISTERS IN ECCC CIRCUIT

- Chrestos is an on-line system – no need therefore to install anything. An internet connection is needed – speed of Chrestos depends on the wifi being used. As there is no need to download anything it can be accessed by any machine.
- Preachers and LP's can access. They will require permission to access Chrestos and the Circuit Administrator will authorise the access. Anyone can access as long as they have a browser (one of the main ones) and reasonable wifi.
- The 'Cloud' is used. To access Chrestos put in the address bar at the top of your internet page <http://exeter.chrestos.co.uk/cloud>

➤ A box comes up:

- **Username** – the system generates this and you should have received an email with your username. Username: is made up of your first name initial followed by the first 4 letters of your surname followed by a number created by the system. Pauline and Steve as Plan Admins can see the usernames.

➤ **Password** –

The password you have been emailed is a temporary password but once in the system you must straight away change your password to something else that you can remember. You choose this – these are stored in an encrypted fashion.

The password cannot be viewed by the help folk at Chrestos but can be reset through the usual type of "forgotten password" process for websites.

The administrators cannot see any individual's password but can see whether it has been changed!

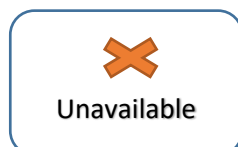
To Change password:

- 1) on the Home page grid – click on the **Account** box near the bottom of the grid.
 - 2) On the new page that comes up under your Username in the **Enter password** box enter your new chosen password and repeat in the **Re-enter password** box.
 - 3) Click on the **green tick 'Done'** icon on the right of the page near the top and the password will have changed.
- **Home** – there is a home button on every screen on the left at the top. Click on this to get back to the Home page – with the grid.

➤ **Availability**

- 1) To enter your available dates/times click on the **Availability** box on the grid.
- 2) A new page appears with a list of plans (these have the plan dates on). Click on the relevant plan which should be at the top.
- 3) A new small box appears

Click on the box with the green tick which has **Available** written underneath. (If you are not available for the quarter click on the box with the orange cross which says **Unavailable**.)



- 4) You get a new page appear with two tabs and the **Availability** tab is already selected.

Fill in the boxes starting with the two boxes at the top with the amount of appointments you are prepared to do for the quarter (period) and for each Sunday.

Maximum appointments this period

Maximum appointments per Sunday

- 5) Now select the dates you are available to preach and also the times of services you are willing to preach on those dates.

On the screen each column is filled with orange icons with X's on. If you have just a few dates you can do each quarter click on the particular orange X and it will change to green showing that you are available at that time.

If you are available for a lot of dates click on the word at the top of the column i.e. "Early" and the whole column beneath will turn green. If there are one or two dates in the quarter you are not available then you can click on the individual date on the now green icon and it will turn back to orange with the X showing that particular date is blocked.

Available dates

Date	Early	Morning	Afternoon	Evening
4th March - 3rd of Lent				
11th March - 4th of Lent				
18th March - 5th of Lent				
25th March - Palm Sunday				
1st April - Easter Day				
8th April - 2nd of Easter				
15th April - 3rd of Easter				
22nd April - 4th of Easter				
29th April - 5th of Easter				
6th May - 6th of Easter				
13th May - 7th of Easter				
20th May - Pentecost				
27th May - Trinity Sunday				

If you have been invited to speak at a particular church or you are affiliated to a particular church you will be slotted in to those appointments by the Minister of that church or by Pauline.

If you have other dates/times available for appointments please enter the total amount of appointments you are prepared to do including those where you have been specifically invited. When the Minister or Pauline slot you into the agreed dates to particular churches this will be accounted for in the system and you will only be slotted in to other churches on the remaining spare dates. The system does not allow you to be slotted in for more than your maximum dates/times available.

i.e. you may be prepared to do 5 appointments and 2 of those you have agreed to do at specific churches. So enter 5 in the **Maximum appointments this period** box.

6) Now you can indicate which churches you are prepared to travel to.

- The churches are listed in a box and are highlighted in grey with black writing.
- If you are happy to go to all the churches click on the words **Circuit Churches** and they will all become black boxes with white writing showing where you are prepared to go.
- You can of course change this list on each plan.
- If you are happy to go to most churches click on the words **Circuit Churches** so they all highlight and then click on any individual churches you are not able to travel to.
- If you are only able to get to a few churches then click on each church you are happy to travel to.

Preferred locations

Circuit churches

Alphington Axminster Cheriton Fitzpaine Colyton Crediton Crockernwell Dalwood
Exminster Farway **Honiton** Littlemead Lympstone **Mint** Korean Church at The Mint
Ottery St Mary St Thomas Seaton Sidford Sidmouth Sidwell Street Silverton
Tedburn St Mary Temple Topsham **Tower Street** Whiddon Down **Withycombe** Wonford

- You can also put comments in the box. Which we can see when planning i.e.

Comments

I have agreed to do two services at Sidmouth but will do 5 services altogether including those two.

or

I would prefer to do a service near to home on 18th March as I am expecting visitors for lunch.

7) When you have finished filling in the boxes then click on the **Done** button on the top right of the page under "Actions" to save what you have done.

If you exit this screen without saving it (clicking on the Done button) then the system will put up a huge notice saying: “Message from Webpage Are you sure?” etc. so you can then click on **OK** of that notice to ensure you have saved it.

actions



- 8) Now you have finished entering your availability you can click on the **Home** button on the top left of your page to get back to the grid.
- 9) Now you can exit the website by clicking on **Sign Out** in the top right hand corner of the screen to the right of your name.

Planning for your Church

- 1) From the Home (main) page with the grid click on the **Planning Grid** box. This creates a new window which fills the screen and because of the odd shape and size there is no home button on this page.
- 2) The page consists of a plan which has been created by Pauline and has looks like the paper plan we are used to having. The churches are down the left hand side of the page and there are white boxes in a grid on the page. Each white box represents a possible service.
- 3) The difference from the paper plan you used to receive is that you will not just see your churches but all the churches in the Circuit.
- 4) You will need to create a plan for your churches. For each of the services that will take place in the quarter in your churches you will need to tell the system that there will be a service on any given day and time. To create services you can click on a white box and it will turn blue – this means there will then be a service at that time.
- 5) If there are services on every Sunday you can click on the three blueish dots to the right of the Churches name and the whole row will then turn blue. If there should be on odd Sunday where there is no service click on that individual box and it will turn white again indicating no service will take place.
- 6) If you have an occasional service on an afternoon and it only shows morning service extra services at odd times can be created.
- 7) To plan yourself or folk your church has invited or Local Preachers affiliated to your churches – click on the service and a new box comes up.
 - The box shows the church and the date and time underneath.

There is **Preacher Information** and underneath three boxes. Preacher 1, Preacher 2 and Visitor (availability unrecorded).
 - Click on the arrow on the right of **Preacher 1** and a list of all the preachers available on that day will come up. Select the appropriate name and click on it and the Preachers name will be in the box.
 - You can put two preachers in (they may not show up on the plan).
 - For Visitors click on the **Visitor** box and follow the instructions.
 - You can now put in any relevant **Service Information** – click on the Service Code 1 box and select the relevant codes – click and this will appear in the box. (i.e. S for communion – this is a priority code as it is used often so will be on the top of the list – the other codes will be in alphabetical order.)

- The **Service Time** will be in there as it is set at the first planning stage but can be altered here if it is different to the normal time.
 - **Title/Location** could then be added i.e. at Parish Church, village square.
 - **Additional information?** Could be added but won't be printed.
 - Click **Done** (bottom right of the box) to save the entry.
 - Do this for each of the services where you know information can be put in – whether just a code i.e. S for communion (even if no allocated preacher is known at this point) or put yourselves in for the services you know you will take or select the preacher and codes where you know other people have been invited.
- 8) When you have finished inputting for all your churches you can close the plan grid by clicking on the X at the right hand top of the screen (there is no “save” button as such).

However, at the top left of the screen there is a box with the dates of the plan you are inputting – if you click on the arrow you will go back to the previous plan and can then go forward to the current plan and can then see that your information has been save without coming out of the plan grid.

- 9) Once on the **Home** page you can then **Sign out** by clicking on the button on the top right hand corner of your screen to the right of your name.

Pauline Ellis
PA to Superintendent/Circuit Administrator