



**Introducing...**

 **ChurchSuite**

**CYNCOED MINISTRY AREA**  
[cyncoedministryarea.org.uk](http://cyncoedministryarea.org.uk)

## What is ChurchSuite?

At our last Ministry Area Council meeting, we decided to begin using ChurchSuite.

ChurchSuite is a secure, online computer system which will assist with a lot of the administration and communication involved in running the Ministry Area.

## Why use ChurchSuite?

There are 3 big reasons to start using this software now:

1. It will enable us to comply with the new Data Protection Regulations, by holding all our Personal Data securely online, protected by strong encryption software, but accessible by those who need it.
2. It will make life easier for the Ministry Team, cutting down the amount of time we spend on administration and enabling us to put more time and energy into pastoral care, ministry and mission.
3. It is very reasonably priced and the Diocese has agreed to cover all the costs for the first year, after which we can decide whether to continue using it.

## What does ChurchSuite do?

Eventually, once we are making full use of it, here are just some of the important things ChurchSuite will help us to manage:



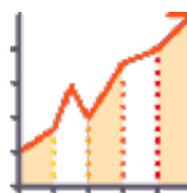
**Contact information & communications**



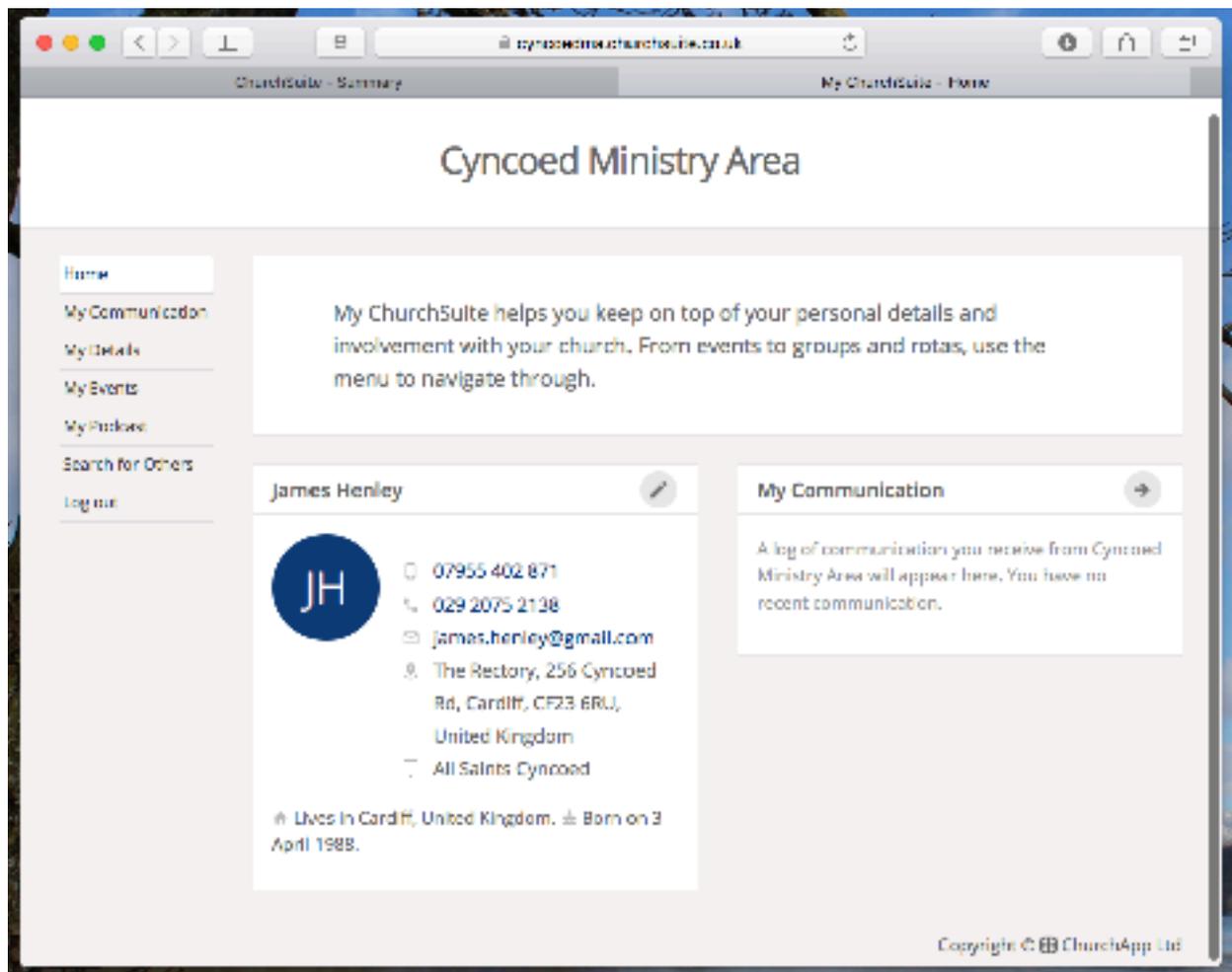
**Safeguarding & consent forms for children**



**Diary for events, baptisms and weddings**



**Giving online by card and direct debit**



## Who can access ChurchSuite?

- Administrator accounts will be created for the Ministry Team and other Office Volunteers, who will be given access only to the information they need to fulfil their roles. In due time, we'll be running training to help our team and volunteers to learn how to use ChurchSuite.
- **Everyone will be able to access their own *MyChurchSuite* account**, which will enable you to see a calendar with upcoming events tailored to you, view any recent communications and update your personal information and communication preferences.

## **What do I need to do now?**

If you are on the Electoral Roll, your information will now be stored on the new system, and you will be invited to create a *MyChurchSuite* account.

### **If you have given us your email address already...**

...you will receive an email from us, asking you to ensure your information is up to date, to provide us with your communication preferences going forward, and to enable you to access *MyChurchSuite*.

### **If you haven't provided us with an email address...**

...you can fill out a contact form to give us your email address so we can give you access to *MyChurchSuite*. You can also do this if you are not on the electoral roll, but would still like to stay in touch.

### **If you don't use email or the internet...**

...don't worry! Although you won't be able to access *MyChurchSuite*, you'll still continue to receive all the information you need from us in writing and will continue to be able to update/delete your personal information each year when the Electoral Roll is reviewed.

### **If you have any concerns or queries...**

Feel free to speak to a member of the ministry team, and we'd be happy to talk things through with you.

#### **CYNCOED MINISTRY AREA**

256 Cyncoed Road, Cardiff, CF23 6RU

Tel: 029 2075 2138

Email: [admin@cyncoedministryarea.org.uk](mailto:admin@cyncoedministryarea.org.uk)

*A ministry area in the Church in Wales Diocese of Monmouth.  
The Rectorial Benefice of Cyncoed is a registered charity no. 1136081.*