

Directions for Downloading MinistryOne

- On your iPhone (go to App Store) or Android Phones (go to Google Play).

- Search for “Church by MinistryOne”.
- Click “Get” to download it to your phone.
- Once it’s on your phone, open the app.



Church by MinistryOne (4+)
 Access Your Church Anytime
 Ministry Brands
 Designed for iPhone
 ★★★★★ 4.3 • 27 Ratings
 Free

- On the “Find your church screen” – type in “Southwood Church”.
- You should see a result come up that says Southwood Church with our yellow SIC logo. Click on it.
- At the bottom of the page that pops up, click on “Select This Church”.
- Now you’re in the app as a generic user. It is perfectly functional for most things like this and you can feel free to browse and use as is.



Southwood Church
 8700 S Meridian St Indianapolis, IN 46217

Logging into MinistryOne as a User

- To log-in – scroll down and click on the “Profile” tile. This takes you to the Sign-In screen.
- Enter either your email or cell phone number and click “Next”. (Note: This profile is based on the contact information that you have given us for our church membership database as the app and database are linked. If you try entering your information and can’t get it to work – contact Mystie and she can update your cell phone and/or email in the membership database.)
- A screen will pop up for “Validation Code”. It gives you the option to choose to have the code emailed or texted to you. Click on the box that you prefer and you should receive a code via that method.
- Enter the validation code that was sent to you in the box in the app and click “Next”.
- You should be on your profile page now with options to edit your profile, payment methods or sign out.
 - Edit your profile – This is where you can update your contact information that is linked to the church database at any time you have changes. This information is ONLY visible to office staff and yourself – it will not be added to the directory within the app unless you have given us permission to do so.
 - Payment methods – At this time, we are not using this feature of the app. Any tithe/offerings will be done through the “giving” tile that is linked with our existing online giving service.
 - Sign Out – If you ever want to sign out, this is where you would do it.

To get out of the profile tab, click the X in the upper right.

- Exploring other tiles: (note that when you are in a tile, you can click on the 4 square icon in the upper, right hand corner of the screen to return to the tile board)
 - Information tile – this is where you will find the digital bulletin, live streaming link, events happening in the church, special updates, guest registration forms, etc.
 - Giving tile – this is where you can log-in to give online. If you already give online or via text, this is the same giving platform – it just has the convenience of being built into the app. Once you’ve used it in the app, it will store your information so that you don’t have to log in again. It also shows your giving history under the “history” tab.
 - Contact tile – this tile gives you access to the “contact” from that sends your message to the office email or the “prayer” tab that allows you to send prayer requests and praise reports in to the church (with the option of it being shared with Pastor Keith only or with your fellow church members).
 - Sermons tile – this is where you will find a collection of archived sermons.
 - Directory tile – this is a member directory with contact information for your fellow church goers. However, the directory is only visible to those have given us permission to share their information in the directory. If you do not see a Directory tile, that means you are not listed. If you would like to be listed, please contact Mystie.
 - This directory information is being shared with you for church related uses. Please do not use any contact information to solicit sales, for other “business” use, to share with someone outside of our church or for political purposes.
 - Fields listed in the directory are preset as:
 - Name
 - Mailing Address
 - Cell Phone
 - Home Phone
 - Email Address
 - Family Tree

If you want to be listed in the directory but don’t want to share certain information, please let Mystie know and she can edit your personal settings to hide items of your choice.
 - Messages tile – this is where you will receive church wide or group messages that have been sent from the church office via the app. We will roll out usage of this feature in the future. It is set-up when you download the app to process these messages as “push notifications” meaning they will show up on your phone screen even if you aren’t currently in the app. If you do not like that feature, you can go into the “settings” on your phone and turn off push notifications for the church app.

If you have any questions or concerns about the app, please contact:

Mystie Green - info@southwoodchurch.tv - 317-446-1482 (call/text)