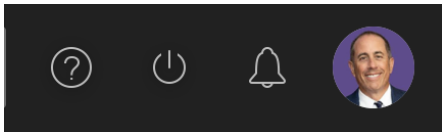# Community Church Builder (CCB) Quick Reference

Setting Up Your Profile

A. Your account invitation will arrive via an email from stlukelex@ccbchurch.com. The direct link to St. Luke's CCB can be found at stluklex.ccbchurch.com

B. When you first login, you will find the link to your profile by looking at the top, right hand side of the screen and clicking on the image below.

Note: There will not be a profile picture when you first log in. It will be a blank portrait with your initials.

C. When you arrive at your profile, ensure that all contact, family, personal, and custom field information is accurate. If your information is not accurate, you can update any of these areas by clicking on the "Edit Profile" button (red).
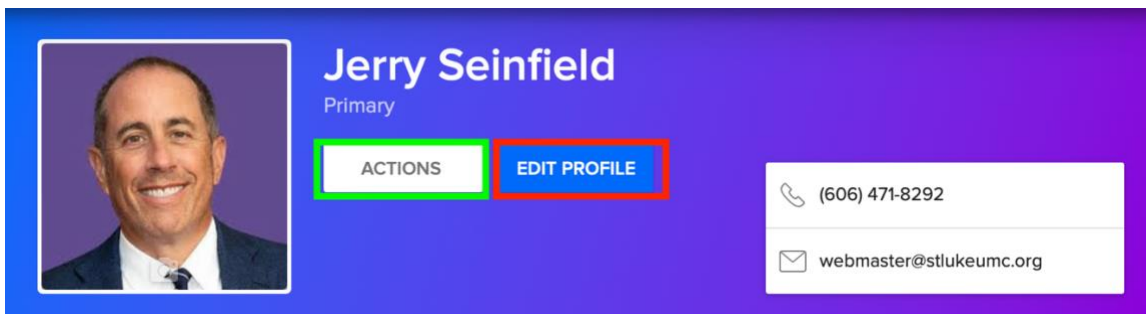

D. The "Actions" button above (green) contains options to edit the following:

1. Communication Preferences: Change your communications preferences for emails you receive from the church.

2. Download Contact Card: Download a .vcf of your profile information.

3. My Fit: Edit your My Fit details.

4. Privacy: Update the visibility of your information to other people in the church.

5. Username/Password: Edit your username or password for logging in.

Setting Profile Privacy Settings

Your Profile

A. Click on the "Actions" button.
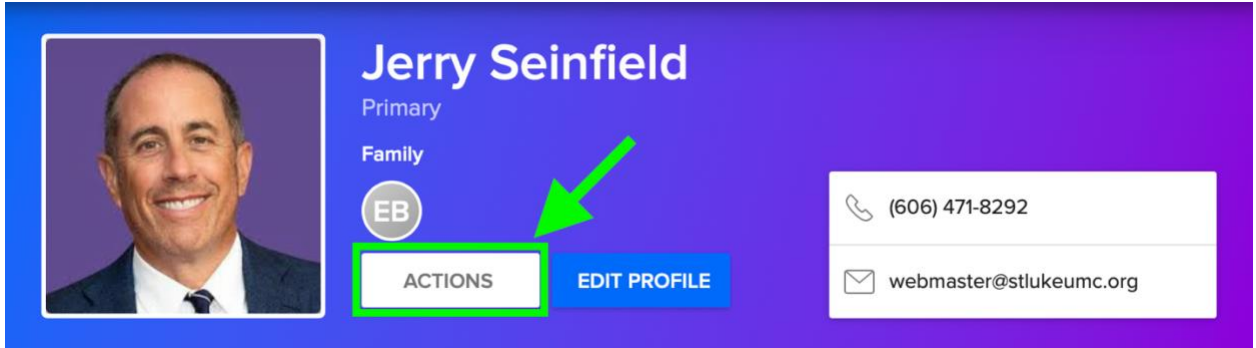
B. In the dropdown that appears, select "Privacy."

    1. The privacy settings in CCB are entirely your choice. These settings determine who in the church can see the different fields in your profile.

C. There are three different options for privacy:

    1. Everyone: Any person who logs into your church's software can see this data.

    2. Groups Members: Only participants within your Groups can view this data.

    3. Church Leadership Only: Only administrators can view this data.

Personal Information	Everyone Any Profile Within Your Church	Groups Members Groups I Am A Part Of	Church Leadership Only Admin Privileges Only
⬜ Only Allow Church Leadership To View Profile Information (Unlisted)			
Mobile Phone Number	◉	○	○
Home Phone Number	◉	○	○
Work Phone Number	◉	○	○
Address	◉	○	○
Email Address	◉	○	○
Birthdate (Month & Day Only)	◉	○	○
Anniversary (Month & Day Only)	◉	○	○

All other profile fields are only visible to individuals with appropriate administrative privileges. Examples include: Gender, Marital Status, Emergency Phone, Allergies, and other church defined fields.

D. For each level of information, be sure to choose the privacy level you are most comfortable with.

Communication Preferences

A. Updating your communication preferences will determine if you will allow texts and/or emails from church communications and from groups you are part of.

Accessing Individual Communication Settings

1. Click on your profile image (or initials) in the top right corner.
2. Click on the "Actions" button.
3. Choose "Communication Preferences."
4. Set your communications to your preference.

Groups I am In

Make your choices in the top section of the page. Listed here will be all of the non-administrative groups to which you belong, the administrative groups you lead, and four communications options (the columns).

Note: The Group Leader will set the default communications for their individual groups. If you have updated your own preferences, any updates will not change or edit your preferences.

	Send me emails from group participants	Send comments to me immediately	Send me a weekly summary of group activity	Send me text messages from group leaders
	Receive group communications like emails from the group leader, event invitations, and information about volunteering and helping those in need.	*Participate in online conversations as they happen.*	*Receive a single email generated by the system for all your groups' activities (events, comments, needs, positions and files) for the week.*	*Even with a mobile phone number, text messages will only be sent if a carrier is selected.* *Mobile Carrier* Verizon *Mobile Phone* (000)-000-0000 *Standard text messaging rates from your carrier may apply.*
Groups I am in	Recommended	Optional	Recommended	Recommended
St. Luke	☑	☐	☐	☑

The following columns are available to you (above):

1. The **first column** allows direct correspondence from Group Leaders or members, such as email notifications of new group messages, event invitations, group emails, and position or needs information. Check these boxes if you wish to receive this type of correspondence from a group. This setting is recommended.

2. The **second column** determines whether or not you wish to receive an email when a member of the group posts a comment to a message. Check the boxes next to the groups whose comments you want to see. This setting is considered optional.

3. The **third column** determines whether or not you wish to receive a weekly summary of any changes made to the group, including new events, comments, files, needs, or positions. Check the boxes next to the groups for which you want to receive this weekly summary.

4. The **final column** allows you to indicate which groups from which you want to receive text messages. Choose your mobile phone carrier from the pulldown menu, verify or add your mobile phone number, and check the boxes for the groups you wish to enable. Remember, standard text messaging rates from your carrier may apply. This setting is recommended.

   Note: The mobile carrier and number are required. If you have a smaller local carrier you will need to find out the major carrier the smaller provider is using and add that carrier from the pull-down menu.

Future Group Defaults

This section allows you to determine the communication settings for future groups you are added to or join. Your three options are:

1. Use Group Defaults

2. Send to Me

3. Don't Send to Me

Future Group Defaults
You can decide what your communication settings will be when you are added to a group in the future.

	Send me emails from group participants	Send comments to me immediately	Send me a weekly summary of group activity	Send me text messages from group leaders
Future groups I am added to	Use group default	Use group default	Use group default	Use group default

Scheduling Communication

The third section is where you set your communication preferences for your volunteer assignments. This section specifically looks at your Schedules service assignments.

Scheduling Communication
These scheduling notifications are usually sent by church leadership or staff.

☑ Recommended I'd like to receive email notifications for scheduling.
☑ Recommended I'd like to receive text notifications for scheduling.

General Church Communication

The last section includes an option to receive general church communication. General church communication emails are primarily quick emails and mail merges, but also include email invitations to join a group (this setting is recommended). The last section also includes the ability to:

1. Quickly update your email address.
2. Completely remove your email address from the database.

General Church Communication
These emails are usually sent by church leadership or staff.

☑ **Recommended** I'd like to receive important campus and church-wide emails.

Email Address
You can update your email address.

webmaster@stlukeumc.org   (Example: you@ccbchurch.com)

If you no longer wish to receive emails from St. Luke United Methodist Church, you can remove your email address. As a result, no one will be able to contact you via email. If you'd like us to have your email address for contact purposes, do not remove your email.

☐ **NOT Recommended** Completely remove my email address from St. Luke United Methodist Church.

Note: Once any changes are made, click "Save Settings."

Communication or Technical Difficulties

Remember: Any time church Leadership or Staff use CCB to communicate, the sender will be stlukelex@ccbchurch.com, not the staff member's personal email address.

B. For all questions, comments, or concerns, please contact mwalz@stlukeumc.org or adraughn@stlukeumc.org