

What about Privacy?

How secure is my information?

Although CCB is an internet based application, NONE of the data contained in it will show up in any search engines and can only be viewed by users with a login and password. With CCB YOU can control how much of your information is viewable by others. Here's the list of the privacy defaults for the existing database in CCB (you can change these by logging in and editing your profile)

IMPORTANT NOTE:

If you have ever requested any of your information to be unlisted with us we have ensured it remains so with CCB.

If you don't have internet access and would like any of these privacy settings changed for your profile please contact the church office.

- **FAMILY PHOTO:** All logged in users (if your family picture is in the Church Photo Directory it is also in CCB)
- **INDIVIDUAL PICTURES:** Church Leadership Only
- **BIRTHDAY (M/D):** Friends and Group members
- **GENDER:** All logged in Users
- **MARITAL STATUS:** All logged in Users
- **ANNIVERSARY (M/D):** Friends and Group Members
- **ALLERGIES:** Church Leadership Only
- **CHURCH CUSTOM FIELDS:** Church Leadership Only
- **CONTACT #:** Friends and Group Members
- **OTHER PHONE #'S:** Friends Only
- **EMAIL:** Emails are only shared with "Appropriate Church Leadership". Normal users can contact you via email, but don't see your email address.
- **CONTACT ADDRESSES:** Friends only
- **OTHER ADDRESS:** Church Leadership Only
- **SERVING INFO** (i.e. Spiritual Gifts/Passions): Church Leadership Only
- **SOCIAL INFO:** Friends and Group Members

ALL children profiles under the age of 12 are **ONLY** viewable by family members and child-work approved church volunteers and staff.

How do I get Started?

1. All you need to access CCB is a internet browser. We recommend Firefox (www.getfirefox.com) but any modern internet browser will do.
2. You can access CCB from our church website by hovering your mouse over the "Resources Link" and clicking "CCB Login" **or you** can login by entering "wpa.ccbchurch.com" in your browsers address box.
3. On the CCB Login page click on the "Sign Up" link. We will send you a username and password.
4. Use the username and password you receive in your email to log into CCB.
5. EXPLORE all that CCB has to offer!

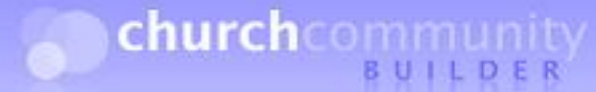
For more information on how to use CCB check out the release article on our church website at this address: "waterlooassembly.org/2008/introducing-church-community-builder/"

Please keep in mind...

If you don't have access to the internet that doesn't mean you'll be "out-of-the-loop" when it comes to what's happening at WPA. We will still use printed material to communicate with the church body. CCB is just an extra tool to help increase the effectiveness of ministry at WPA. We are confident that those who *do use* CCB will find it to be a great asset!

STILL HAVE QUESTIONS?

Pastor Darren Ethier will be happy to answer any questions you may have about the CCB application. You can reach him via email at dethier@waterlooassembly.org OR by phone at 519-884-0530 x123 OR in person if you can grab him in between services!



a **new** tool for
connecting at
WPA...

wpa.ccbchurch.com

Waterloo Pentecostal Assembly
connect • develop • serve

What is CCB?

CCB is a internet-based system designed from the ground up to help people in our church connect with each other, discover ministry opportunities, and keep track of what's happening in the church.

Waterloo Pentecostal Assembly is using CCB because we wanted another tool that helps equip staff, ministry leaders, and the congregation communicate more effectively with each other and the community at large.

What you can do with CCB...

Here's an overview of some of the features of the Church Community Builder Application:

Edit your profile:

One of the challenges in a growing church is keeping track of the changes in contact information that happens over time. CCB gives YOU the ability to modify information about you and your family and to define what other users of CCB can and cannot see (more information on privacy later in this brochure)



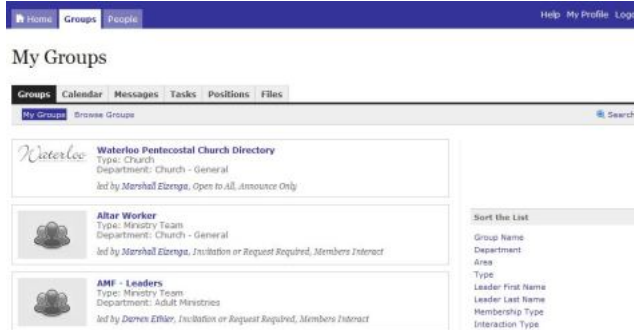
SETUP A "FRIENDS" LIST

This works similar to the popular "Facebook" application in giving you the ability to choose who can see certain information on your profile. You can also use the friends list to make a custom online directory of the people you communicate with frequently in the church.

JOIN GROUPS

What is a group? A group is any gathering of people within the church. So we have small groups, such as Graham and Elizabeth Faulkner's lifeline group; the "VIZ" (youth) is also a group; the Sunday Adult Ministry Fellowships each have their own group; another example would be the "Sound and Lighting" ministry group.

With CCB you can browse all the groups that are available in



the church or you can search for groups that meet a specific criteria. Then you can join it or request to join if the leader of that group requires approval of the person wanting to join (i.e. the "Choir" group).

With CCB you can easily keep track of all the groups you belong to and within each of the "group" pages you can connect with all the group members by leaving messages there or by emailing the members. Groups can also upload files and share pictures, class notes, music or other things with their members. On the group page there is also a "calendar" of all the events related to that group. These events can be private to just the group members or published to the entire church on the church calendar.

Group leaders will also have the options of requesting rooms/equipment for any gatherings they have (and be able to verify a room/equipment is available for the date they have in mind) when they set up events.

KEEPING TRACK OF YOUR CHURCH EVENTS

CCB also has a built in calendaring system that makes keeping track of all the various church-wide events you would be interested in very easy. There is a page that you visit that aggregates all of the events published to the entire church AND events just related to your groups. You can also export these events into another calendaring system that you use (i.e. outlook, google calendar etc.)

With CCB we also have the capability to have registration for events as a way for people to "sign up" online!

FINDING A PLACE TO SERVE IN MINISTRY

Another area where CCB is useful is that it provides away to discover any ministry opportunities that are available. If you fill out your entire profile (i.e. spiritual gifts, passions, interests etc.) you can use the built-in search to "match" you with ministry opportunities we've entered that "fit" your profile. Staff will also be able to use the search for new ministry opportunities to find people that match the requirements for that position and invite these people to serve in that area.

SECURE CHECK-IN SYSTEM

We are also going to be using CCB as a secure check-in system for our children's ministry. When fully up and running parents will check-in their children and receive a label for their child as well as a security ticket for picking up their children.

We are going to gradually introduce this system throughout November by getting all families with children connected to the system with a barcode key tag. Please visit the Kid's Corner before any of our services to get your family's barcode setup - it only takes about a minute.

There will be more information posted and distributed about how the new check-in system will work in the next few weeks.

FORMS & SURVEYS

Another capability of CCB is the ability to use it to manage any forms/applications/surveys that we may do as a church. From time to time you may see us publish a link to an online form along with the printed version for people who'd rather fill it out online than manually.