

# USER GUIDE - CFAS

**Project Name:** Church HRM System

**Client:** Church of the United Brethren in Christ (Jamaica Conference)

**Project Type:** Central Financial/Administrative System

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**Updated:** January 29, 2025

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## Introduction

The purpose of this document is to guide users in navigating the Church HRM System. This document covers the following:

- Page Information
  - Report Process
  - System Usage
  - Page Layout (with images)
  - User Roles and Access Levels
    - Admin
    - Pastor
    - Superintendent
- 

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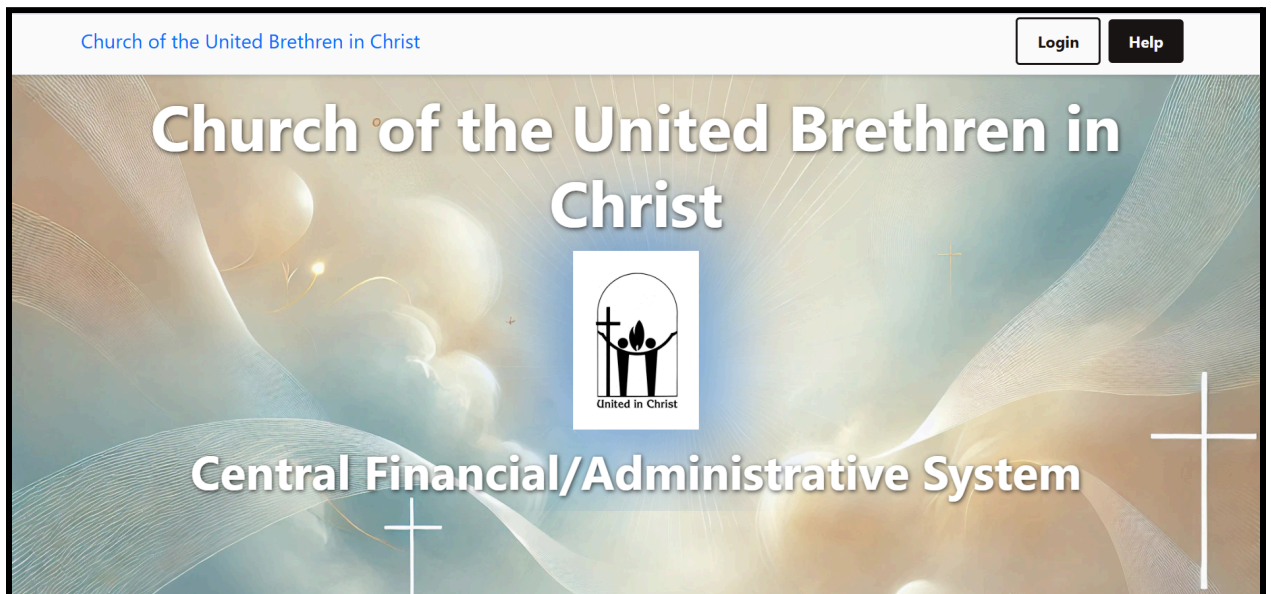
## Page Information

### HOME

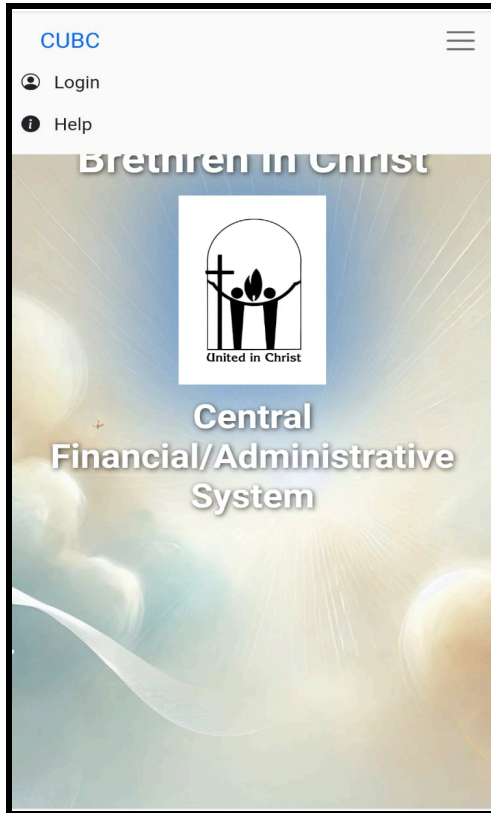
**Description:** The home page serves as the system's central hub, providing links to various sections. Users must log in or sign up to access other pages.

**Instructions:**

- **Laptop:** Hyperlinks are at the top of the page.



- **Phone/Tablet:** Tap the menu icon in the top-right corner to access navigation options.



## LOGIN

**Description:** The login page provides access to other sections of the system. Users must log in before proceeding.

**Instructions:**

1. Enter your email and password.
2. Click **Login**.

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## PASTOR MANAGEMENT

### PASTOR PAGE

**Description:** Allows users to view, add, and edit pastor information.

**Laptop view:**

Church of the United Brethren in Christ   Church   District   Pastor   Users   Help   Logout   A

### Pastors + Add Pastor

	Name	Email	Phone	Date of Birth	
Edit	REV. COURTNEY MORGAN	<a href="mailto:superintendent1@example.com">superintendent1@example.com</a>	876-543-2109	December 11	
Edit	REV. KENRICK HARISON	<a href="mailto:superintendent2@gmail.com">superintendent2@gmail.com</a>	876-543-2109	December 25	
Edit	REV. DR. BRYAN WALLACE	<a href="mailto:superintendent3@example.com">superintendent3@example.com</a>	876-543-2109	November 11	can log in
Edit	Reverend Barrington Johnson	<a href="mailto:pastor1@example.com">pastor1@example.com</a>	876-543-2109	December 12	can log in
Edit	Bishop Isaac Nugent	<a href="mailto:bishop1@example.com">bishop1@example.com</a>	876-543-2109	October 10	can log in
Edit	Bishop Winston Smith	<a href="mailto:pastor2@example.com">pastor2@example.com</a>	876-543-2109	January 1	
Edit	none omit	<a href="mailto:omit@gmail.com">omit@gmail.com</a>	876-543-2109	February 12	can log in

**Phone/Tablet view:**

CUBC   ≡

### Pastors + Add Pastor

Edit	REV. COURTNEY MORGAN
Edit	REV. KENRICK HARISON
Edit	REV. DR. BRYAN WALLACE
Edit	Reverend Barrington Johnson
Edit	Bishop Isaac Nugent
Edit	Bishop Winston Smith
Edit	none omit
Edit	Pastor Charles Williams
Edit	secretary Ernest
Edit	Pastor Ernest Donaldson
Edit	Pastor Kimo Campbell

## Instructions:

### Add Pastor

1. Click **Add New Pastor**.
2. Fill in the required fields:
  - Name
  - Address
  - Email
  - Phone Number
  - TRN
  - Date of Birth
  - Date of Employment
  - Picture of ID
3. Click **Create**.

### Edit Pastor

1. Click **Edit** on a pastor's profile.
  2. Update the information.
  3. Click **Save**.
- 

# CHURCH MANAGEMENT

## CHURCH PAGE

**Description:** This section allows users to manage church details.

**Laptop view:**

Church of the United Brethren in Christ   Church   District   Pastor   Users   Help   Logout   A

## Churches + Add Church

	Name (TRN)	Pastor	Region	Address
<a href="#">View</a>	Content 12345678908-11840515	REV. COURTNEY MORGAN	CENTRAL DISTRICT	address1232
<a href="#">View</a>	Fellowship (Hazard) 12345678908-11840515	rick martin	CENTRAL DISTRICT	address123
<a href="#">View</a>	Grace (York Town) 12345678908-11840515	Pastor Gregory Anderson	CENTRAL DISTRICT	address
<a href="#">View</a>	May Pen 12345678908-11840515	REV. KENRICK HARISON	CENTRAL DISTRICT	address

**Phone/Tablet view:**

CUBC

## Churches + Add Church

- [View](#) Content  
12345678908-11840515
- [View](#) Fellowship (Hazard)  
12345678908-11840515
- [View](#) Grace (York Town)  
12345678908-11840515
- [View](#) May Pen  
12345678908-11840515
- [View](#) New Bowens  
12345678908-11840515
- [View](#) Praise (Halse Hall)  
12345678908-11840515
- [View](#) Rhymesbury  
12345678908-11840515

## Instructions:

### Add Church

1. Click **Add New Church**.
2. Enter required details:
  - District
  - Church Name(Correct & Common)
  - TRN
  - Branch Number
  - Address
3. Click **Create**.

### Edit Church

1. **View** church profile
  2. Select **Edit** on a church profile.
  3. Update necessary details.
  4. Click **Save**.
- 

# DISTRICT MANAGEMENT

## DISTRICT PAGE

**Description:** Displays districts and their assigned superintendents.

**Laptop view:**

Church of the United Brethren in Christ   Church   District   Pastor   Users   Help   Logout   A

## Districts

+ Add District

	Name	Superintendent
<a href="#">View</a>	CENTRAL DISTRICT	REV. KENRICK HARISON
<a href="#">View</a>	CENTRAL DISTRICT2	Superintendent Pastor2
<a href="#">View</a>	EASTERN DISTRICT	REV. COURTNEY MORGAN
<a href="#">View</a>	WESTERN DISTRICT	REV. DR. BRYAN WALLACE
<a href="#">View</a>	WESTERN DISTRICT1TEST	Kenrod Hidns

**Phone/Tablet view:**

CUBC   ☰

## Districts

+ Add District

- [View](#) CENTRAL DISTRICT   REV. KENRICK HARISON
- [View](#) CENTRAL DISTRICT2   Superintendent Pastor2
- [View](#) EASTERN DISTRICT   REV. COURTNEY MORGAN
- [View](#) WESTERN DISTRICT   REV. DR. BRYAN WALLACE
- [View](#) WESTERN DISTRICT1TEST   Kenrod Hidns



## Instructions:

### Add District

1. Click **Add District**.
2. Enter the region name and superintendent.
3. Click **Create**.

### Edit District

1. Click **Edit** on a district profile.
2. Update necessary details.
3. Click **Save**.

### Generate District Report

1. **View** district profile
  2. Select the month and the year
  3. Click **Generate Report** to access the district report.
- 

# REPORT MANAGEMENT

## REPORT PAGE

**Description:** Generates and manages the Pastor's Annual Report.

### Instructions:

#### Step 1:

- Select the month for the report.

#### Step 2:

- Input ministry and attendance details.

#### Step 3:

- Enter the number of church groups and committees.

#### Step 4:

- Input **income and expenses (assessed)**.

#### Step 5:

- Input **income and expenses (non-assessed)**.

#### Step 6:

- Enter **church ministry and evangelism activities**.

#### Step 7:

- Provide details about **membership statistics**.

#### Step 8:

- Click **Submit** to finalize the report.
- Add comments for admins if necessary.

#### Report snippet

Church of the United Brethren in Christ | Church | District | Pastor | Users | Help | Logout | A

### Report for February 2025

Print Report

#### Ministry Activity

Sermons and Addresses within your church	5	Funerals Conducted	5
Sermons and Addresses outside your church	5	Pastoral Visits	5
Infants Dedicated	5	Pastoral Contacts	5
Marriages Performed	5	Persons you are/have been discipling	5

#### Attendance

Face to Face		Virtual	
Sunday Morning Services (Face to Face)	5	Sunday Morning Services (Virtual)	5
Sunday Evening Services (Face to Face)	5	Sunday Evening Services (Virtual)	5
Sunday School (Face to Face)	5	Sunday School (Virtual)	5

# USER ROLES AND ACCESS LEVELS

## ADMIN

### Privileges:

- Full control over system functionality.
- Add, change, and manage all users, churches, and districts.
- Assigning pastors and superintendents.

### Restrictions:

- There are no known restrictions.

## PASTOR

### Privileges:

- Access to their assigned church's information.
- Generate and submit monthly reports.

### Restrictions:

- Cannot edit church information

## SUPERINTENDENT

### Privileges:

- View churches within the district
- Generate district report

### Restrictions:

- Limited to viewing churches within their district.
  - Cannot edit district information
-

# FREQUENTLY ASKED QUESTIONS

**Q: Can all users see each other's data?**

**A:** No. Users can only access information based on their assigned roles and permissions.

**Q: Does each church have to follow the same data structure?**

**A:** No. Church data is specific to each entity and will be handled independently within the system.

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This document serves as a comprehensive guide for all users of the **Church HRM System**. For further assistance, please contact the system administrator.