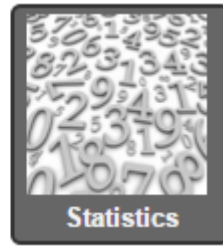


CHURCH MODULE DASHBOARD

INTRODUCTION

The Ezra Church dashboard has been designed to allow the user to change, update, and modify the information stored about a specific church in Ezra. To access the dashboard, login to Ezra and select the Churches icon on the dashboard.



MODULE LAYOUT/ OVERVIEW

The top header contains a dropdown box that allows the user to select the church that they want to see. For most users, this will only contain one choice.



The secondary header displays the name of the church.

Adamsville United Methodist Church

Panels appear below the headers when selected.

Adamsville United Methodist Church

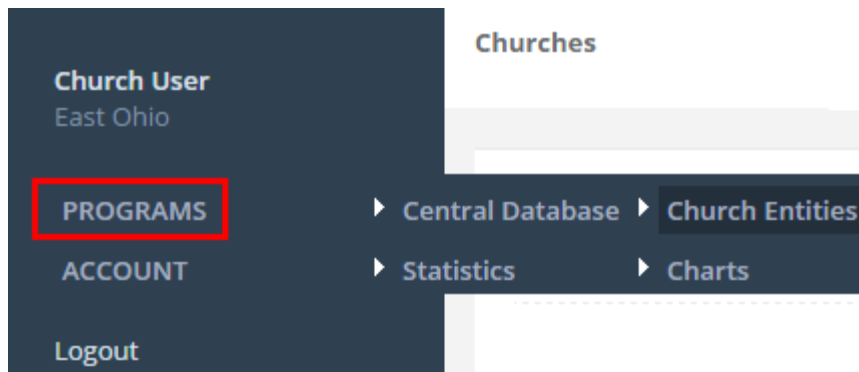
Contact Information		
Physical Address 8065 East St Adamsville, OH 43802	Mailing Address PO Box 395 Adamsville, OH 43802	Primary Email: pastorkurtisthomas@gmail.com Alternate Email: Phone: (740) 796-4271 Fax:
Edit		

NAVIGATION SIDE PANEL AND MENUS

To reach other Ezra screen from the church dashboard, select the desired location, then follow the cascading menus.

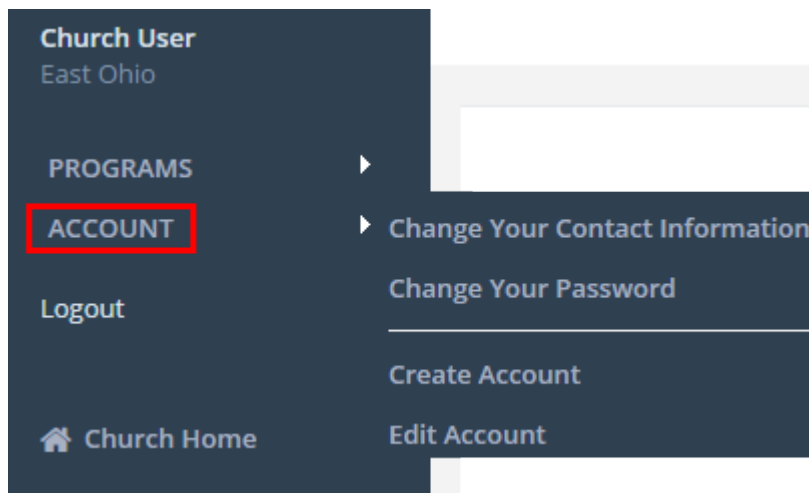
PROGRAMS

To exit the church dashboard module and go to another Ezra module, click on the Programs link on the side panel and select the desired module from the sliding menu.



ACCOUNT

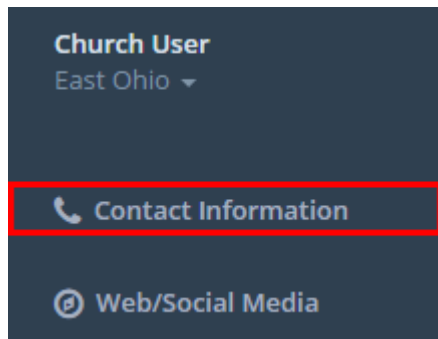
To change any account information, click the **Account** link on the navigation side panel. Select the desired menu item.



NAVIGATION PANELS

CONTACT INFORMATION

The **Contact Information** page contains all of the available physical addresses, email addresses, and other available contact information. To modify or update, click the **Edit** button.



Click the **Edit** button to change the posted information.

Contact Information

Physical Address 8065 East St Adamsville, OH 43802	Mailing Address PO Box 395 Adamsville, OH 43802	Primary Email: pastorkurtisthomas@gmail.com Alternate Email: Phone: (740) 796-4271 Fax:
---	--	--

[Edit](#)

When the editable panel opens, update the information, then click the **Save** button.

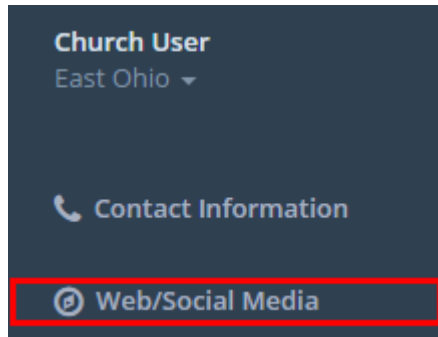
Contact Information

Physical Address <small>Please contact your conference office to update this address.</small> Line 1: 8065 East St Line 2: City: Adamsville State/Province: OH Province: Zip: 438020000 Country: UNITED STATES	Primary Mailing Address Line 1: PO Box 395 Line 2: City: Adamsville State/Province: OH Province: Zip: 438020000 Country: UNITED STATES <input type="checkbox"/> Same as Physical	Contact Information Primary Email: pastorkurtisthomas@gmail.com Alt Email: Office Phone: (740) 796-4271 Ext: Fax: Ext:
---	---	---

[Cancel](#) [Save](#)

WEB/SOCIAL MEDIA

The **Web/Social Media** page contains the links to the church's website and any available social media sites. To update, click the **New Website** button.



Each link listed in the social media table is live. Click on the link to go to the webpage.

Web/Social Media		
Main	http://www.adamsvilleumc.com/joomla/	Edit Delete
Main	http://www.eocumc.com	Edit Delete

[New Website](#)

To edit an entry, click the **Edit** hyperlink. When finished making the changes, click the **Update** hyperlink.

Web/Social Media		
Main	<input type="text" value="http://www.adamsvilleumc.com/joomla/"/>	Update Cancel
Main	http://www.eocumc.com	Edit Delete

[New Website](#)

To add a new site to the panel, click the **New Website** button. Click the **Add** button to add it to the panel.

Add A New Website

URL: **Type:**

The new site will be added to the table.

Web/Social Media

Main	http://www.adamsvilleumc.com/joomla/	Edit Delete
Main	http://www.eoumc.com	Edit Delete
Main	https://twitter.com/eoumc	Edit Delete

LEADERSHIP

The **Leadership** page lists the current church leadership and future appointments.



To add a new leadership position, click the **New Position Assignment** button.

	Name	Position	Effective	End Date	Address	Phone	Email
Edit	Bonifield, Mary	220 - Committee on Lay Leadership	01/01/2012	12/31/2015	4105 Edwards Dr Zanesville OH 43701 USA	(740) 452-1427	jbonifield@columbus.rr.com
Edit	Bonifield, Mary	231 - Communications	01/01/2014	12/31/2015	4105 Edwards Dr Zanesville OH 43701 USA	(740) 452-1427	jbonifield@columbus.rr.com
Edit	Vaccaro, Brenda	104 - Financial Secretary - Chair	10/25/2015	10/31/2015	PO Box 2800 North Canton OH 44720 USA	(330) 449-3972 x153	vaccarb@eocumc.com

No Changes Show All Current and Future Appointments

Submit Export Leadership **New Position Assignment**

When the **Add Leadership Position** window opens, enter the name to search for a leader to add.

1. Search for person

Clergy
 Lay

People:

Steven J Smith

Clergy/Lay: Lay
Gender: M
Ethnic: White
Address: [Redacted]

Current Leadership Assignments

No Current Assignments

Don't see the person you're looking for? Create a new person!

Please make sure to the person truly doesn't exist in the database before creating a new person.

After finding the desired person, scroll down in the **Add Leadership Position** window to assign the person to the desired position, role, and enter a start date. Click the **Add** button to submit the information.

2. Select Position & Role

Position/Committee: 188 - Young Adult Ministries

Role: Member

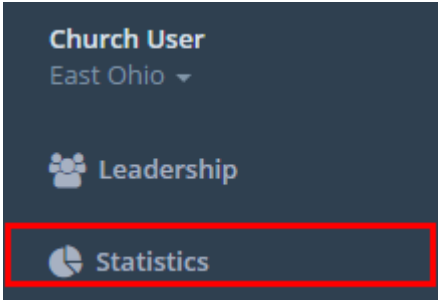
Start Date: 11-15-2015

End Date: mm/dd/yyyy

Add Cancel

STATISTICS

The **Statistics** page displays a table with the Recent Annual Report. The full 2014 Stats Report and Stats History buttons will open the available 2014 report or take you to the Stats History page in Ezra.



The Statistics panel displays a chart with the most recent annual report results. If desired, the full report and a history of the church’s statistics can be found by clicking the desired button.

Recent Annual Report

Year	Membership	Attendance	Rec. Prof. Faith	App % Paid
2014	111	75	3	100

[Full 2014 Stats Report](#) [Stats History](#)

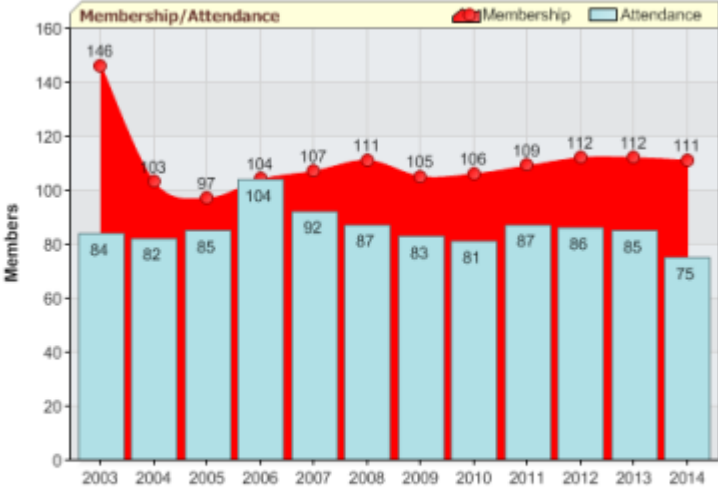
Click on the desired **Chart** button to open the desired chart.

Charts

- Membership/Attendance
- Sunday School Attendance
- Profession of Faith
- Membership Growth
- Apportionment Percentage Paid

* Charts may take a minute to load.

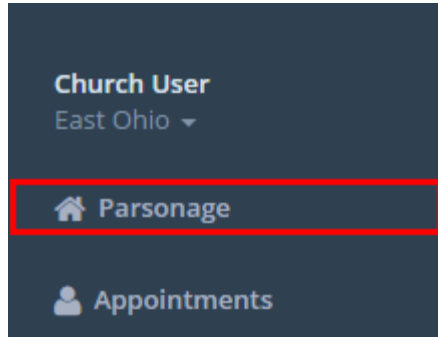
The chart will open in a pop up window.



Close

PARSONAGE

If a church has a parsonage, the description and address of the building will display in a table. To add a new parsonage, click the **New Parsonage** button.



To add a new parsonage to the panel, click the **New Parsonage** button.

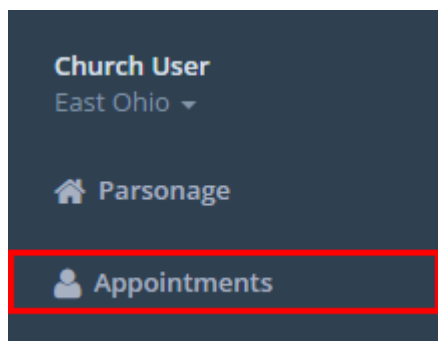
Parsonage

Address	Bed/Bath	Garage	Phone	School District	Resident	Pastor	Comments		
8070 Main St Adamsville OH 438020000 UNITED STATES Map	0/0	None	740-796-6002			Yes		Edit	Delete

[New Parsonage](#)

APPOINTMENTS

The **Appointments** panel displays the current clergy appointment at the church. Click **Appointment History** to see a list of previous appointments. The historical list can be exported if desired.



Click the **Church Appointment History** button to see the former appointees to the church.

Appointments



Kurtis E Thomas
 Pastor (FL)
 Full Time
 07/01/2013

[Church Appointment History](#)

The **Appointment History** window displays a table containing a list of the former appointees to the church. To see more information about the appointee, click the **Info** hyperlink.

Appointment History

Name	Position	Dates		Statistics
Wilson, Daniel P (180)	Pastor - ADAMSVILLE()	08/13/1999 - 06/17/2002	Last Modified: dowens 03/12/2009	Info
Foster, Bracken G (180)	Pastor()	06/17/2002 - 07/01/2006	Last Modified: dowens 03/12/2009	Info
Scott, Thomas M (180)	Pastor(FE)	07/01/2006 - 07/01/2013	Last Modified: Julie Eshelman 04/02/2013	Info
Thomas, Kurtis E (180)	Pastor(FL)	07/01/2013 - Present	Last Modified: Julie Eshelman 05/08/2013	Info

[Export History](#)

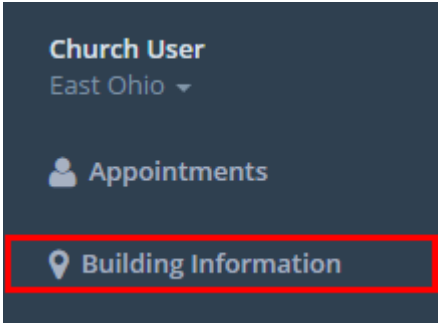
[Close](#)

The **Info** link displays a graph of the person’s statistics of the time spent at the entity. Click the **Close** button to close the window.



BUILDING INFORMATION

The **Building Information** pages lists the Physical Address, Driving Directions, Latitude/Longitude, Service Times, and Handicap Access information.



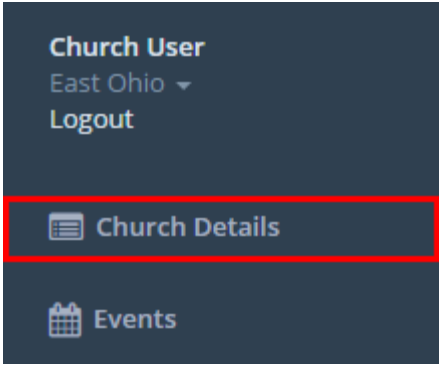
Click the **Edit** button to change or add information to the table.

Building Information

Physical Address:	8065 East St Adamsville OH 43802	
Driving Directions:	No Directions Available	Edit
Latitude/Longitude:	----	Edit
Service Times:	8:00 Contemporary 10:00 Youth	Edit
Handicap Access:	No Information Available	Edit

CHURCH DETAILS

The **Church Details** page displays the collected official data available in Ezra. The information can be edited.



Click the **Edit** button to update the information on the panel.

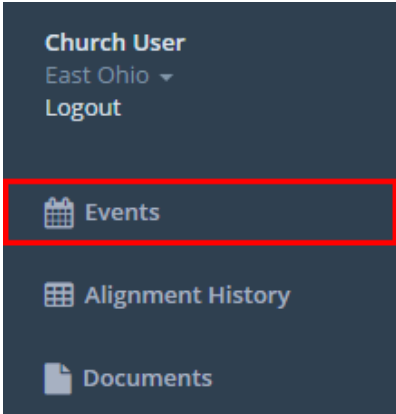
Church Details

Official Data		Church Data	
Official Name:	ADAMSVILLE	Preferred Name:	Adamsville United Methodist Church
Conference:	EAST OHIO	Date Founded:	
District:	TR	Date Chartered:	
Charge:	Adamsville	EIN:	
Parish:	None	Incorporation #:	
Category:	Church (Chartered)		
Is Funded:			

[Edit](#)

EVENTS

Any **Events** hosted by the church are present in a table on the Events panel.



Church User
East Ohio ▾
Logout

Events

Alignment History

Documents

To add a new event to the panel, click the **New Event** button.

Events

Event	Type	Day(s)	Start	End	Location	Additional Info		
Trick or Trunk	Other	October 25,2005	9:00.m.	10:00 p.m.	Church parking lot	Come dressed in your favorite saint costume. Children Only!!!!!!	Edit	Delete

[Export Events](#) [New Event](#)

When the **Add a New Event** window opens, enter the event details in the designated lines. When finished, click the **Add** button.

Add A New Event

Event Name:

Type:

Day(s):

Start Time: **End Time:**

Location:

Additional Info:

The event will be added to the display table.

Events

Event	Type	Day(s)	Start	End	Location	Additional info		
Trick or Trunk	Other	October 25,2005	9:00.m.	10:00 p.m.	Church parking lot	Come dressed in your favorite saint costume. Children Only!!!!!!	Edit	Delete
Thanksgiving Celebration	Other	Wednesday, November 14, 2015	7:00	9:00	Adamsville UMC Fellowship Hall	The church will be providing the meats and the drinks. Please bring a side large enough for you and your family.	Edit	Delete

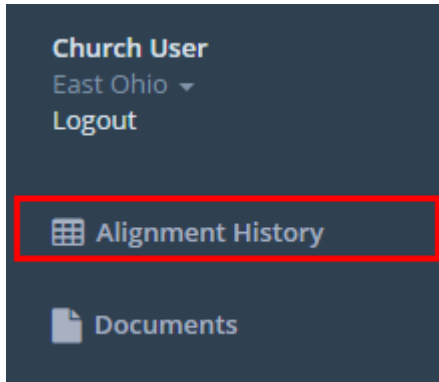
Click on the **Export Events** button to export the table.

Events

Event	Type	Day(s)	Start	End	Location	Additional info		
Trick or Trunk	Other	October 25,2005	9:00.m.	10:00 p.m.	Church parking lot	Come dressed in your favorite saint costume. Children Only!!!!!!	Edit	Delete
Thanksgiving Celebration	Other	Wednesday, November 14, 2015	7:00	9:00	Adamsville UMC Fellowship Hall	The church will be providing the meats and the drinks. Please bring a side large enough for you and your family.	Edit	Delete

ALIGNMENT HISTORY

The **Alignment History** panel shows the alignment history or the selected church for the past ten or twenty years.



The table cannot be updated or modified.

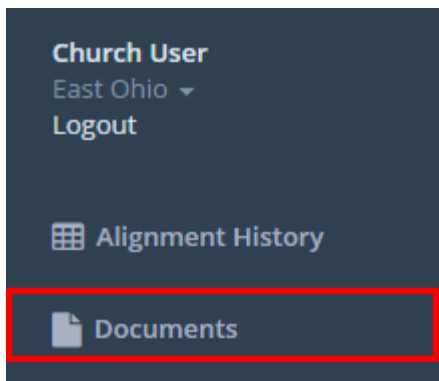
Alignment History

10 Years 20 Years

Year	ConfNo	Conference	DistNo	District	ChargeNo	Charge
2012	180	EAST OHIO	72	TR	649605	ADAMSVILLE
2011	180	EAST OHIO	72	TR	649605	ADAMSVILLE
2010	180	EAST OHIO	72	TR	649605	ADAMSVILLE
2009	180	EAST OHIO	72	TR	649605	ADAMSVILLE
2008	180	EAST OHIO	72	TR	649605	ADAMSVILLE
2007	180	EAST OHIO	72	TR	649605	ADAMSVILLE
2006	180	EAST OHIO	72	TR	649605	ADAMSVILLE
2005	180	EAST OHIO	72	TR	649605	ADAMSVILLE
2004	180	EAST OHIO	15	CAMBRIDGE	649605	ADAMSVILLE
2003	180	EAST OHIO	15	CAMBRIDGE	649605	ADAMSVILLE

DOCUMENTS

Any documents for or about the church can be made available here.



Click the **New File** button to add a new file to the panel.

Documents

Document	Description	Uploaded By	Uploaded Date		
Audit Form	Annual Audit form due by March 31.	Church User	Oct 9 2015 2:14PM	Edit	Delete

New File

When the **Upload a New Document** window opens, browse to the desired document to upload, enter a title and description, then click the **Submit** button. If necessary, select the check box to send an upload notification to the district office.

Upload A New Document

Disaster Recovery Plan.docx

Title:

Please limit title to 35 characters

Description:

Please limit description to 200 characters

Notify District Office