BREEZE – Grace One Charlotte Church Ministry System

https://graceonecharlotte.breezechms.com/

Breeze is an online Church Ministry management System (ChMS) used by many churches to organize member information, manage events and volunteers, track giving, and more. It provides following features:

- **Member and volunteer tracking**: This includes information such as contact details, attendance records, and giving history, caring notes, etc.
- **Church event scheduling**: This includes tools for scheduling events, such as worship services, youth group meetings, and other events.
- **Ministry team communications**: This includes email and text message communications, as well as tools for creating and distributing newsletters and other communications to members and volunteers.
- **Church giving and administration**: This includes tools for collecting and tracking donations, managing budgets, and generating financial reports.
- **Children and volunteer check-in**: Easy to use check-in and report tool for children worship service and Sunday school.
- For a full list of features, click here.

To meet the needs of growing congregation population and ministry works, we hope Breeze ChMS will help to build a better Grace One church community, improve communication, support efficient and integrated ministry work, provide simplified and streamlined event and check-in services, and also help to boost the generosity through simplified donation methods by choice.

This document is intended to give some instructions on how to sign up by individual church members and how to use the system for various ministries.

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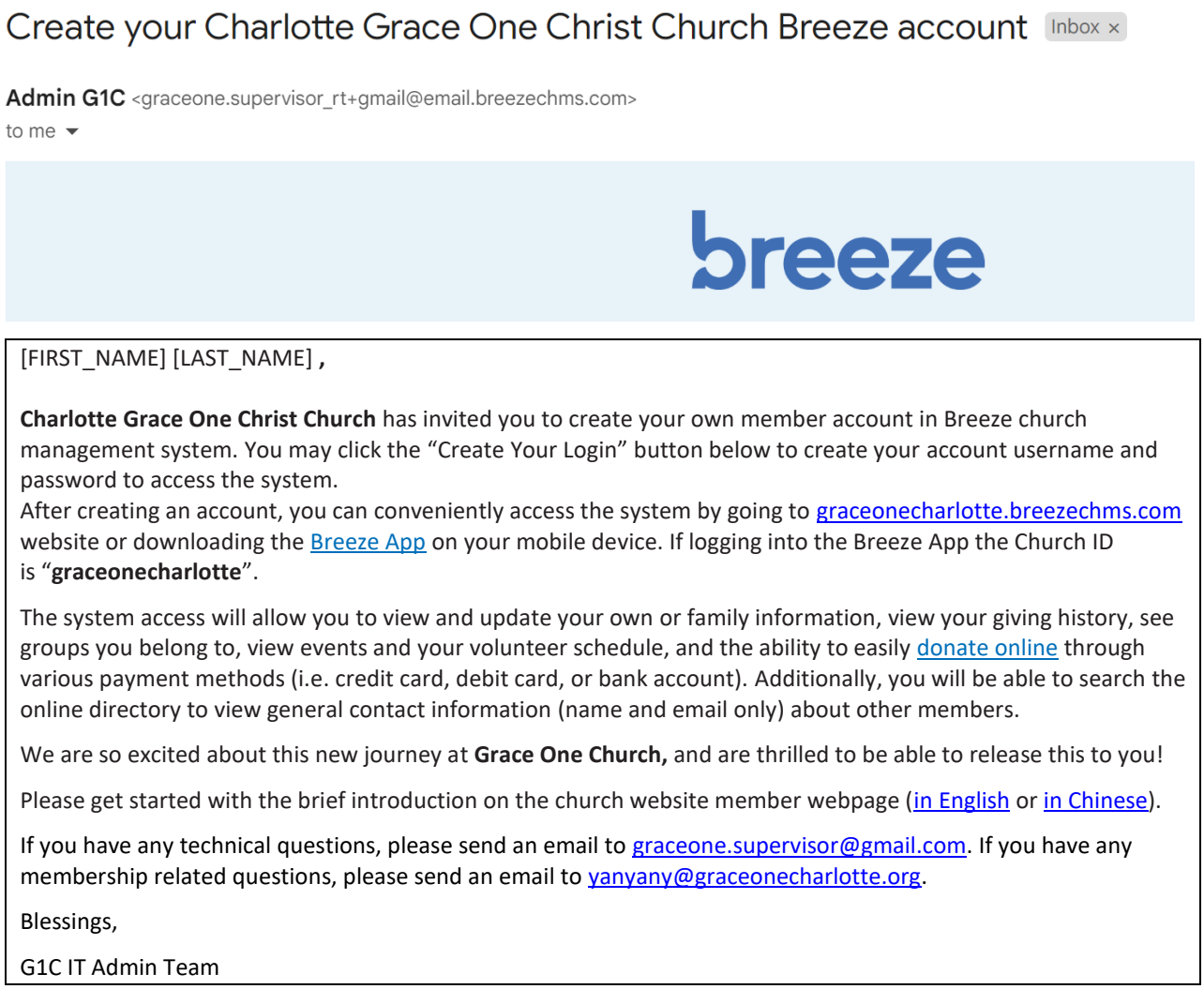
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1. Member Sign Up and Gain Access

Phase I - Enroll Active Members

In Phase I, an invitation email will be sent to all active members to sign up and access Breeze.

A sample email is shown below:



Create your Charlotte Grace One Christ Church Breeze account Inbox ×

Admin G1C <graceone.supervisor_rt+gmail@email.breezechms.com>
to me

breeze

[FIRST_NAME] [LAST_NAME] **,**

Charlotte Grace One Christ Church has invited you to create your own member account in Breeze church management system. You may click the "Create Your Login" button below to create your account username and password to access the system.
After creating an account, you can conveniently access the system by going to graceonecharlotte.breezechms.com website or downloading the Breeze App on your mobile device. If logging into the Breeze App the Church ID is "**graceonecharlotte**".

The system access will allow you to view and update your own or family information, view your giving history, see groups you belong to, view events and your volunteer schedule, and the ability to easily donate online through various payment methods (i.e. credit card, debit card, or bank account). Additionally, you will be able to search the online directory to view general contact information (name and email only) about other members.

We are so excited about this new journey at **Grace One Church,** and are thrilled to be able to release this to you!

Please get started with the brief introduction on the church website member webpage (in English or in Chinese).

If you have any technical questions, please send an email to graceone.supervisor@gmail.com. If you have any membership related questions, please send an email to yanyany@graceonecharlotte.org.

Blessings,

G1C IT Admin Team

Create Your Login

Upon receiving this email, please click on the button "Create Your Login", enter your username and password, to create your Breeze account.

Phase II: - Enroll Individual Members

In phase II, any regular church attendee can request to access the system by submitting a form below:

https://graceonecharlotte.breezechms.com/form/breeze-registration-request

2. Completing Your Profile

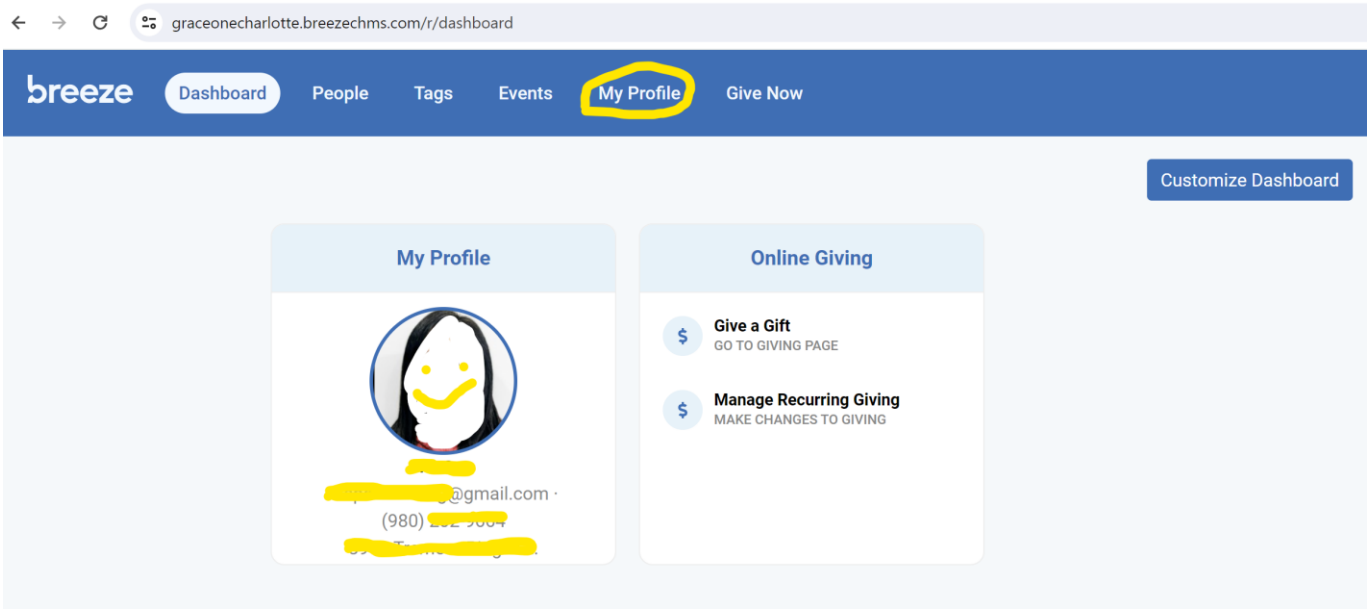
To get started, please take some time to watch this member tutorial video.

Step 1: Log In the Breeze System

Once you have created your account successfully, you can log in to the system by going to graceonecharlotte.breezechms.com website, or from the Breeze App if it's installed on your mobile device. If logging into the Breeze App the **Church ID is "graceonecharlotte".** The website or the app will then prompt you to enter your username and your password.

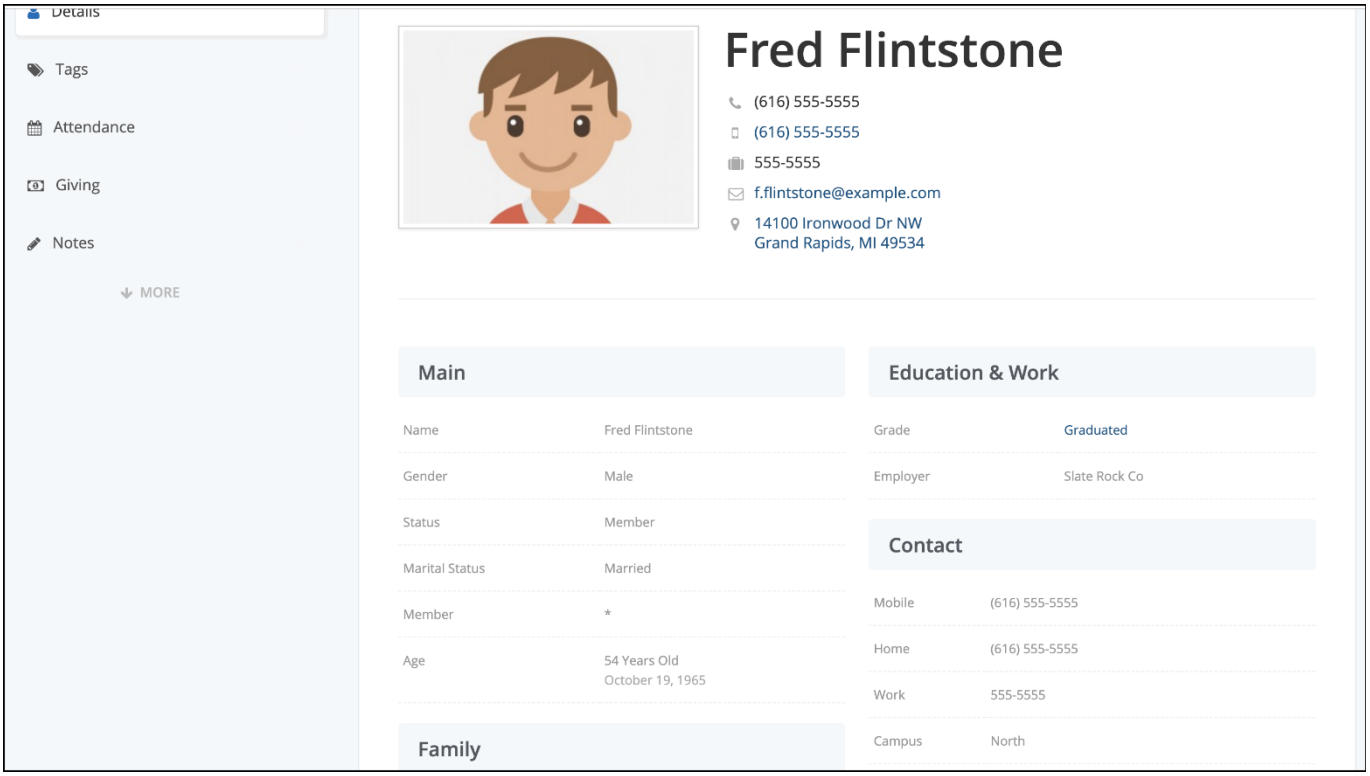
Step 2: Access Your Profile

After you have logged in to your account, the website should redirect you to your "Dashboard" or immediately to your profile. If you don't automatically land on your profile but on your dashboard, simply click on "My Profile" at the top of the page.



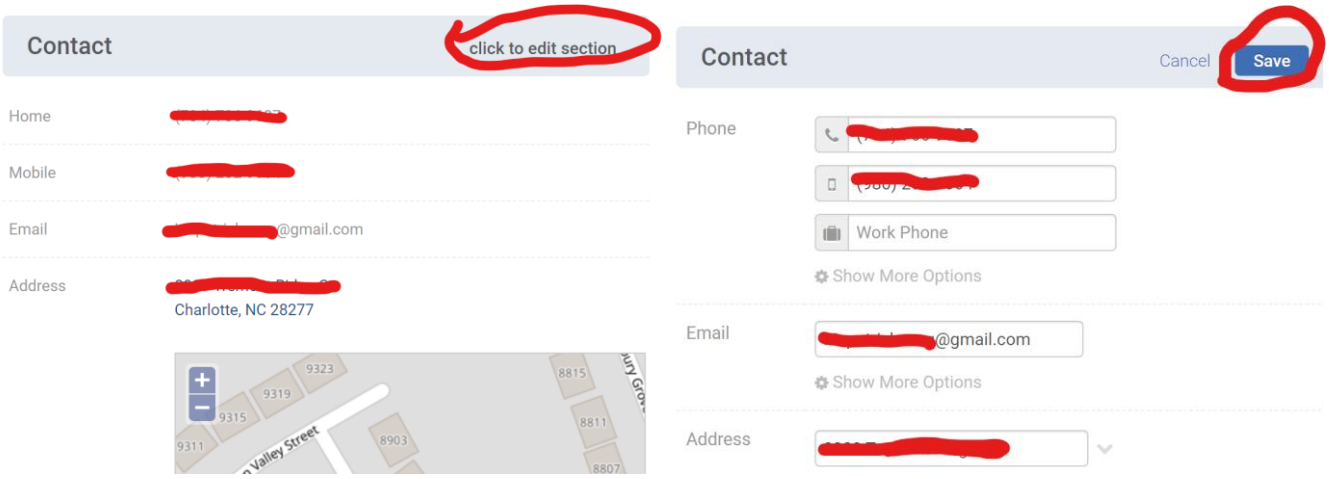
Step 3: Update Your Profile Information

Your profile should look like this:



First, you want to make sure that your name, your contact information and other profile information are correct. If you find a mistake or some information incomplete, please update that information.

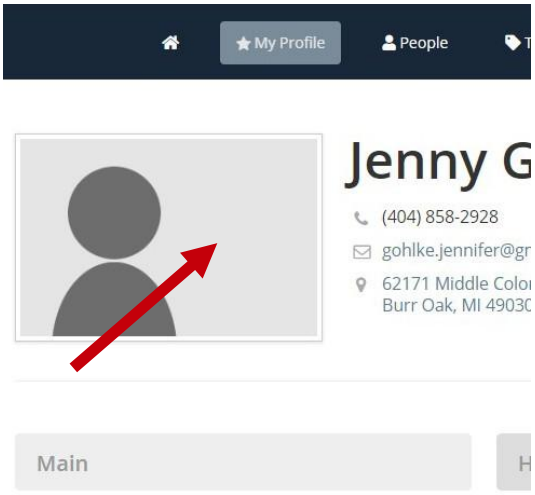
Here is how to edit information: As soon as you hover over one of the sub headings (Main, Family, Contact, etc.), the “click to edit section” button will appear. So, click on that and edit your information. Don't forget to hit “save” on top when you are done.



Step 4: Upload A Profile Picture

Now, let's upload a profile picture! A picture of a child will be particular helpful for Children Ministry workers.

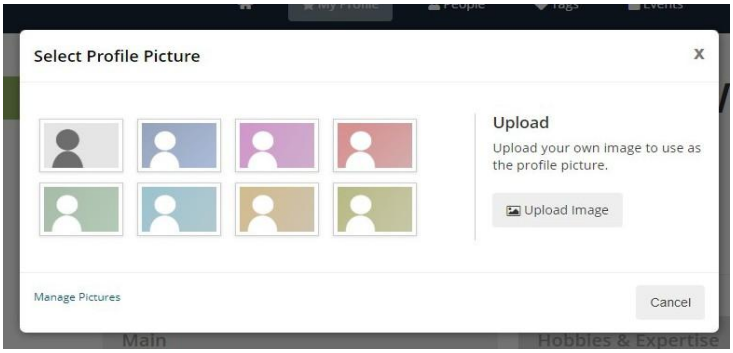
First, you will need a picture of yourself saved on your computer or phone. Then, Go to your profile and click on the gray picture.



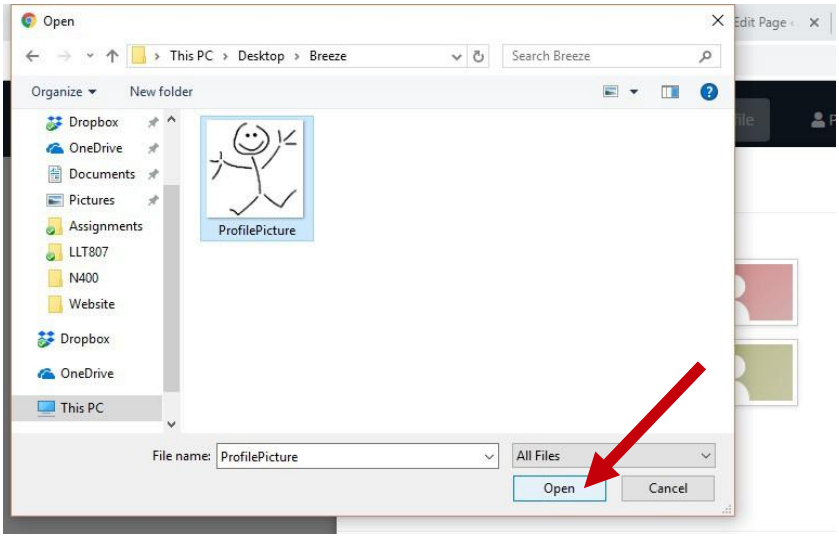
Another window will pop up and ask you to select a profile picture.

If you are using a **desktop computer**, it will look like it does in the picture.

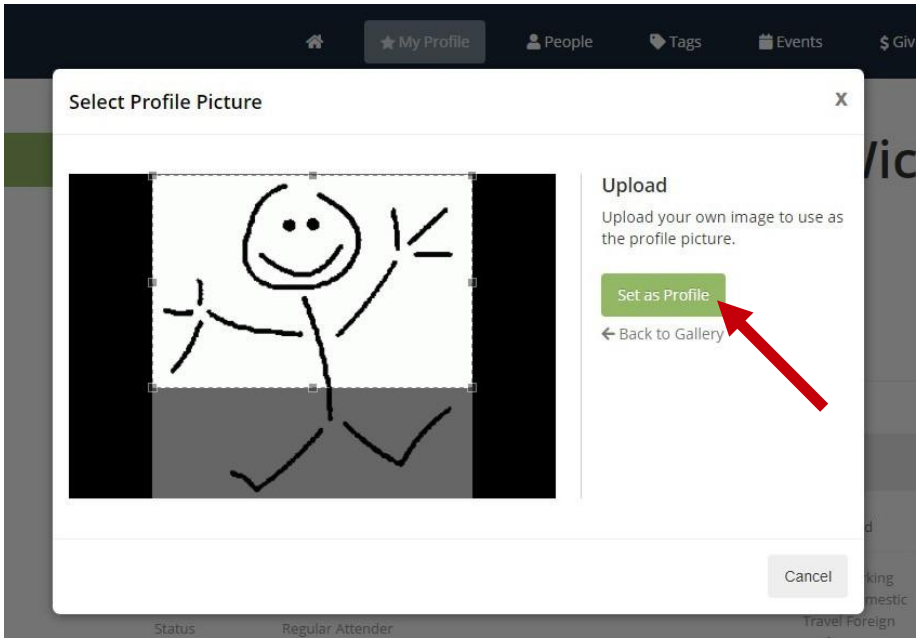
If you are using a **smart phone**, the entire “Upload”-part to the right, will be beneath the different colored pictures. You will have to scroll down in order to be able to see it.



Click on “Upload Image” on the right.
Your computer's or phone's file explorer will open up and you will have to find and select the picture you want to set as your profile picture in your files. Click on “Open.”



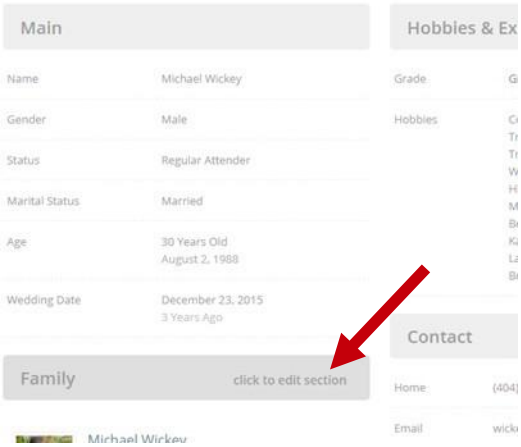
After selecting the picture, you will be able to crop it and select the part of the picture that you would like to upload. Don't forget to click on “Set as Profile” when you are done.

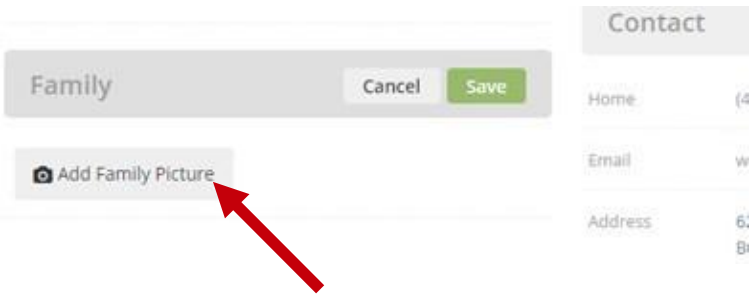


You did it! You now have a profile pictures. You can change your picture at any time and as often as you want to.

Step 5: Upload A Family Picture

Go to your profile and scroll down to the sub-heading “Family.”
As soon as you hover over the gray “Family” sub-heading, a “click to edit section” button will appear.





Click on the “click to edit section” and a new button called “Add Family Picture” will show up.

Click on the “Add Family Picture.”

Follow the same steps as you did for uploading your profile picture. Remember to click Save when finished.

Please also take this opportunity to upload or update every family member’s picture.

3. View Tags – Church Ministry Teams and Groups

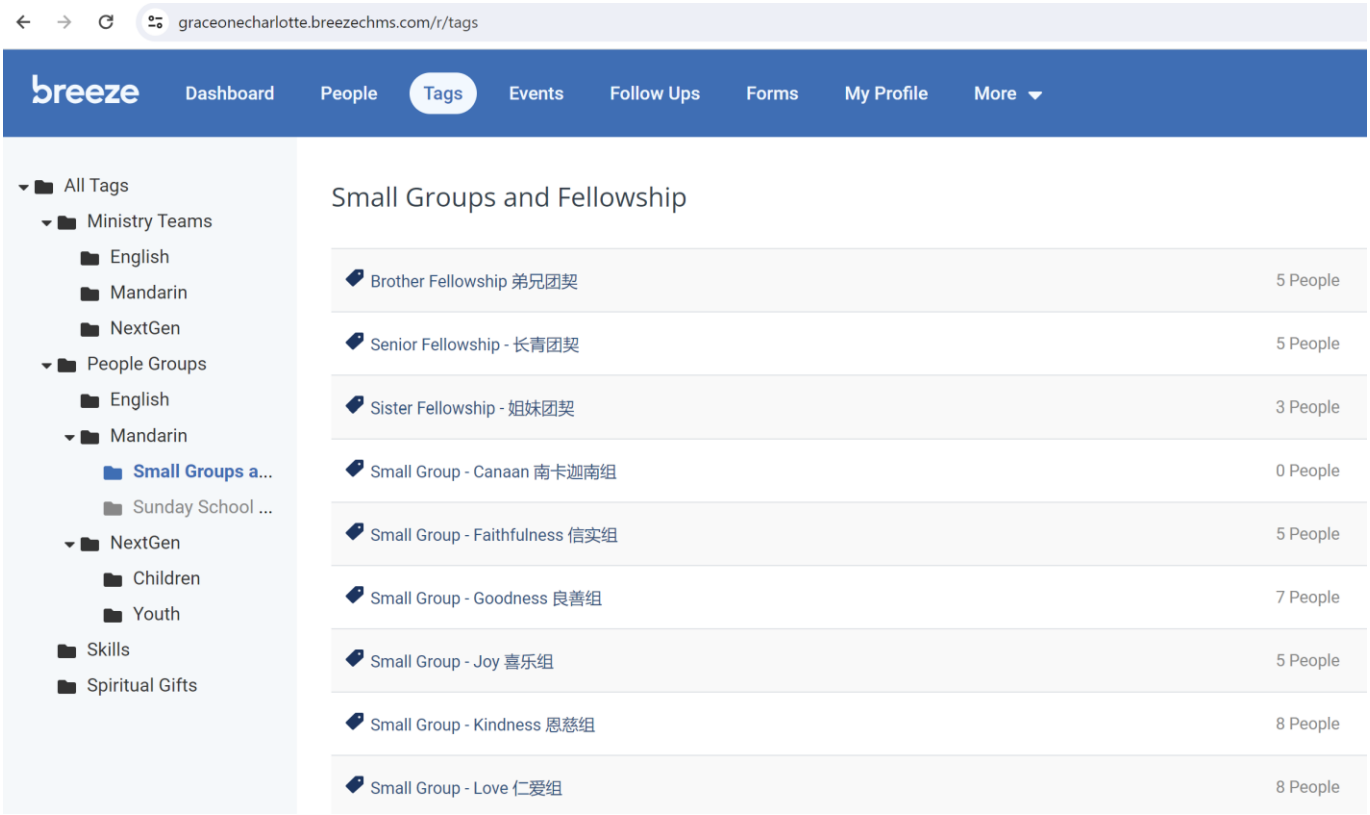
Tags are used to group ministry teams and volunteers, event attenders, small group members, and more, and then tags can be used to communicate with the group, add the members to an event, or for other administrative tasks. Every church member is allowed to view Tags, meaning they can view which church members are serving in which ministry team or belongs to which groups.

However, only ministry team leads or group leaders will have the privilege to modify the tags they own.

Step 1: Click on "Tags" in the Menu.
Step 2: Find and Choose Tags You Want to View

All you have to do now is to browse through the available folders of tags and decide which ones you would like to view.

There are the main folders on your left hand side. If you click on one of them, you will open up sub- folders, which you then can open as well.



Please check the website below for more features and usages of tags

https://support.breezechms.com/hc/en-us/articles/360050089153-How-To-Use-Tags

4. View Events

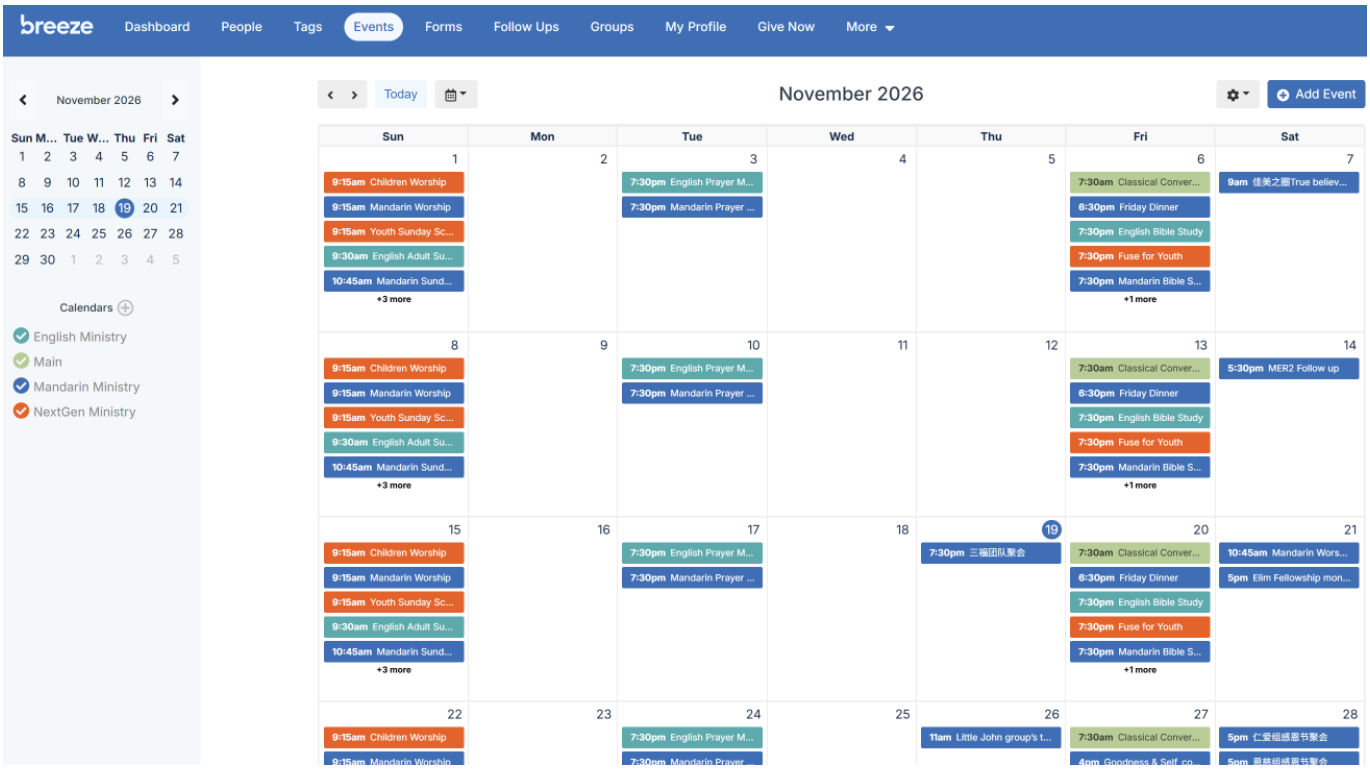
Events in Breeze allow you to communicate details about upcoming events, check people in, manage volunteers, run reports and so much more!

However, only the church administrators and certain ministry team leads or group leaders will have the privilege to create or modify the events, perform event check-ins and schedule volunteers for events.

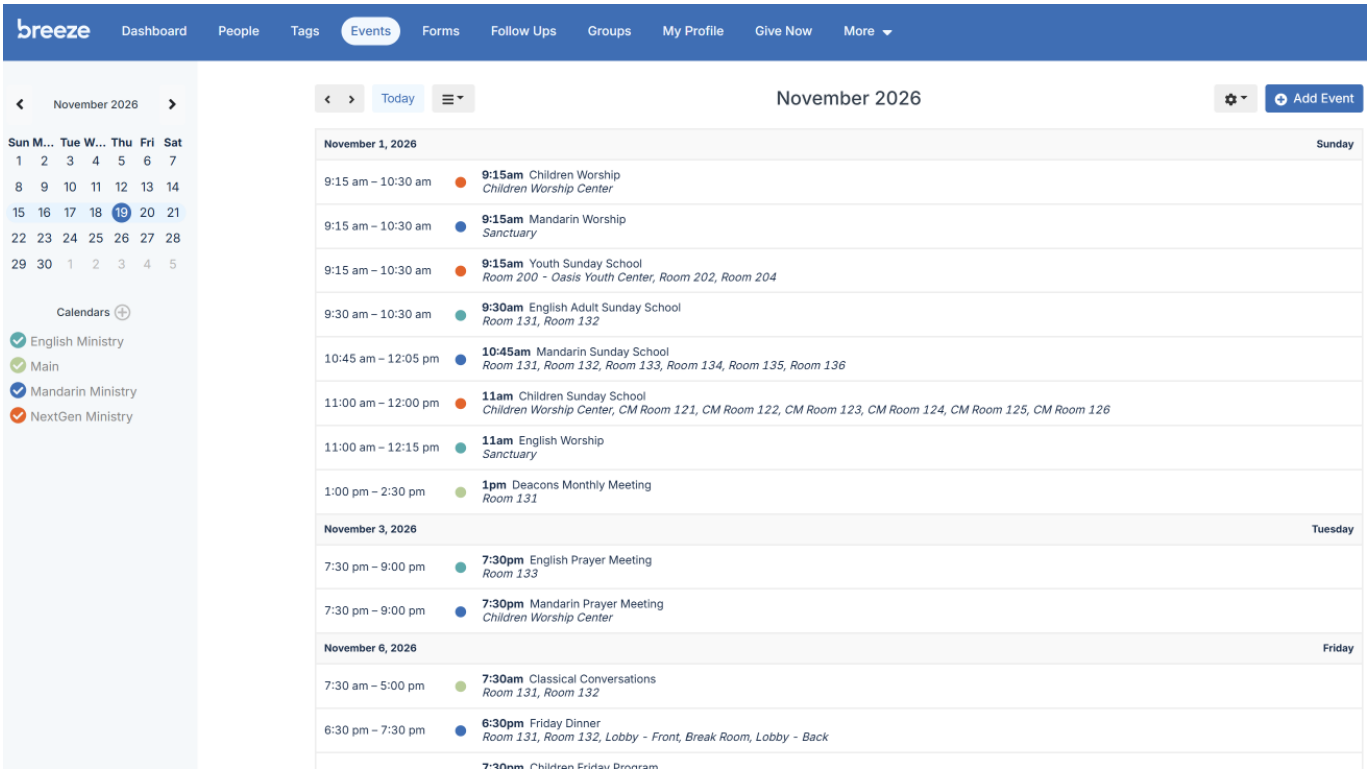
Step 1: Click on “Events” in the Menu.
Step 2: Find and Choose Events You Want to View (you can choose to view events from a specific Calendar or all Calendars)

There are two viewing options.

By default, you can view in a calendar format:



Or, you can view all events in the list:



Please check the website below for more features and usages of events

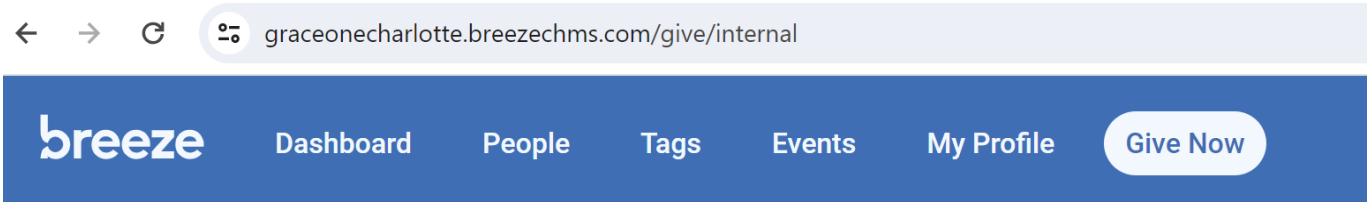
https://support.breezechms.com/hc/en-us/sections/360008538493-Events-General

5. Giving Electronically Through Breeze

Breeze allows you to give offering to Grace One Church electronically. This means, you can enter and save your debit, credit card or banking information and how often and how much money you would like to donate. You can also choose which fund you would like your money to be used for. The Giving information is private to you and no one else has access.

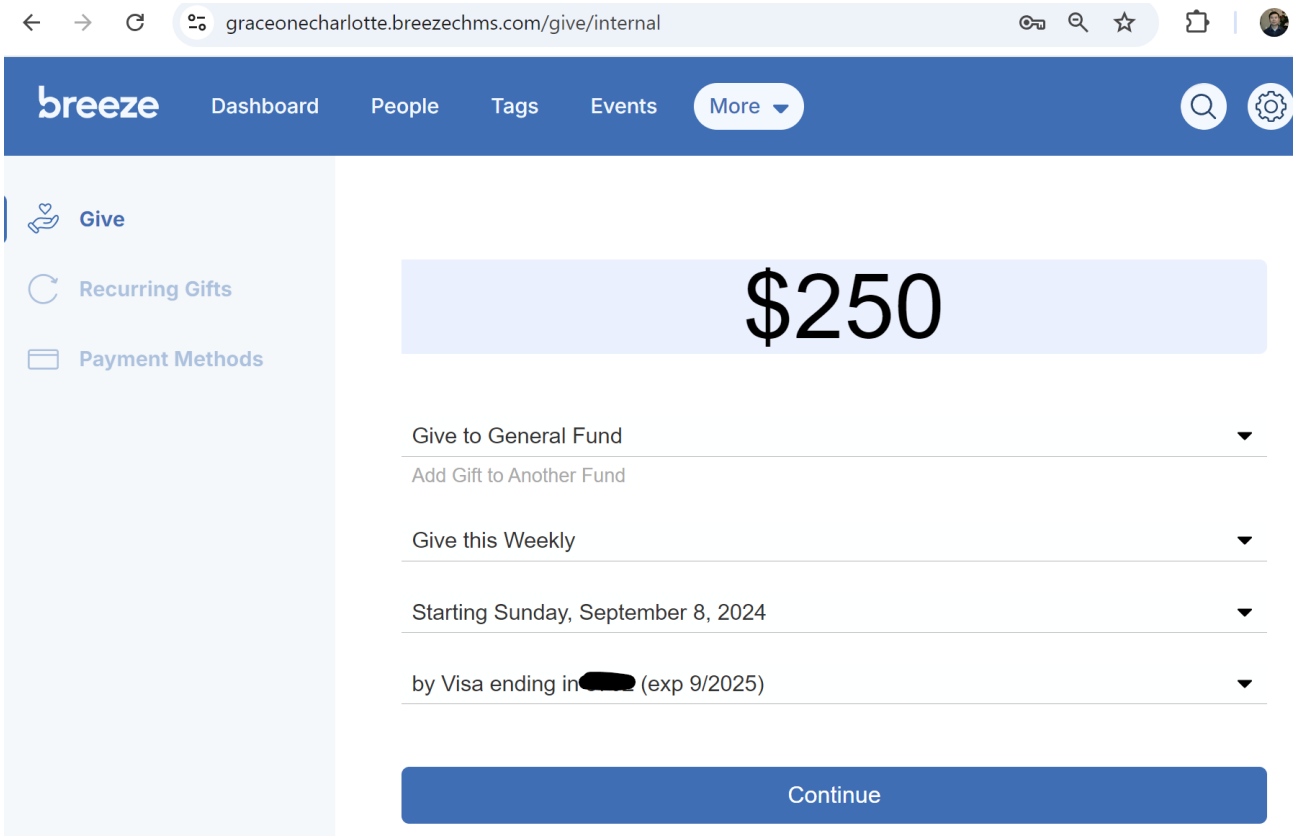
Step 1: Go to "Give Now"

Login to your Breeze account and locate and click on the "Give Now" button in the top right corner of the website.

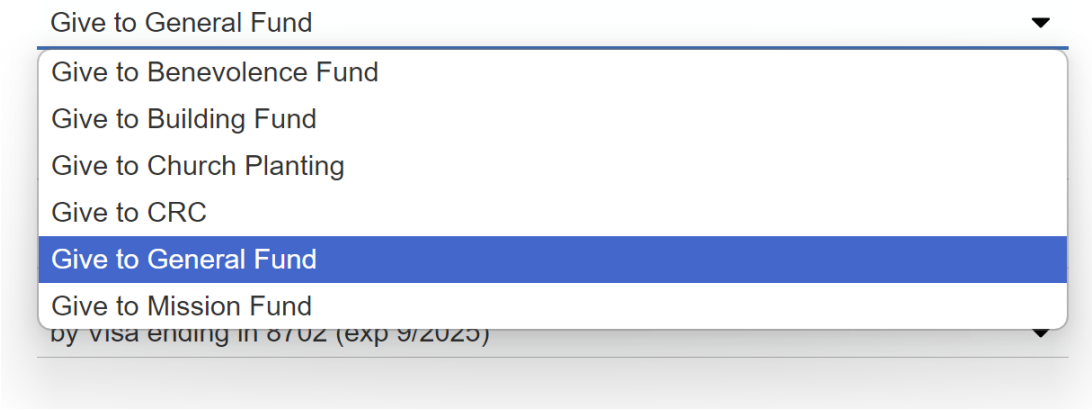


Step 2: Fill out the donation form

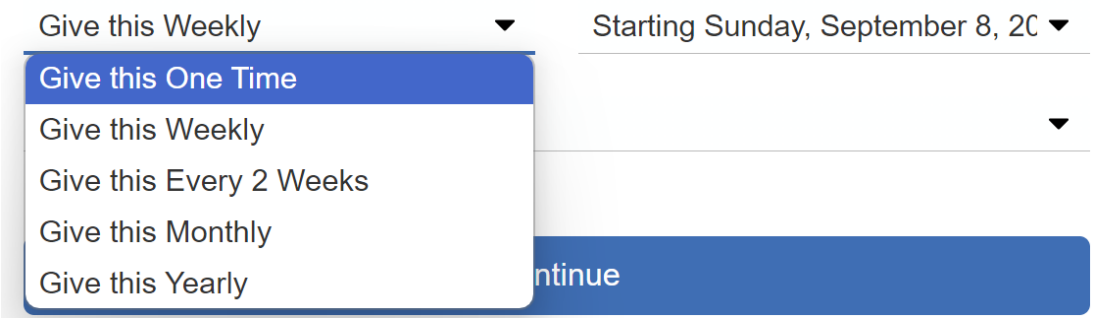
You will be redirected to the giving page. Most of what you will see is very self-explanatory. However, there are a few fields on this site, you will want to pay close attention to.



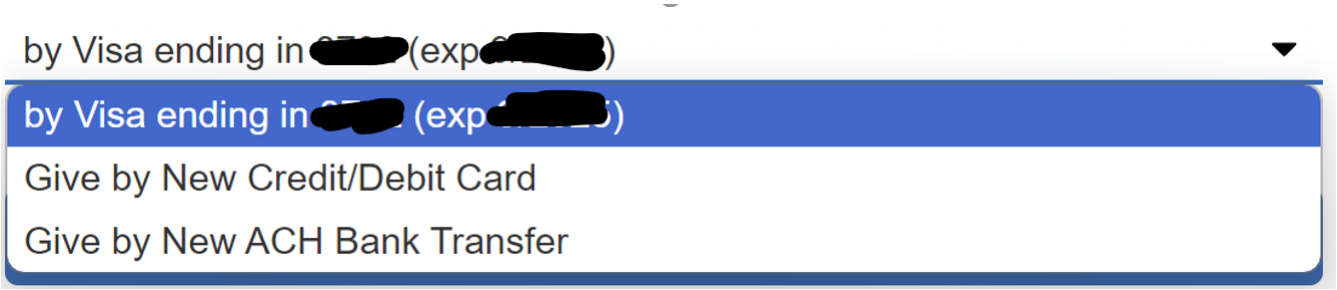
You first will have to decide how much to give, and which Fund to give. Let's say you would like to gift $250 to General Fund every Sunday. You enter $250.00, and then choose from the first drop-down list to select "Give to General Fund", see below:



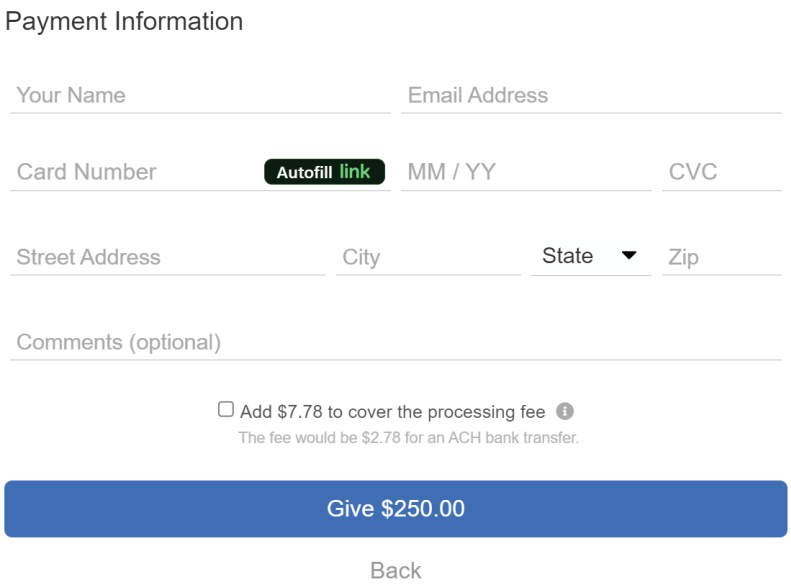
and then you would choose how often you would like to give to G1C. From the drop down list, you have the option to make a one time gift, to give weekly, every 2 weeks, monthly, or yearly. After you choose the frequency, you also need to select a starting date.



Next, you will need to select a payment method. If this is your first time, you can add a new credit or debit card or link a bank account. Breeze will save your payment method for future use.



For example, if you choose to give by a new credit card, you will be asked to fill in the credit card information shown below:



Giving by credit card incurs 3+ percent processing fee. You can opt in to cover this processing fee by checking the box “Add $xxx to cover the processing fee”, which will help the church to reduce the cost.

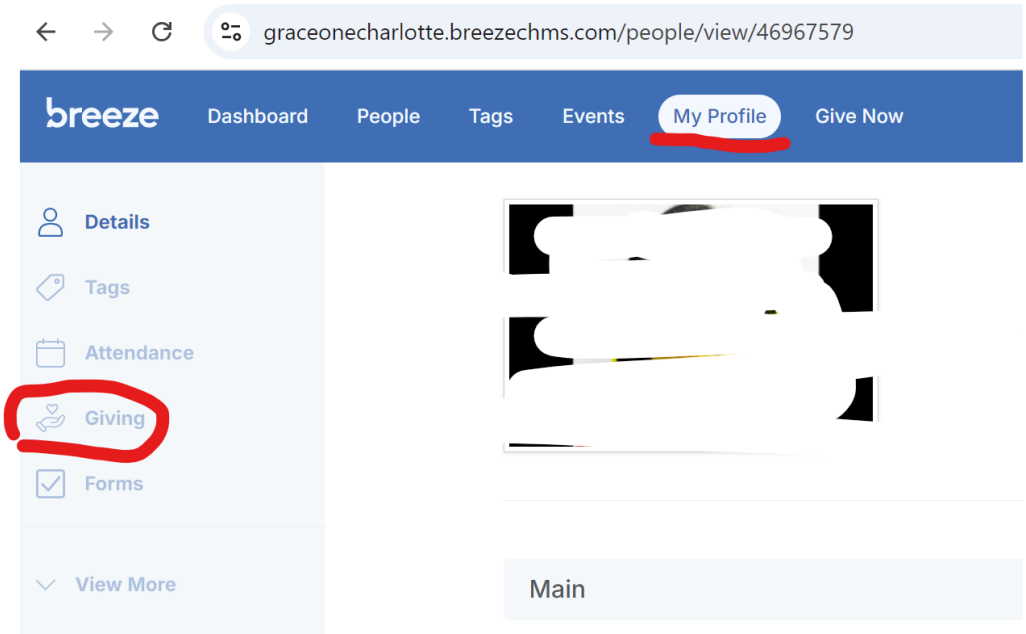
Finally, click the “Give $xxx” button to submit the payment.

If you would like to donate to more than one fund, simply repeat the entire process, and change the fund you would like to donate to.

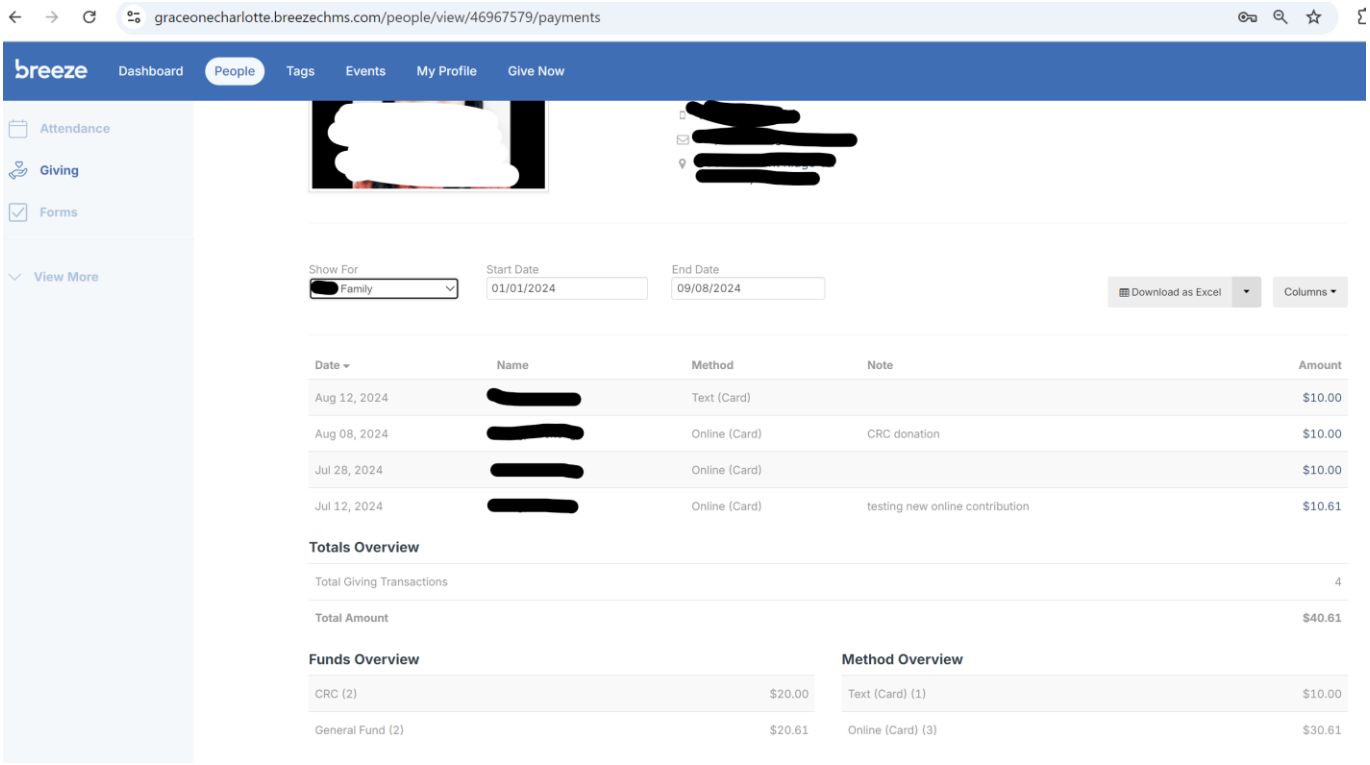
If you have set up the recurring gifts, you can click on the button “Recurring Gifts” to review and to modify.

Step 3: Review Giving History

Click on “My Profile”, and then click on “Giving” from the left column.



You will then be able to see your giving history either by yourself, or by your family.



6. Breeze Mobil App

If you're looking for a convenient way to access your Breeze database while on the move, consider using the Breeze app. Please see the detailed instructions below:

https://support.breezechms.com/hc/en-us/articles/360002329954-Breeze-ChMS-Mobile-App-Guide

7. Summary

Now, you have learned the basics of how to register, update your profile, view tags, check events, and make online donations in the Breeze system.

We hope that the Breeze system will help us manage church members, events, and donations more effectively, enabling us to better serve the church and the community. If you have any questions, suggestions or need assistance, please feel free to contact our technical support team (admin@graceonecharlotte.org).