



## How to Register Your Personal Ministry Leader Profile

### Add Your Personal Leader Login Account


Every ministry leader who will be responsible for adding or editing ministry profiles or submitting and reviewing ministry events to the church calendar will need to establish a individual user account for the Centralized Ministry Planning Center.

- A. Visit the church's online ministry directory portal: <http://mpc.historicebenezer.org/>
- B. Find the blue "Register" link at the "login" box.
- C. Click the "Register" box. The account type should be set to Individual and the leader's display name, first name, last name, mobile phone, ministry email, and passwords should be set.
- D. You will receive a successful account registration message. Be sure to let your ministry leader know to add you to the appropriate ministry roles.
- E. Using the  icon, return to the login page and fill in your ministry e-mail address and your newly created password; then, click "login".
- F. Once you are logged in, you will be able to view all ministry profiles and events that you have been assigned. You can access these records by clicking on the  "three-wheel" icon in the upper right-hand corner. This will allow you to see a list of the profiles you have created, are listed as the editor, ministry leader, or council leader or the events that you have created, listed as the ministry or council leader, or specified as the event planning contact person.

### Retrieving Your Password

If you are accessing the ministry planner and cannot remember your profile, click on the 'Forgot Password?' option to receive an email of your password.

### Your Ministry Leader Profile & Roles

With the leader account created, you and your other ministry leaders or persons responsible for managing our online activity will have the ability to assign responsibilities as listed. On your profile page , you will see those role assignments as they are assigned to you and described in the table below.

<u>Role</u>	<u>When &amp; Where Setup</u>	<u>What You Can Do in this Role</u>
Owner	Assigned by the system when you create a ministry profile or add a new event.	Edit the ministry profiles and events they create; Receive notices Submit Event Requests to Council
Ministry Contact	Designated on the Ministry Profile	Receive email and text messages of volunteer contact requests.
Ministry Leader	Designated on the Ministry Profile	Edit the ministry profiles Add/Edit the events of the ministries assigned Receive notices of status change and information requests for Events Submit Event Requests to Council Future release: Submit Expense Reimbursement Requests, Receive Electronic GL Reports, Receive Finance & Accounting Notices Future release: Review member engagement in media, view social media content and chats.
Ministry Editor1, Editor2	Designated on the Ministry Profile	Edit the ministry profiles assigned
Ministerial Liaison	Designated on the Ministry Profile	Edit the ministry profiles Add/Edit the events of the ministries assigned Receive notices of status changes and information requests for Events Submit Event Requests to Council
Event Planning Editor	Designated on the Ministry Profile and Event	Add/Edit the events of the ministries assigned Receive notices of status changes and information requests for Events Submit Event Requests to Council
Operations Contact	Designated on the Ministry Profile	Specified on the church calendar operations sheet as the person to contact for the event. Receive email and text messages of event specific contact requests.
Event Co-Chair	Designated on Events Program setup with adding an event	Edit the events they are Receive notices of status changes and information requests for Events Submit Event Requests to Council
Approving Officer1, Officer2	Designated on the Ministry Profile	Future release: Submit Expense Reimbursement Requests, Receive Electronic GL Reports, Receive Finance & Accounting Notices
Engagement Officer	Designated on the Ministry Profile	Future release: Review member engagement in media, view social media content and chats.
Council Leader	Designated on the Ministry Profile	Access all ministry and event records for ministries within the assigned council lane. Submits requests for information, Approve and Deny Event Requests, Send approved event requests to Church Calendar