

Church Center is a user-friendly app and online platform that serves as a hub for staying connected with our church community. Through Church Center, you can:

- Check In: Quickly and securely check your family into church events or services.
- Manage Giving: Set up one-time or recurring donations and view your giving history.
- Register for Events: Sign up for upcoming church events or classes with ease.
- Explore Groups: Discover and join small groups, Bible studies, or ministry teams.
- Access Directory: Stay connected by viewing or updating your profile and accessing the church directory (if others enable themselves to be viewed).

It's a simple way to stay informed and involved, all in one place!

If you do not feel comfortable downloading an app or if you'd prefer not to, you can access Church Center via desktop computer by visiting <https://firstumcarlington.churchcenter.com/home>.

Downloading the App/Logging in

Download the app 'Church Center' through your Apple or Android app store.

Open the app and click the button "Get Started"

Next, the app will have you use your location or manually to locate First UMC Arlington, press 'Continue'

Select our Church & click 'log in'

Enter your mobile phone number, then the app will prompt you to enter the 6-digit code sent to your phone number

Select 'Log in as _____(your name)'

If you'd like, enable face ID for quicker log in and added security,

Enable notifications to receive alerts about upcoming events, messages, and when it's time to check in or take attendance

Accessing the Directory

- At this point, everyone in the database should have received an invitation to the Directory and a welcome email. If you have not done so, please contact Taylor Jackson (tjackson@arlingtonmethodist.org), and she will re-send the invite.
- You **must** opt-in and select which info you'd like to be visible in the directory.
 - You can choose to include your profile photo, birthday, mailing address, phone number(s), and email(s).
 - You also have the option to give people the option to contact you, without actually displaying the contact info.
- To view the directory in the app, click 'More' in the bottom right corner, then select 'Directory'
- You can use the arrow and A/Z symbol to sort alphabetically by first or last name.

Worship Attendance

There are two ways you can submit your worship attendance:

- Scan any of the QR codes that say “Register your attendance here” and select the correct form for the worship service you’re attending (8:45 or 11 am)
- Use the “check-in” feature on the church center app; select “Great Hall” or “Sanctuary”
 - To access the check-in screen, select ‘More’ at the bottom right corner, then select “Check In”

Sunday School Attendance

If you haven’t spoken to Taylor Jackson about attendance trackers for your class, please email her (tjackson@arlingtonmethodist.org) the names of those who can take attendance through the app.

- On Sunday morning, people can start taking class attendance beginning at 9:15 am. Open the Church Center app and open “Groups” (bottom middle of the screen) > select your Sunday School class > select “take attendance” > use up & down arrows to sort by last name instead of first > select those who are present > add visitors.
- If you have visitors who aren’t sure if they want to give their name, you can add them at the bottom.

You can access the calendar directly from the app. Click “More” > select “Calendar”

- The app automatically lists featured events first in chronological order
- You can sort by category as well
- **Funerals held at the church are now visible in the Church Center app.**

You can fill out event registrations or forms through the Calendar app as well by selecting “sign ups” at the bottom of the app screen; you can also see published or featured events

If an event requires a sign-up, you can access it through the calendar and sign up without ever leaving the app

Select ‘Give’ to set up a one-time or recurring payment

Go to “more”, then click “website” to go directly to our website’s home page.