

How to Use Realm and our Website

What is Realm?

Realm is our database program. This program stores information on our members and non-members, such as contact information, financial giving, family members, and baptism, wedding, confirmation, and funeral data. Our Directory is part of this program.

What do I use Realm for?

1. Keeping **your information** up to date: address, email, phone, etc.
2. Monitoring your financial **giving**, printing statements, and making gifts
3. Accessing the **Directory**
4. Checking the **calendar** (under Events)

How do I get into Realm?

1. Send an email to kara@stmichaelschurch.net, or call the office, to say you want to set up an account on Realm.
2. You will receive an email asking you to click a link, then create a password. Once you've done that, you have an account!
3. On your laptop or desktop computer, go to onrealm.org, and sign in to use Realm
4. You can also get an app for your phone:
 - a. Go to your app store
 - b. Search for Realm Connect
 - c. Download the app
 - d. Enter in your login information (email & your password)

What is the St. Michael's Website?

The website is our tool to help members, visitors, guests, and others know more about St Michael's, from our historical information to our services and ministries. The website address is stmichaelschurch.net. You will not need a login to use our website.

What do I use the website for?

1. To find more information about our ministries, from mission to family to CARE and more.
2. To learn more about our mission ministry and our mission partners.
3. To find downloadable copies of sermons
4. To find out more information on coming events

How do I use the website?

- A. **Links at the top** of the website's first page
 1. ***Our Mission and Values*** - What do we stand for at St. Michael's?
 2. ***Leadership*** – the drop down menu links to pages on our staff & leadership, vestry bylaws, task forces, strategic plan, and the ACNA
 3. ***Giving*** – links to our giving page
 4. ***News*** – link to our current E-newsletter, The Messenger, Ads for coming events, news items, or other information pertinent to the church
 5. ***Events*** – please wait, this takes a moment to open when you click on it. It's worth it!
 - a. This opens to *Featured Events*. The events shown on this page are parish-wide and is a quick way to see what is coming up.

- b. *Calendar View* – a view by the month of all events, meetings, etc. Clicking on an item will give you more information
 - c. *List View* – same as calendar view, but in list form instead of as a monthly calendar page.
Please note that calendar information is kept current, but some events may be cancelled due to weather or other unforeseen circumstances, please check with the church office or the coordinator of that event for more information.
 - 6. **Sermons** – wait a moment for content to load. Not all sermons are included. We do not have written versions from guest preachers, or sometimes from one of our preachers. You can find the livestream recording of the 11 am service on our YouTube channel, if you would like to see and hear a sermon we do not have listed in this section. Our YouTube channel: @SaintMichaelsChurchCharleston
 - a. *View Current Series* – this shows only the sermons in the current preaching series.
 - b. *View All Sermons* – this shows all the sermons we have online
 - c. *Filters* – you can find sermons by sermon series, date, scripture, and speaker
- B. Most members would likely start at the **Member** page. Go to our website, then scroll down and click the box labeled **About Us**, as you hover over it, it will change to **Member**, click on that. You will see several boxes with different photos and labels.
- 1. **Worship** – gives information on services for the coming Sunday, including scripture, links to the bulletins, and the livestream link.
 - 2. **Grow** – information on Super Wednesday, Alpha, life groups, prayer & bible study resources, and volunteer opportunities.
 - 3. **Parish Retreat** (until end of September) – info on our coming Parish Retreat (This box changes seasonally)
 - 4. **Giving** – information on giving, including the 1751 Legacy Society, tithing, and memorials
 - 5. **Family** – all things family! Nursery, Sunday School, First Communion, Youth, VBS
 - 6. **Connect** – info and links to baptism, wedding, and life at St. Michaels.
 - 7. **Mission** – links to the Mission section on our website
 - 8. **Congregational Care** – information on our CARE ministry
 - 9. **Prayer** – information on our prayer ministry
 - 10. **Annual Meeting** (until May 20) info on our annual meeting, link to annual report
- C. **Visitors** page – Go to our website, then scroll down and click the box labeled Visitors. This page gives information on our hours, services for the coming Sunday, parking information, history (including on our organ and bells), tours, weddings, and the Anglican Church.
- D. **Mission** - Go to our website, then scroll down and click the box labeled Mission.
 This page is the gateway to all things mission. When you scroll down, you will see four boxes, one each for *Holy City*, *Hurting Coast*, *Hungering World*, and *GIC*. Clicking on one of the first three boxes will send you to a page with more boxes – one for each of our mission partners in that section. Click on any box to learn more about that partner. The GIC box on the Mission homepage sends you to a page with information on the coming *Global Impact Celebration*, as well as links to past GICs.
 Each mission partner page, as well as the homepage, has links at the bottom to videos, brochures, and other documents pertaining to that page.