The PARISH of the EPIPHANY

Join us on Realm, our church Database and software tool.

What are Realm's tools?

Realm helps make our church work easier and more efficient. Realm's tools include:

- An online parishioner profile, allows members to update their own contact information and privacy settings
- An online parish directory, allows members to connect with one another
- Ability to make gifts and track donations - track your stewardship pledges and progress towards pledge goals

Realm also has a scheduling tool for liturgical volunteers and the ability to create Groups for volunteers and committees. We look forward to moving towards these functionalities in the near future.

Two ways to Access Realm

1. **Realm App**
   Download for direct access on your mobile device. Easily find, call, and text friends from church in seconds. Available for Apple and Android devices.
2. **Computer**
   You may also log in by your computer. Click here and enter your username and password to log into Realm.

Log In

You must have a username and password to log into Realm.
If you are unsure if you have a Realm account, fill out this form, and the Office will help!

If you still have difficulty logging in, we can help!

- Ask for help at Fellowship Hour; a staffed table on select Sunday's
- Fill out this form, and a member of our Realm Committee will get back to you

Heather Keith-Lucas, Director of Parish Operations, will be monitoring your realm needs

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What do I do after I am logged in?

- You should find yourself at the Realm home page.
- In the upper right corner of the screen should be your name
- Click on the down carrot to the right of your name, to see a dropdown menu
- Under MY PROFILE VIEWS, click on Connect. Connect is a module within the Realm software package. The upper left of the screen will tell you which module you are in.
- You should now be on your profile page.
- From here (in Connect), you can:
    - **Edit your Profile**. Click on the 'Edit Profile' button to start. Within your Profile are 2 tabs – Contact Information and Personal information. Fill in as many fields as possible. When finished, click on Save.
    - **Manage Privacy settings**. Privacy setting for Info are defaulted to:
        - Contact information (Name, Email, Phone, Address, birth month- day) can be seen by Anyone in the Church
        - Personal information (birth year) can only be seen by 'Users with permission only' (administrators)
    - **Giving**
        - This section shows your giving history and any pledges made (financial information is automatically private)
    - **Directory**
        - Connect with another member of the parish (profile privacy settings will guide who is available in the directory)

Sections we intend to roll out in the future are:

- SERVING TEAMS Realm has the ability to support scheduling of volunteers.
- GROUPS Realm has the ability to keep track of committees that you are a member of. It will also note if you are a Leader of any group or if you are a 'User with Responsibilities'. Leaders and Users with Responsibilities have additional access rights in Realm related to working with your group. Details will be provided to those who are impacted by this.
- EVENTS Realm allows you to register for upcoming events.

Data Security

How is my data managed and how can I be sure it's not subject to a breach or data-mining? Realm provides documentation showing how data is managed within our faith community as well as within its data centers.

- Security Brief
- Trust-Center Documentation