Breeze Church Management

Welcome to Breeze! Last year IUCC migrated to a different software to manage important church data such as attendance, contact information, events, financial giving, and much more. The software is user friendly with wonderful applications to support smooth and efficient church administration. It is time to roll this system out to the entire congregation. The information contained herein is a step-by-step user guide to your own personal interaction with the system. Your adaptability and support in utilizing this new system will truly enhance our church operations. Undoubtedly, there will be a learning curve as we progress towards full implementation. If you have any questions at all, please don't hesitate to contact the office at iucc@iucc.org

Step One: Login to Breeze

You will receive an introductory email from Breeze with an invitation to join. This email will ask you to create a login username and password. Simply follow these instructions. Once you have done this, you will be redirected to the login page. Login, and you are now active on the system.

In order to return to the login page, please save/bookmark/favorite this link address: https://iucc.breezechms.com/

If you lose the login address, you can always find it on the IUCC website at iucc.org/breeze

If you lose your introductory email or forget your login, you can always call the office.

Breeze has the best customer service! Here are two links to videos about login in and using Breeze for the first time. These are additional resources you may find helpful.

https://vimeo.com/466254507 (How to login)

https://www.breezechms.com/university/content/getting-started (Getting started on Breeze)

https://www.breezechms.com/university (For the ambitious learner/doer)

Step Two: Updating Your Profile

When you first login to Breeze, your landing page is called your Dashboard. Across the top in the task bar you will see several categories: People, Tags, Events, Forms, and MY PROFILE! Unless you are part of church leadership, you will likely only use My Profile, People, and Forms. Click on MY PROFILE. An alternative approach is to use the search window. In the upper right corner is a search window next to the settings gear icon. Type your name in this search engine. Your name should auto-populate. Go to your user profile:

User Profile: Once you have arrived at your individual profile, you will notice several different fields: education, main, demographics, IUCC, etc. On the lefthand side column, you will see a list of another set of groupings: details, tags, attendance, giving, etc. At this stage, there are two important steps:

1. Upload a profile picture
2. Update the various fields

Updating your profile: When you first look at your profile, you will notice information that was input by IUCC staff. However, there is a great deal of information missing that is helpful to the

church analytics. If you hover over the profile field categories, an option "to edit section" will appear. If you click on edit, you will see all the options available to you. Please fill out as much of the profile that you are comfortable providing. You will see sections for demographics, birthdays, preferred pronouns, interests, etc. This information is invaluable to the church in terms of assessment, conference reporting, grants, ministries, pastoral care, etc. Please take special notice of the interests/skills/talent field under MAIN.

At a minimum, please be sure your address, email, and phone number are correct. If you have both a cell phone and landline, be sure the cell phone is listed in the correct spot.

Privacy: In terms of the details of your profile page, please only include details you are comfortable with. Who will be able to see these details? The answer is only corporate members. Consider Breeze as an updated version of the IUCC directory which includes pictures of our members. If you are looking for a phone number or interested in knowing someone better, you can login to Breeze and check a member's profile. FINANCIAL GIVING is NOT accessible to anyone else except yourself.

Step Three: Explore the Site

Giving: From your profile page, click on the GIVING tab on the lefthand side of the screen. This will show all your giving to IUCC. The default setting is a summary of your giving. You can enter a date range and/or download. For those who have pledged during stewardship or for another fundraiser, click on the PLEDGES tab to monitor annual progress. You will never need to call the office again to see where you are in terms of giving.

Make a Donation: The system is equipped to handle one time or recurring donations. From the DASHBOARD, you will see a link to make donations. The financial transaction costs are significant, and it is hoped that you will consider absorbing these additional fees. There is a box which can be checked during the donation process.

Donations through Breeze can also be made by visiting the landing page: https://iucc.breezechms.com/give/online

Text Donations: A simplified and easy way to give is through texting using (949) 776-3663. Simply text the amount you'd like to give to this number. First time givers will be prompted to provide their payment method via a secure web page. Save the number in your phone and text anytime you are ready to donate.

Tags: On the lefthand side AND the taskbar at the top, you will notice the TAGS button. This is a helpful tool for organizing groups at IUCC. The two TAGS buttons function differently. The TAGS button at the top will list all the different groups currently created for IUCC. If you click on the TAGS button in the lefthand column, you will see tags to which you were assigned by administration. A tag to which everyone is assigned is the IUCC directory. If you want to print out a copy of all our members, click on the IUCC directory tag(under TAGS in the lefthand column). Next, on the righthand side, you will see the options to email, text, or export. If you choose export and pick the dropdown box DIRECTORY, it will prepare a printable copy for home/office use.

Tags and Church Leadership: If you are the leader of a group or ministry at IUCC, please make sure the members in your tag are up to date. If you don't see a tag for a particular group, contact the office to create one. Updating your group tags is an important step for all leaders. As the church expands the functionality of Breeze in the near future, the use of tags will be very important.

Attendance: The attendance button on the lefthand side will show your history of attendance. IUCC will begin tracking attendance electronically. There are several ways to track your attendance:

1. Enter your name electronically when you arrive for worship on Sunday.
2. Enter your name electronically via the mobile app on your phone.
3. Enter your attendance through your online profile at https://iucc.breezechms.com/
4. Enter your name on the Redbooks while they are still in use.

Eventually, IUCC will move away from the Redbooks entirely. YOUR CONSISTENCY AND HELP WITH ATTENDANCE IS VERY IMPORTANT. Tracking attendance helps in the assessment of church vitality, grant funding, conference dues, and much more. When you arrive at church, you will notice two iPads by the front door. Type in the first few letters of your first or last name. Your name will auto-populate, When you see your profile, touch on your name and your attendance will be tracked. The interface is user friendly.

Downloading the App: For those who want easy access on the phone, download the app. In your search engine of the app store, type BreezeChMs. You will see the same "b" logo found at the top of the page. Download the app onto your phone. When you login for the first time, it will ask you for your church. Please enter iucc (lowercase). Once it recognizes the church, it will ask you for your login credentials. You now have the same functionality you have from your home computer.

Step Four: Ask for Help

As the church gets more familiar with using Breeze, challenges, questions, and unforeseen problems will arise. Do not hesitate to reach out for help or provide feedback. The office is willing to walk you through every step slowly and patiently. The Breeze system is wonderfully adaptive, and together we can tailor our system to meet all our needs. Don't forget the IUCC website is also set up to support Breeze. If you have questions, please visit the website.

In the upcoming months, IUCC will begin incorporating more of the system's functionality in terms of accountability, calendar, and communications. If you recognize and understand the benefit the system can be to you and/or your individual ministries/groups and/or the church, please don't hesitate to contact the office. Any support with Breeze and its implementation is much appreciated. Only the surface is scratched!