

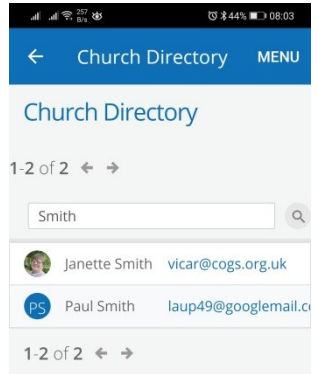
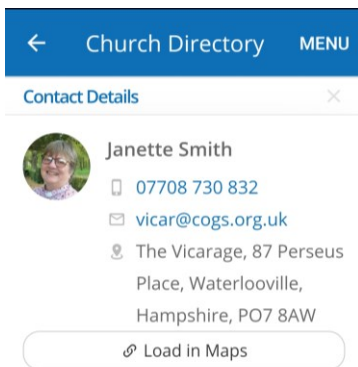


How to use Church Directory

Church Directory Function

The 'Church Directory' function is CoGS 'Yellow Pages' dedicated to its church members. Here you can search for part of a name.

You can then click on the name to see the details they have allowed you to see



CoGS only permits committed church members to have access to this feature (this is monitored carefully by the office). Remember, you'll only be able to view the contact details of others based on their personal privacy settings, and they'll only be able to see your contact details based on your privacy settings. Individuals have complete control over how much information they make visible in the search for others section. It's therefore possible you might not find the person or information you are looking for. If this is the case you can contact the church office, who may be able to assist in contacting someone on your behalf.

Communication made easy

If you have **My Churchsuite** on your smart phone, calling or texting someone is easy - just click on their phone number through the 'search for others function'. Your phone will most likely prompt you, asking if you want to call or send a message to the individual - you don't even have to dial the number! Equally, emails can be quickly composed, simply by clicking on the email address of an individual.