



HOW TO USE SEARCH FOR OTHERS

Search for Others Function

The 'Search for Others' function is St John's contact directory dedicated to its church members. St John's only permits committed church members to have access to this feature (this is monitored carefully by the office staff). 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.

The screenshot shows a web interface titled "Search for Others". At the top left, it indicates "1-50 of 190" with navigation arrows. A search bar on the right contains the text "Search for Others" and a magnifying glass icon. Below the search bar is a list of six church members, each with a profile picture, name, email address, and phone number(s).

Name	Email Address	Phone Number(s)
John Abraham	John@emailtest.com	09129 726 45
Stuart Abraham	stuart.abraham@churchapp.co.uk	07948 563 4233 0115 958 33613
Gemma Alexander	gemma.alexander@gmail.com	07775 354 829
Joe Alexander	joe@adams.com	07970 123 456
James Andrews	james.andrews@andrews.com	07876 609 163 01275 673 815
George Baker		07987 654 321 0161 730 2326

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.