

**Navigating ParishStaq**  
**Your St. Peter St. Joan of Arc**  
**Online Parish Account**

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- Review Your Profile
  - Privacy Settings
  - Communication Settings
  - Add Photos
- Your Giving
- Groups
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- Events & Calendars
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# Create an Account

Every adult in the parish is invited to activate their account with ParishStaq, our parish’s new online, digital hub. A ParishStaq account will allow you to update your contact information, view your own online giving, interact with ministry groups, view events on the parish calendar, and access parish forms.

Children are generally removed from their parents’ database profile after age 25 and will need to submit a **parish registration form** to create their own account:

<https://stjoanofarcpowell.ccbchurch.com/goto/forms/122/responses/new>

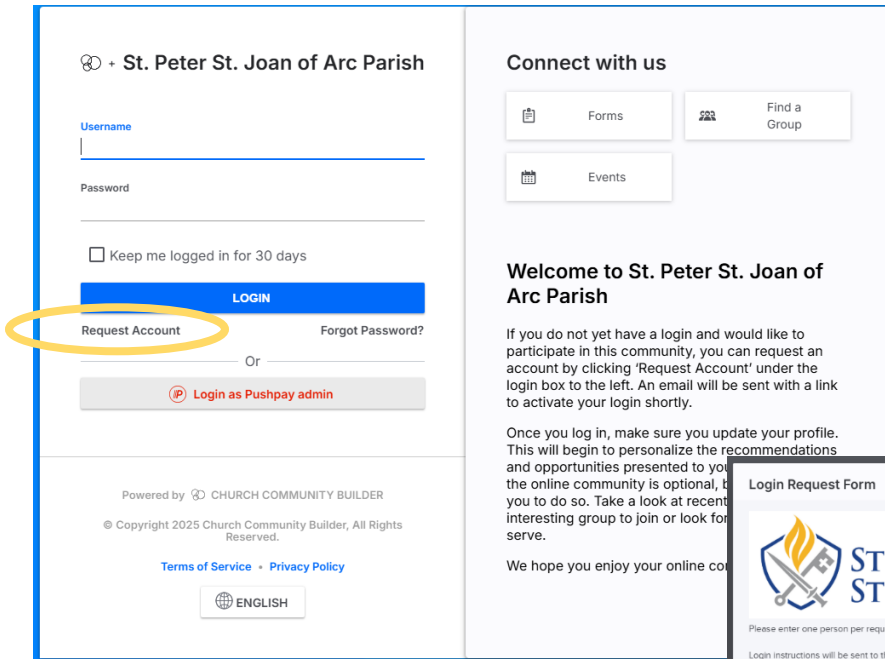
## Registering for ParishStaq

1. Scan the QR code to the right or visit the login page:

<https://stjoanofarcpowell.ccbchurch.com/goto/login>



2. Click on “Request Account”



The screenshot shows the ParishStaq login interface. On the left, there is a login form with fields for Username and Password, a 'Keep me logged in for 30 days' checkbox, a blue 'LOGIN' button, and a 'Request Account' link circled in yellow. Below the login form is a 'Login as Pushpay admin' button. On the right, there is a 'Connect with us' section with buttons for 'Forms', 'Find a Group', and 'Events'. Below that is a 'Welcome to St. Peter St. Joan of Arc Parish' message and a 'Login Request Form' overlay.

3. Complete the **Login Request Form** then click “Submit”.

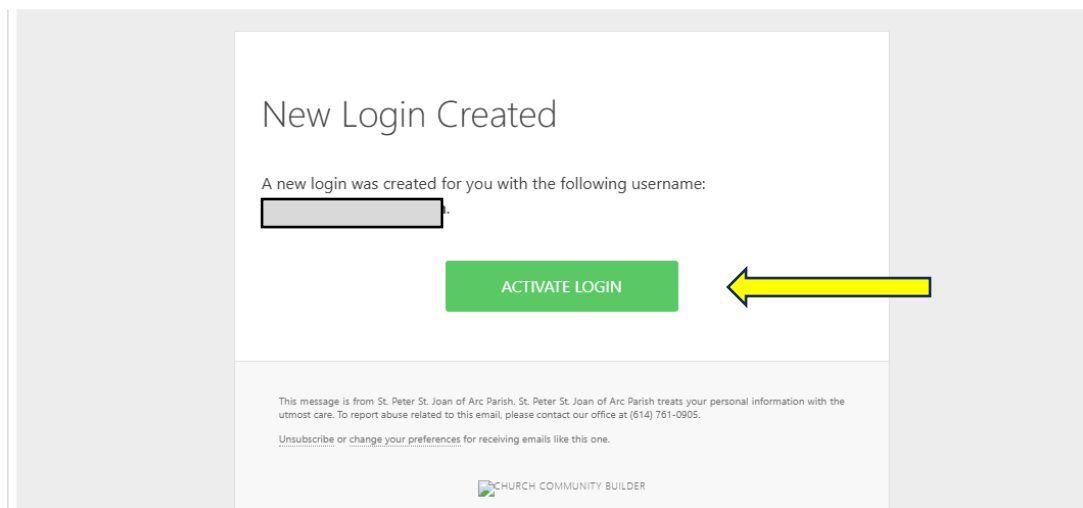


The screenshot shows the 'Login Request Form' overlay. It features the St. Peter St. Joan of Arc Parish logo and the following fields: 'First Name\*', 'Last Name\*', 'Email\*', and 'Mailing Address\*'. At the bottom, there are 'CANCEL' and 'SUBMIT' buttons.

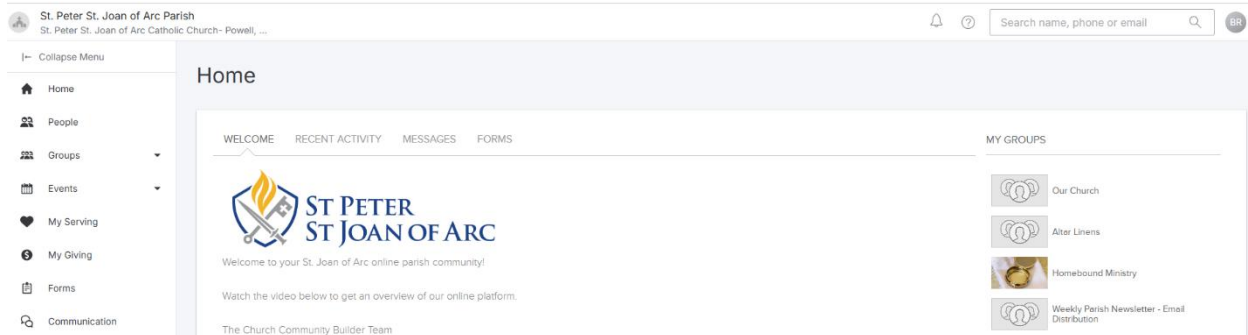
4. Look for an email from [stjoanofarcpowell@ccbchurch.com](mailto:stjoanofarcpowell@ccbchurch.com) with subject “New Login Created”. If you don’t see it after 1-2 days, please check your spam folder or contact [brubal@spsjoa.org](mailto:brubal@spsjoa.org).

Click on the green “**Activate Login**” button, then create a username and password (at least 6 characters with both letters and numbers). Confirm password and click “Submit”

----- Forwarded message -----  
From: "St. Peter St. Joan of Arc Parish" <stjoanofarcpowell@ccbchurch.com>  
Date: Feb 19, 2025 20:41  
Subject: New Login Created  
To: [REDACTED]  
Cc:



5. After signing in, the ParishStaq home page appears. This means you’ve successfully logged in.



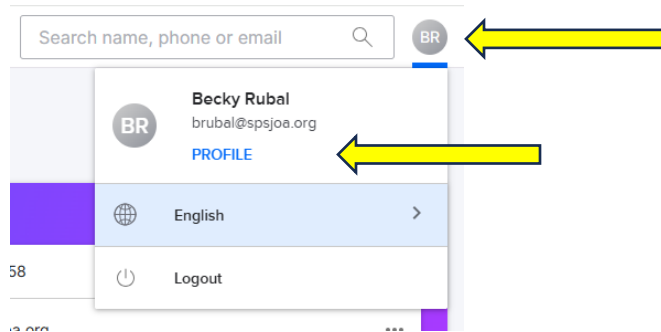
## Navigating ParishStaq

If you haven't already logged into ParishStaq, go to the login page:

<https://stjoanofarcpowell.ccbchurch.com/goto/login>

## Review Your Profile

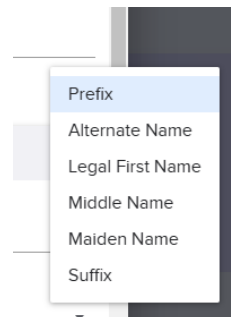
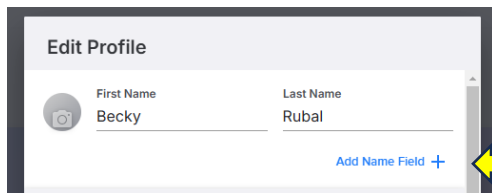
Click on the circle in the top right corner, then click on **PROFILE** to bring up your database record.



After opening your profile, click on the **EDIT PROFILE** button



Click on the blue "+" sign for more field options



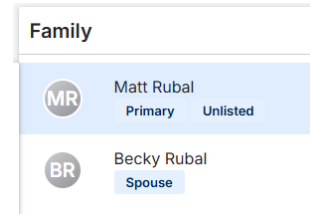
**Please help our upcoming parish census efforts and update these fields in your ParishStaq profile:**

- Contact information (email, phone, mailing address)
- Preferred language
- Job title

Edit fields as necessary. Changes are not saved until you click the SAVE button at the bottom of the screen.



Click on other family members to open their profile, then click on the **EDIT PROFILE** button to make changes.

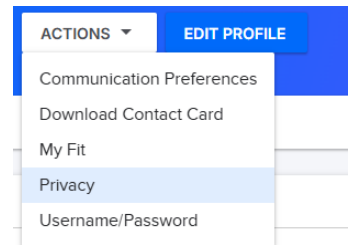


## Important Notes about Profiles:

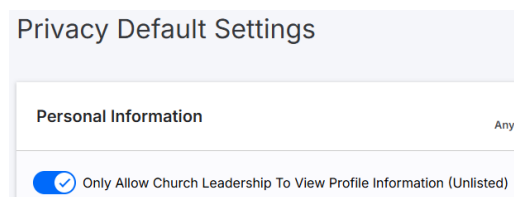
- Only one email address may be associated with each profile.
- **If you need to add or remove a family member, change your marital status, sacramental information, or start or stop receiving contribution envelopes by mail, please contact [brubal@spsjoa.org](mailto:brubal@spsjoa.org)** These updates require additional behind-the-scenes admin changes to your profile.
- Adult children are removed from their parents' profile after age 25 and must submit their own parish registration form.

## Privacy Settings

After opening your profile, go to the **ACTIONS** drop-down, and choose "Privacy"



If you choose to make your profile unlisted, click the button shown below. Only those in church leadership positions will be able to view your unlisted profile information.



If unlisted, your name and profile will not appear to other logged-in church members on the People Search page. Children under 18 are always unlisted to all but Church Leadership.

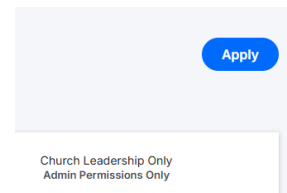
When a profile is listed, each of the profile fields, such as email and phone number, can have one of three visibility options:

- **Church Leadership Only:** Fields with this setting can only be viewed by appropriate church leadership
- **My Groups Members:** Fields with this setting can be viewed by members of **members interact**-type Groups the person is involved in. Appropriate church leadership can view the information as well.
- **Everybody:** Fields with this setting can be viewed by anyone who has a login and password to use the system.

Personal Information	Everyone Any Profile Within Your Church	Groups Members Groups I Am A Part Of	Church Leadership Only Admin Permissions Only
<input type="checkbox"/> Only Allow Church Leadership To View Profile Information (Unlisted)			
Mobile Phone Number	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Home Phone Number	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Work Phone Number	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Address	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Email Address	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Birthdate (Month & Day Only)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Anniversary (Month & Day Only)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

All other profile fields are only visible to individuals with appropriate administrative permissions. Examples include: Gender, Marital Status, Emergency Phone, Allergies, and other church defined fields.

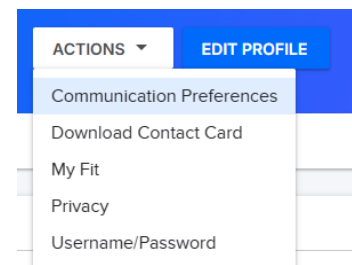
Adjust the privacy settings for each field as desired, then click the “Apply” button in the top right corner of the screen. A green confirmation banner will then appear at the top of the screen.



## Communication Settings

After opening your profile, go to the **ACTIONS** drop-down, and choose “Communication Preferences”

Select which methods of communication you’d like to use for each group and how frequently you’d like to receive information



	Send me emails from group participants	Send comments to me immediately	Send me a weekly summary of group activity	Send me text messages from group leaders
	Receive group communications like emails from the group leader, event invitations, and information about volunteering and helping those in need.	Participate in online conversations as they happen.	Receive a single email generated by the system for all your groups' activities (events, comments, needs, positions and files) for the week.	Even with a mobile phone number, text messages will only be sent if a carrier is selected. Mobile Carrier Turned off... Mobile Phone Standard text messaging rates from your carrier may apply.
<b>Groups I am in</b>	<b>Recommended</b>	<b>Optional</b>	<b>Recommended</b>	<b>Recommended</b>
Our Church	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Altar Linens	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homebound Ministry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please DO NOT Unsubscribe. This will prevent you from receiving any future church related communications from groups within our database.

Be sure to click on the “Save Settings” button at the bottom of the screen:

**Unsubscribe**

You can unsubscribe from all emails from St. Peter St. Joan of Arc Parish. You may still receive certain transactional emails - for example, online gift receipts and form response confirmations.

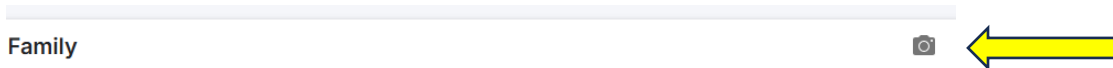
**NOT Recommended** Unsubscribe me from all emails from St. Peter St. Joan of Arc Parish.

Cancel or **Save Settings**

## Add Photos to Your Profile

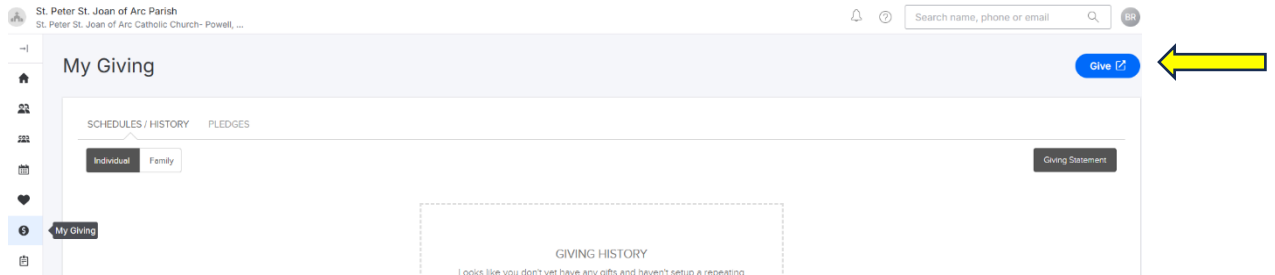
Click on the gray box with initials to the left of your name to add your photo

Click on the camera icon in the “Family” box to add your family’s photo.

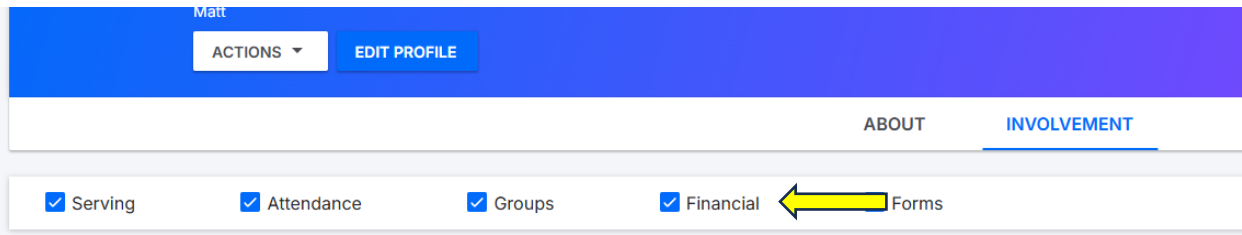


# Your Giving

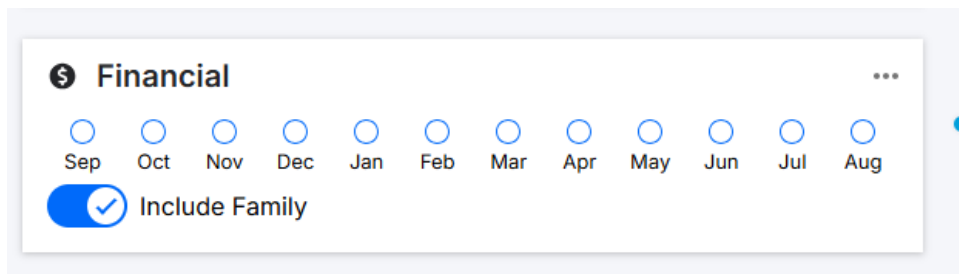
Click on “My Giving” on the left menu bar. Here you can see the giving history for you or for your family. Click the blue “Give” button to go to our parish donation page. Note that the transactions which appear in ParishStaq may not be up to date. Giving Statements generated from the “My Giving” page will only be complete for 2023 and prior years.



You may also view your financial transactions in your profile. Click on the “Involvement” tab in your profile, and make sure to check the “Financial” box.



To view transactions for your family, make sure to select “Include Family”

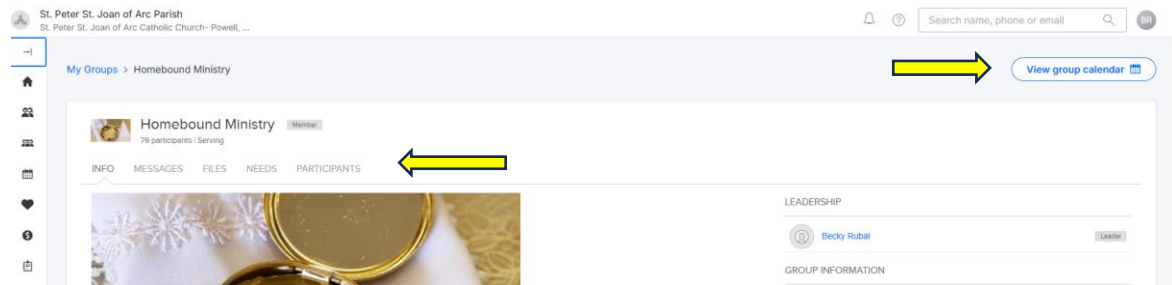
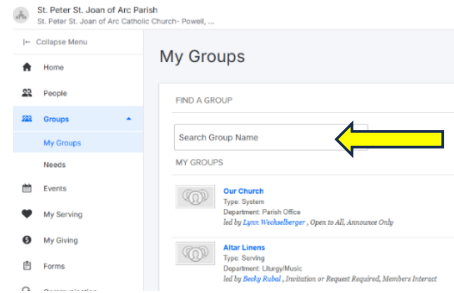


## Groups

Click on “My Groups” under “Groups” on the left menu bar. The groups in which you are a member will appear below. Your groups will also appear on the Home page.

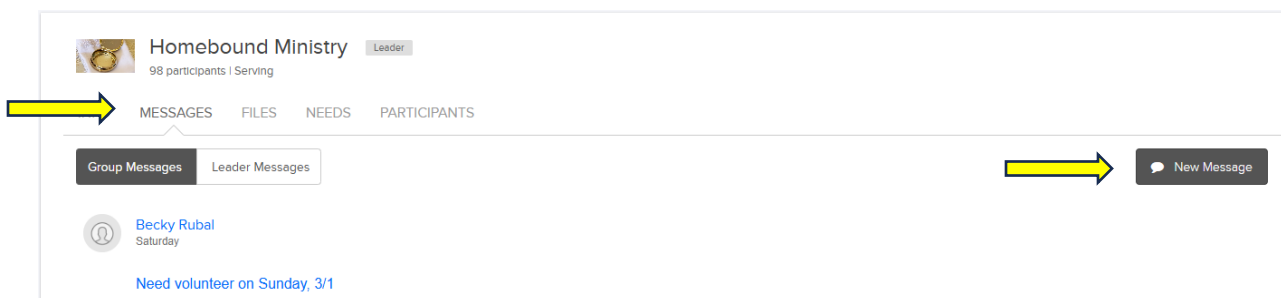
To find a group, enter a group name in the search box. Click the “Request to Join” button in the upper right corner to request to be added to the group. The “Find A Group” button on the login page will display groups visible to the public (see Public Access below).

Clicking on the group name will bring up the group page. Here you can view group messages, group events on the group calendar, files shared with group members, and group needs.



## Group Messaging

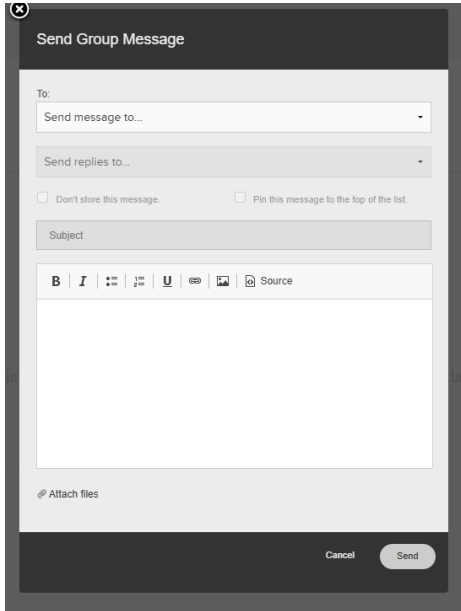
Group leaders and group members can choose to send an email to all members of a group. To send a message to the email in each member’s profile, first click on the group’s “Messages” tab, then click on the “New Message” button:



Group leaders will have the option to send messages to either all participants, leaders only, or to specific group members. Leaders may also choose to allow replies to all participants, to the sender only, or to no one. Because of privacy concerns, only staff may be tagged as a group leader in a ParishStaq group.

Group members do NOT have any options. All messages sent by a group member will go to all group members, and any replies to that message will be sent to all.

### Group Leaders Message Window:

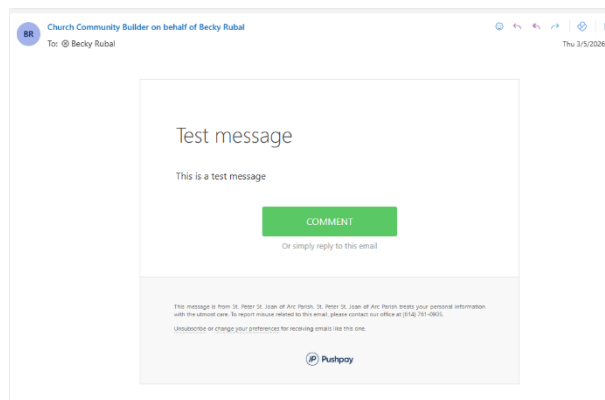


### Group Member Message Window:

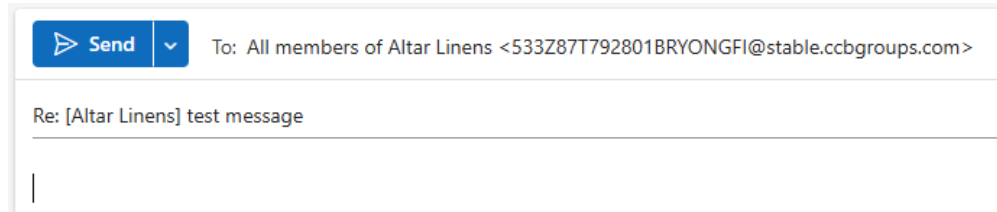


A user must login to ParishStaq to create a new message, but replying to a message can be done via email.

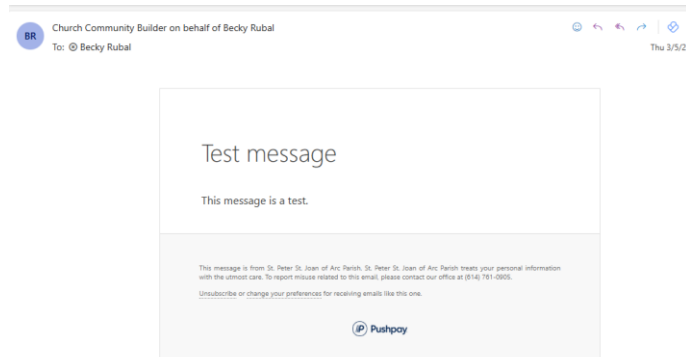
This is a sample email that was sent to all participants and which allows replies to all. The recipient may choose to either click on the green "Comment" button to reply, or to reply to the email as they would normally.



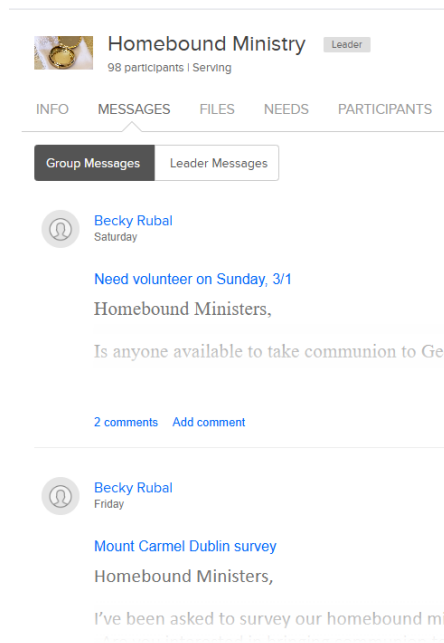
If someone replies to this email, the To: field will indicate that it is being sent to “All members of [group name]”:



This is a sample email sent all participants, which does not allow replies to all:



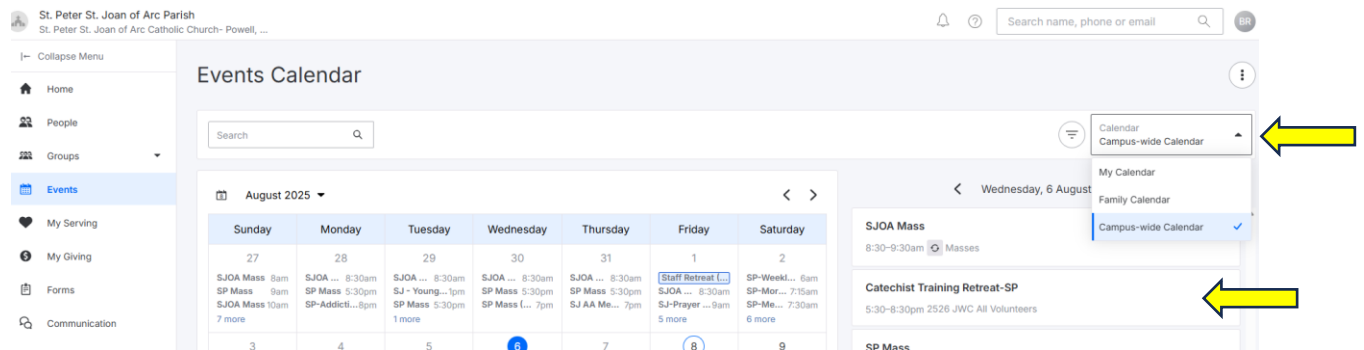
After a message is sent, it will appear on the group page:



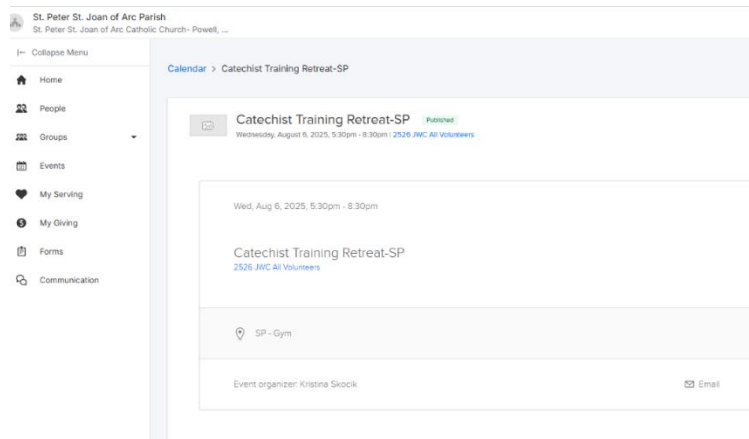
# Events and Calendars

Clicking on “Events” on the left menu bar will take you to the Calendar page. There are three different calendar views:

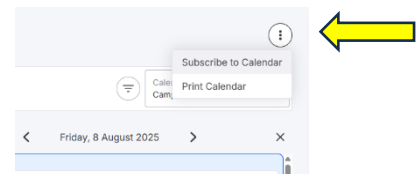
- **My Calendar:** events belonging only to groups to which you belong
- **Family Calendar:** events belonging only to groups to which your family members belong
- **Campus-wide Calendar:** all SPSJOA events visible to those with a ParishStaq login



Clicking on an event name from the list will bring up the event details:

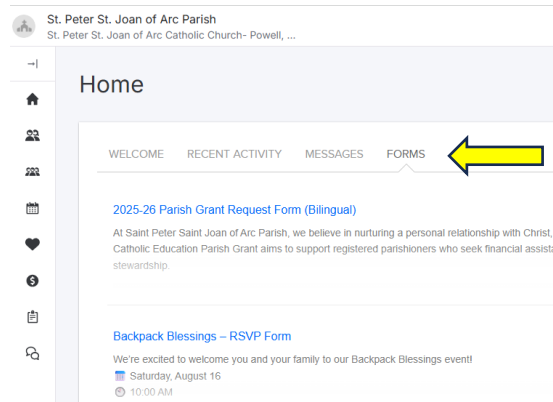
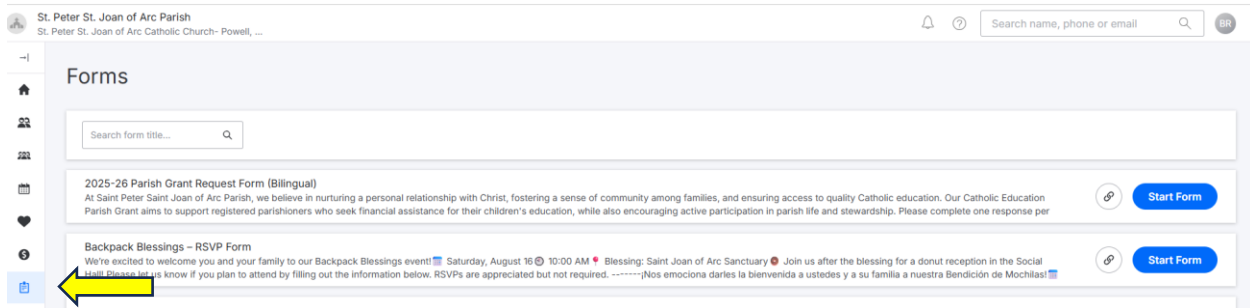


You can also print or subscribe to the calendar by clicking on the three dots in the upper right corner:



# Forms

Click on “Forms” on the left menu bar, or choose “Forms” from the homepage:



## Public Access

Forms, Public Events, and Public Groups can also be accessed without logging in, from the login page: <https://stjoanofarcpowell.ccbchurch.com/goto/login>

