



What is ShelbyNext Directory Membership?

ShelbyNext Directory Membership is part of St. John's UMC's management software. It allows directory members to access the current member directory, update their own contact information, view their contribution history and print contribution statements right from their own computer or with a free app on their smartphones. The software is developed and hosted by Shelby Systems, the same company that developed the original Shelby software that the church has been using for decades.

Why are we doing this?

Churches today have different technology needs than they did 20, 10, or even 5 years ago. In addition, members have different expectations than they had in the past. Most of our members now access all kinds of information from home computers and phones. The ShelbyNext software system provides directory members access while giving staff and church leaders improved tools to manage membership, contributions, and finances.

Who can see the directory?

Only St. John's staff and directory members who are included can view the directory.

What information is shared?

Other directory members can only see your address, email, home phone number, and the names of your household family members. You can see additional information (like date of birth) on yourself and family members that other users cannot see.

Do I have to use ShelbyNext?

No, but if you have a computer or smartphone we encourage you to give it a try. Staff and church volunteers in particular will enjoy the benefits of the management and group features to fulfill their responsibilities.

Why not produce a paper directory?

A printed directory is usually out-of-date as soon as it's printed, and is costly to produce. Our members change contact information frequently, and ShelbyNext Membership will give you the most up-to-date information.

Can I have someone else update my information rather than using ShelbyNext?

Of course – the church office is always happy to do this for you! Send an email to stjohnsumc@stjohnsumc.org with your changes or photo or call the Church Office at 816.523.6788.

How can I change my password?

Web version: click the account tab, enter new password, confirm new password, scroll down and click the green save button.

Phone app: touch your name to open My Details, touch Change Password, enter new password, confirm new password, touch OK.

Will I have to change my password every 30 days?

No.

I am having trouble logging in.

Try clicking Forgot My Password and following those instructions. If you still cannot login, contact the Church Office at 816.523.6788 or stjohnsumc@stjohnsumc.org.

How can I view my giving history and pledges?

Computer: click on the giving tab. First you will see your pledge history. Scroll down to view individual transactions.

Phone App: touch your name to go to My Details, touch Giving, scroll down to see pledges, touch full giving history to see individual transactions.

What should I do if I find an error in my giving?

Please contact the Church Office at 816.523.6788 or stjohnsumc@stjohnsumc.org. Contributions are listed from 1/1/2021 and forward. If you need information prior to this date, contact the Church Office at stjohnsumc@stjohnsumc.org. The column under giving with letters and numbers is the batch identifier when the gift was processed.

Are you sure nobody else can see my giving history?

Provided you keep your password safe and logout of Shelby Next when you are done using it, only you, the Recording Financial Secretary, and the Church Office Manager can see your giving history. In the interest of full disclosure, individual cash gifts placed in the offering and mailed in to the church office are handled by the counting team.

Can I print a periodic giving statement?

You can print a statement from the computer version of ShelbyNext.

1. Click the Giving tab
2. Click Statement
3. Click and select Date Filter
4. Select Tax Deductible Option
5. Click Download
6. Click Print or Save of PDF*.

*You must have a free Acrobat Reader Program on your computer to view statement.

When should I see my contributions in the system?

This will vary based on the type of contribution made. Most donations will be posted within a week. If you have made a contribution and it is not visible within a month, please contact the Church Office at stjohnsumc@stjohnsumc.org. Contributions are listed from 1/1/2021 and forward. If you need information prior to this date, contact stjohnsumc@stjohnsumc.org.

What do I do if I find an error in my personal info?

You can edit your own information or contact the Church Office to make the change for you. To edit your information:

Computer: click the edit tab, make changes, scroll to the bottom and click the green Save button.

Phone app: touch your name to go to My Details, select the edit option at the bottom left, correct information and then touch Save in the upper right corner.

What if I do not want to be included in the directory?

Contact the Church Office at 816.523.6788 or email stjohnsumc@stjohnsumc.org.

How do I make a donation online?

Phone app: touch the GIVE bar. You can give using your bank account or a credit/debit card. Please keep in mind that using a credit/debit card results in a higher fee to the church than using your bank account.

Computer: go to the GIVE NOW tab on St. John's UMC website. **Please note that this is a different user name and password than ShelbyNext Directory Membership.**