

[What is ShelbyNext Membership?](#)

[Why are we doing this?](#)

[Do I have to use ShelbyNext Membership?](#)

[What's wrong with the paper directory?](#)

[Can I have someone else update my information rather than using ShelbyNext?](#)

[Can I change my password?](#)

[Will I have to change my password every X days?](#)

[I am having trouble logging in.](#)

[How can I view my giving history and pledges?](#)

[What should I do if I find an error in giving?](#)

[Are you sure nobody else can see my giving history?](#)

[Can I print a statement for my tax return?](#)

[What do I do if I find an error in my personal information?](#)

[Who can see the directory?](#)

[What can other members see?](#)

[What if I do not want to be listed in the directory or do not want my phone numbers listed?](#)

[How do I make a donation online?](#)

What is ShelbyNext Membership?

ShelbyNext Membership is part of Northminster's church management software. It allows 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. For years members have been asking for a way to view the directory online and to view their own giving record. With ShelbyNext we now have a software system that provides members secure access while giving staff and church leaders improved tools to manage membership, contributions and finances.

Do I have to use ShelbyNext Membership?

No, but if you have a computer or smartphone we encourage you to give it a try. Certain elders, deacons and church volunteers may need to use the management and group features to fulfill their responsibilities. In fact, the staff and a number of church leaders are already using ShelbyNext on a daily basis.

What's wrong with the paper directory?

We will still have Guidebook produce a printed church directory each year. Of course, the printed directory is almost always out of date by the time you receive it. 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 office staff is always happy to do this for you!

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 X 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 317-251-9489 or email ShlebyNextAdmin@northminster-indy.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 Lori Schlabach at loris@northminster-indy.org or 317-251-9489 x13.

Are you sure nobody else can see my giving history?

Provided you keep your password safe and logout of ShelbyNext when you are done using a public computer, only you and the Northminster employee(s) who handle church finances can view your individual giving record.

Can I print a giving statement for my tax return?

You can print a statement from the computer version.

1. Click the Giving tab
2. Click the  and select Filter
3. Select January 1 for the beginning date and December 31 for ending date. Be sure to include the year you desire. Click Submit
4. Click the  and select Print
5. Scroll down and click Go

A pdf of your statement will download. You can save and print the pdf.

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

You can propose an edit of 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.

Note: A staff member will approve your changes within 24 hours.

Who can see the directory?

Only Northminster staff and members who are listed in the directory can view the directory.

What can other members see?

Other members can only see your directory information. This includes address, email, phone numbers, birth month and day, and the names of your household family members.

What if I do not want to be included in the directory or have certain contact information I do not want listed?

Please contact the church office at 317-251-9489 or ShelbyNextAdmin@northminster-indy.org.

How do I make a donation online?

Phone app: touch the blue 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: click here or go to the Giving link on the Northminster's website to go to our giving page. Please note that this is a different user name and password than ShelbyNext Membership.