



EBENEZER BAPTIST CHURCH · MEMPHIS

# Member Registry

The office manual: how to keep every member's census complete, private, and up to date.

 Private by design

 Birthdays & children

 Census links

 Merge duplicates

 Office access

 Morning letters

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[app.ebcmemphis.org/registry.html](http://app.ebcmemphis.org/registry.html)

**Edition 2** · October 2026

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**How to use this manual.** Each section starts with what the task is for, then numbered steps that match the buttons on the screen exactly. Gold notes are tips, red notes are cautions, and teal notes explain how privacy is protected. Every name and number in the pictures is invented sample data. Sections 11 to 16 were added in October 2026. **Edition 2** adds Section 16.

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## SECTION 1

# Welcome

The Member Registry holds every census record in one private place.

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The registry replaces scattered lists with one source the office can trust: birthdays and birth years, households, phone and email, ministries, and every child with a full birthday. It also keeps the app's Birthday Wall current by itself, so members see who is celebrating without anyone seeing their private details.



### Every member

Search, filter by ministry, and open any record.



### Birthdays

Members and children on one twelve-month calendar.



### Households

Family members at the same address are linked.



### Census links

Ask a member to finish their census with one tap.



### Review first

Nothing changes until the office approves it.



### Clean records

Merge duplicates without losing information.

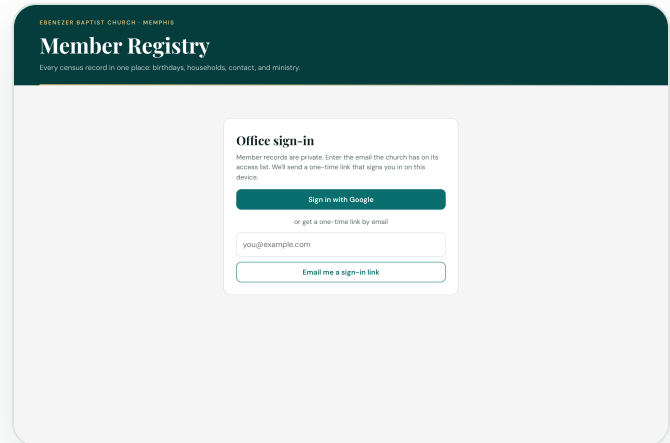


## SECTION 2

# Signing in

Each person uses their own Google account. There is no shared password to pass around.

- 1 Open [app.ebcmemphis.org/registry.html](http://app.ebcmemphis.org/registry.html) on a computer, tablet, or phone.
- 2 Click **Sign in with Google**.
- 3 Choose the Google account Pastor Clark approved. The registry opens.
- 4 You stay signed in on that device. Click **Sign out** at the top right on a shared computer.



*The sign-in screen*

**i No Google account? It does not need to be Gmail.** Anyone can make their current email (Yahoo, BellSouth, iCloud) into a free Google account: go to [accounts.google.com/signup](https://accounts.google.com/signup), enter your name, click **Use your existing email instead**, type your email, and enter the code Google sends to it. Then use **Sign in with Google**.

**💡 Not approved yet?** The registry will say your email is not on the access list. Ask Pastor Clark to add you in Office Access (Section 9).

**🛡️ Private by design.** Only people Pastor Clark approves can open member records, each with their own account. The public app shows only names, birthdays (month and day), and ministries.



## SECTION 3

# A tour of the tabs

The tabs run across the top of the registry. Here is what each one is for.

| TAB                                                                                                          | WHAT YOU DO THERE                                                               |
|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
|  <b>Overview</b>            | Headcounts, birthdays in the next 30 days, and where members serve.             |
|  <b>Members</b>             | The full list. Search by name, phone, email, street, or a child's name.         |
|  <b>Birthday Calendar</b>   | All twelve months. Children appear in gold with a star and their parent's name. |
|  <b>Ministries</b>          | A roster for each ministry, with phone numbers.                                 |
|  <b>Records to Complete</b> | Possible duplicates, and every record missing something.                        |
|  <b>Census Requests</b>     | Send census links, review what comes back, and track every link.                |
|  <b>Office Access</b>     | Pastor only. Who can sign in, and directory requests.                           |

EBENEZER BAPTIST CHURCH · MEMPHIS

Member Registry

Every census record in one place: birthdays, households, contact, and ministry.

Signed in as drbishopclark20@gmail.com · office access Sign out

OverviewMembersBirthday CalendarMinistriesRecords to CompleteCensus Requests1Office Access

19

MEMBERS ON CENSUS

Archived duplicates left out

16

HOUSEHOLDS

Grouped by street address

10

CHILDREN

As listed by their parents

10

BIRTHDAYS IN OCTOBER

Members and children

8

RECORDS TO COMPLETE

Missing at least one item

Birthdays in the next 30 days

Members and their children, soonest first. The age shown is the age they turn.

OCT 6

Natalie Rhodes

Foundations (Sunday School) · turns 38

Member

OCT 9

Gloria Whitfield

Mothers Board · turns 80

Member

OCT 12

Marcus Ivery

Usher Ministry · turns 42

Member

OCT 15

Jalen Hayes

Child of Darnell & Monique · turns 14

Child

OCT 19

Micah Ivery

Child of Marcus · turns 7

Child

OCT 21

Darnell Hayes

Deacon Board · turns 47

Member

Where our members serve

As members wrote it on the census. One person can serve in several.

Choir

Men's Ministry

Culinary Ministry

Deacon Board

Encore

Foundations (Sunday S...

Health Ministry

Media & Sound

Mothers Board

Prayer Ministry

3

3

2

2

2

2

2

2

2

2

The Overview tab: headcounts, upcoming birthdays, and ministries



## SECTION 4

# Opening and editing a record

Click any name, anywhere in the registry, to open that person's full record.

The screenshot shows the 'Member Registry' for Ebenezer Baptist Church - Memphis. The left panel displays a table of 19 members. The right panel shows the detailed record for Ashanti Greer, including personal, contact, ministry, and children information, as well as a 'To Complete' section for missing data.

| MEMBER                                        | BIRTHDAY       | PHONE          | EMAIL                 | ADDRESS                    |
|-----------------------------------------------|----------------|----------------|-----------------------|----------------------------|
| Bramlett, Keisha<br>#23456781                 | Oct 30<br>1987 | (901) 555-0164 | kbramlett@example.com | 3307 Alc<br>Way<br>Memphis |
| Bynum, Harold<br>#24681357                    | Jul 4<br>1955  | (901) 555-0148 | hbynum@example.com    | 3412 Gra<br>Memphis        |
| Cole, Reginald<br>"Reg"<br>#34567812          | Mar 11<br>1965 | (901) 555-0109 | rcole@example.com     | 2840 Fe<br>Memphis         |
| Grant, Ophelia<br>"Mother Grant"<br>#92345678 | Sep 5<br>1941  | (901) 555-0102 | —                     | 2016 Roz<br>Memphis        |
| Greer, Ashanti<br>#45678123                   | Nov 14<br>1996 | (901) 555-0186 | agreer@example.com    | —                          |
| Hayes, Darnell<br>#51290384                   | Oct 21<br>1979 | (901) 555-0177 | dhayes@example.com    | 418 Kimb<br>Cv<br>Memphis  |
| Hayes, Monique                                | Jun 30         | (901) 555-0178 | mhayes@example.com    | 418 Kimb                   |

**MEMBER #45678123**

**Ashanti Greer**  
Member New (less than 1 year)

[Edit record](#) [Request census update](#) [Merge with another record](#)  
[Delete record](#)

**PERSONAL**  
BIRTHDAY November 14, 1996 · age 29  
MARITAL Single  
WORK —

**CONTACT**  
PHONE (901) 555-0186  
EMAIL agreer@example.com  
ADDRESS Not on file

**MINISTRY**  
SERVES IN Encore  
GIFTS Event planning

**CHILDREN**  
None listed

**TO COMPLETE**  
[Address](#)  
Census received 2026-05-12

A record opens on the right. Missing items are listed under To complete.

## Editing a record

- 1 Open the record and click **Edit record**.
- 2 Change any field. Use **+ Add a child** for each child, with a full birthday.
- 3 Click **Save record**. The Birthday Wall updates by itself.

**i** **Children** from older census forms show the age they gave, marked "birthday not on file." Add the real birthday when you learn it; the registry never guesses one.

EBENEZER BAPTIST CHURCH · MEMPHIS

Member Registry

Every census record in one place: birthdays, households, contact, and ministry.

OverviewMembersBirthday CalendarMinistriesRecords to CompleteCensus Requests

Search name, phone, email, street, or a child's name

All ministries

19 of 19 members

| MEMBER                                        | BIRTHDAY       | PHONE          | EMAIL                 | ADDRESS                               |
|-----------------------------------------------|----------------|----------------|-----------------------|---------------------------------------|
| Bramlett, Keisha<br>#23456781                 | Oct 30<br>1987 | (901) 555-0164 | kbramlett@example.com | 3307 Alcorn Way<br>Memphis, TN 38117  |
| Bynum, Harold<br>#24681357                    | Jul 4<br>1955  | (901) 555-0148 | hbynum@example.com    | 3412 Greenwood<br>Memphis, TN 38117   |
| Cole, Reginald<br>"Reg"<br>#34567812          | Mar 11<br>1965 | (901) 555-0109 | rcole@example.com     | 2840 Fernwood<br>Memphis, TN 38117    |
| Grant, Ophelia<br>"Mother Grant"<br>#92345678 | Sep 5<br>1941  | (901) 555-0102 | —                     | 2016 Rozelle<br>Memphis, TN 38117     |
| Greer, Ashanti<br>#45678123                   | Nov 14<br>1996 | (901) 555-0186 | agreer@example.com    | —                                     |
| Hayes, Darnell<br>#51290384                   | Oct 21<br>1979 | (901) 555-0177 | dhayes@example.com    | 418 Kimbrough Cv<br>Memphis, TN 38117 |
| Hayes, Monique<br>#67890123                   | Jun 30<br>1978 | (901) 555-0178 | mhayes@example.com    | 418 Kimbrough Cv<br>Memphis, TN 38117 |

EDITING

Ashanti Greer

FIRST NAME

Ashanti

MIDDLE NAME OR INITIAL

LAST NAME

Greer

GOES BY

BIRTHDAY (MM/DD)

11/14

BIRTH YEAR

1996

PHONE

(901) 555-0186

EMAIL

agreer@example.com

STREET ADDRESS

CITY

STATE

TN

ZIP

MARITAL STATUS

Single

SPOUSE

WORK

MINISTRY (SEPARATE WITH COMMAS)

The edit form, with a row for each child

EBENEZER BAPTIST CHURCH · MEMPHIS

Member Registry

Every census record in one place: birthdays, households, contact, and ministry.

Signed in as drbishopclark20@gmail.com · office accessSign out

OverviewMembersBirthday CalendarMinistriesRecords to CompleteCensus RequestsOffice Access

All twelve months. Children appear in gold with a + and their parent's name.

January1 birthday

17 Lorraine Pettaway

February1 birthday

19 Jasmine Truitt

March2 birthdays

2 + Kennedy Hayes (Darnell & Monique)

11 Reginald Cole

April0 birthdays

None on file

May2 birthdays

8 + Maya Ivery (Marcus)

16 Vernon Tate

June1 birthday

30 Monique Hayes

July1 birthday

4 Harold Bynum

August1 birthday

30 + Vernon Tate II (Vernon)

September1 birthday

5 Ophelia Grant

October10 birthdays

6 Natalie Rhodes

9 Gloria Whitfield

12 Marcus Ivery

15 + Jalen Hayes (Darnell & Monique)

19 + Micah Ivery (Marcus)

21 Darnell Hayes

22 + Aubree Locke (Brianna)

25 Denise Moorehead

27 + Amani Bramlett (Keisha)

November5 birthdays

1 + Tiana Sanders (Ivette)

2 Terrence Oakley

2 Terrence Oakley

14 Ashanti Greer

27 Brianna Locke

December1 birthday

24 Yvette Sanders

The Birthday Calendar: members, and children in gold



## SECTION 5

# Sending census links

Members finish their own census from a personal link. You never type their information for them.

---

## Ask one member

- 1 Open the member's record.
- 2 Click **Request census update**.
- 3 They receive an email from the church with their own link. Their census is already filled in, with the missing items marked.

## Ask everyone who has something missing

- 1 Open the **Census Requests** tab.
- 2 Under **Ask members to update their census**, click **Send to all**.
- 3 Read the confirmation, then click **Yes, send**. Members already asked are skipped; members with no email are listed with phone numbers to call.

## Someone with no census at all

- 1 On the **Census Requests** tab, find **No census on file**.
- 2 Type their full name and email. Click **+ Add another person** for more.
- 3 Click **Send census links**. Their email asks them to finish within 5 business days and gives the date.

EBENEZER BAPTIST CHURCH • MEMPHIS

Member Registry

Every census record in one place: birthdays, households, contact, and ministry.

Signed in as dtrishopclark20@gmail.com • office accessSign out

OverviewMembersBirthday CalendarMinistriesRecords to CompleteCensus Requests1Office Access

Census updates to review

What members sent back. Nothing changes in their record until you approve it.

Calvin Moorehead

Updated census - sent back Oct 5

| ITEM             | ON FILE    | THEY SENT                         | ACCEPT                              |
|------------------|------------|-----------------------------------|-------------------------------------|
| Birthday (MM/DD) | —          | 03/22                             | <input checked="" type="checkbox"/> |
| Birth year       | —          | 1971                              | <input checked="" type="checkbox"/> |
| Children         | Calvin Jr. | Calvin Moorehead Jr. (2011-08-14) | <input checked="" type="checkbox"/> |

Approve and update recordDecline

Ask members to update their census

Sends each member a short note and a personal link to their own census, already filled in, with the missing items marked. Open any record to send one person a request.

5 members have something missing and an email on file.

Send to all 5

3 with no email on file (call them)

No census on file

For people with no census at all. They get a link to fill one out within 5 business days.

FULL NAME

First and last name

EMAIL

name@example.com

Add another personSend census links

Requests sent

Every link sent, newest first, and where each one stands.

Terrence Oakleytoakley@example.com

Update request - sent Oct 4

WaitingCopy link

Dana Whitlowdahl11@example.com

No census on file - sent Oct 4 - due Oct 9

WaitingCopy link

Calvin Mooreheadcmoozhead@example.com

Update request - sent Oct 3

Sent back - review

The Census Requests tab: review, send, and track



## SECTION 6

# Reviewing what comes back

A returned census waits for your approval. Nothing in the record changes until you approve it.

- 1 You and Shapria Smith each get an email: "Census update from ...". A gold number appears on the Census Requests tab, and a gold alert shows on Pastor's Bridge.
- 2 Open the **Census Requests** tab. Each return shows what is on file next to what they sent.
- 3 Uncheck anything you don't want to accept.
- 4 Click **Approve and update record**, or **Decline**.

| STATUS IN "REQUESTS SENT" | MEANING                                          |
|---------------------------|--------------------------------------------------|
| Waiting                   | The link was sent and not used yet.              |
| Sent back · review        | The member returned it. It is waiting in review. |
| Updated                   | Approved and saved to the record.                |
| Overdue                   | A "no census" link past its 5-business-day date. |



**Why approval comes first.** Emails get forwarded. Reviewing each return keeps the wrong person from changing someone's record.



**Copy link** on any waiting request lets you text the link to a member who can't find the email.

## SECTION 7



# What members see

The census link opens a simple form on any phone, in the church's colors.

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### Grace and peace, Terrence

Here is your census as we have it. Check it, fill in anything marked, and tap Send.

**ABOUT YOU**

FIRST NAME \*  
Terrence

MIDDLE NAME OR INITIAL

LAST NAME \*  
Oakley

WHAT PEOPLE CALL YOU  
T.O.

BIRTHDAY (MM/DD) \*  
11/02

*Their census, already filled in*

T.O.

BIRTHDAY (MM/DD) \*  
11/02

BIRTH YEAR \*  
1990

**HOW TO REACH YOU**

PHONE \*  
  
*Please enter your phone number.*

EMAIL · please add  
  
*Please enter your email address.*

STREET ADDRESS \*  
1675 Southbrook Pl

CITY \*  
Memphis

*Required items left blank turn red*

1 They check what is already filled in and add what is marked.

2 Items with a red star are required. The form will not send with any of them blank.

3 For a birthday they type four numbers, like **0415**, and the slash goes in by itself.

**Required items:** first and last name, birthday, birth year, phone, email, street, city, state, ZIP, marital status, how long a member, and ministry (they may write "None yet"). A spouse is required when they choose Married, and every child needs a name and a birthday.



## SECTION 8

# Duplicates and cleanup

When the same person appears twice, merge the two copies into one.

- 1 Open **Records to Complete**. **Possible duplicates** is at the top.
- 2 Click **Merge**, then choose the other copy.
- 3 Blank items fill in from the other copy automatically. Where the copies disagree, tap the right one. Ministries can be kept together with **Keep both**.
- 4 Click **Merge records**. The extra copy is archived, not deleted.

*Choosing what to keep*

## Records from the finance portal

A few records were created by the finance portal's old gift-matching tool. They have a name and email but no census. The registry now shows their names and marks them. If the person is already listed, **Merge** them. If not, click **Request census update** to send them their census.

## Deleting a record

- 1 Open the record and click **Delete record**.
- 2 Read the warning, then click **Yes, delete permanently**.



**Deleting cannot be undone.** If the record is a second copy of someone, use Merge instead so nothing is lost.



## SECTION 9

# Office access and the directory

Pastor Clark decides who can open member records.

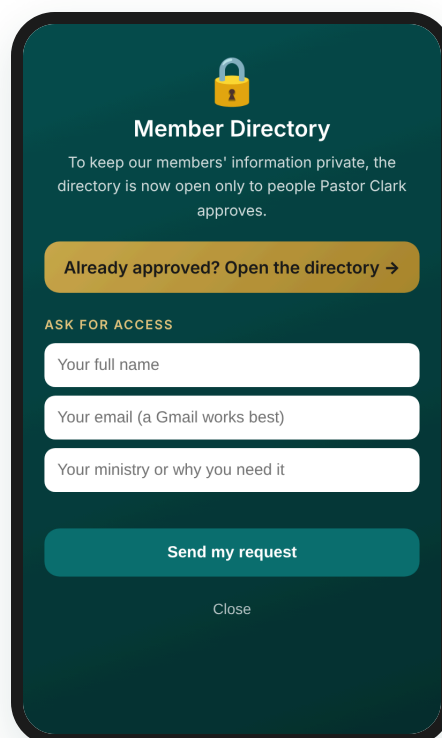
| ACCESS                                                                                          | WHAT THEY CAN DO                                                                                                     |
|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
|  <b>Pastor</b> | Everything, including Office Access. Always on.                                                                      |
|  <b>Office</b> | Every record: view, edit, send census links, approve returns, merge, delete.                                         |
|  <b>Leader</b> | The directory only: name, phone, email, ministry, birthday, and city. No addresses, birth years, children, or notes. |

## Give someone access

- 1 Open the **Office Access** tab.
- 2 Type their name and the email of their Google account. If they don't have one, they can make their current email into a free Google account (see Section 2).
- 3 Choose **Leader** or **Office**, then click **Give access**.
- 4 Tell them to open the registry and click **Sign in with Google**. To remove someone, click **Turn off**.

## The app's Member Directory

The directory inside the app is closed. Members see an **Ask for access** form. Each request emails Pastor Clark and appears at the top of Office Access with **Approve as Leader** and **Decline**. Approved people get an email telling them how to sign in.



The screenshot shows a dark teal mobile app interface. At the top is a yellow padlock icon. Below it, the title "Member Directory" is centered. A message states: "To keep our members' information private, the directory is now open only to people Pastor Clark approves." Below this is a yellow button that says "Already approved? Open the directory →". Underneath is the section "ASK FOR ACCESS" in small yellow letters. This section contains three white input fields: "Your full name", "Your email (a Gmail works best)", and "Your ministry or why you need it". At the bottom of this section is a teal button labeled "Send my request". Below the button is a small "Close" link.

*What members see in the app*





## SECTION 10

# Quick answers

Common questions from the office.

---

### **A member says the link "is not active."**

A newer link replaced it, or it was already used. Send a fresh request from their record.

---

### **The census email never arrived.**

Ask them to check spam. On the Census Requests tab, click Copy link and text it to them.

---

### **Why isn't someone on the Birthday Wall?**

Their birthday is missing, or their record is waiting for review. Open the record and check.

---

### **I can't sign in.**

Use the Google account Pastor Clark added. If you signed in with a different one, click Sign out and choose the right account.

---

### **I merged the wrong two people.**

The extra copy was archived, not deleted. Contact Pastor Clark and it can be restored.

---

### **Who gets emails?**

Pastor Clark and Shapria Smith get one for every returned census. Pastor Clark gets one for every directory request.



**Keep it private.** Never copy member information into texts, group chats, or personal files. The registry is the one place it lives.



## SECTION 11

# Pastoral letters

Ten designed letters, each with its own crest, color, and King James verse, signed with Pastor Clark's signature. Choose, preview, then email or print.

### Today · Sunday, October 4

Who is ready for a letter today. Nothing sends until you preview it and press Email.

#### BIRTHDAYS TODAY

Denise Harmon

Member

★ Jaylen Bell child of Marcus

Child

#### CENSUS RECEIVED IN THE LAST 30 DAYS

New to Ebenezer? Send them a Welcome to the Family letter. Long-time members who simply filled out the census can be left alone.

Angela Moore census Sep 29

Welcome letter

Prepare 1 birthday letter

Prepare 1 child birthday letter

#### ANNIVERSARIES TODAY

Marcus Bell & Tonya Bell

Anniversary

Prepare 1 anniversary letter

*The Today panel: today's birthdays, anniversaries, and new census records, each ready for a letter.*

## Send a letter

- 1 Open the **Letters** tab.
- 2 Under **Write a letter**, click the letter: Birthday, Anniversary, Welcome, Get Well, We Miss You, Sympathy, Thank You, Encouragement, and more.
- 3 Under **Who receives it**, type a name, or choose **Add a group**: birthdays today, anniversaries, a ministry, or the whole church.
- 4 Read the preview on the right. Each person gets their own copy with their name in the heading. Tap a name in the list to see theirs.
- 5 Click **Email letter**, then **Yes, send now**. A green note confirms how many went out.



**Faster from a record.** Open any member and click **Write a letter**. On the Today panel, **Prepare** buttons add everyone celebrating today in one click.

## Write a letter

Choose the letter, add who receives it, read the preview, then email or print. Every letter carries your signature.

  
Birthday  
CELEBRATIONS

  
Birthday · Child  
CELEBRATIONS

  
Anniversary  
CELEBRATIONS

  
Welcome to the Family  
CELEBRATIONS

  
Get Well · In the Hospital  
CARE

  
Get Well · Recovering at Home  
CARE

  
We Miss You  
CARE

  
Sympathy  
CARE

  
Thank You  
GRATITUDE

  
Encouragement  
GRATITUDE

WHO RECEIVES IT

Marcus Bell & Tonya Bell

marcus.bell@example.com, tonya.bell@example.com

THE WORDS

SCRIPTURE (KING JAMES)

LETTER

Another year of choosing each other is something to thank God for. Marriage is built one faithful day at a time, and the two of you have been building.

Name in heading

Marcus & Tonya

EBENEZER BAPTIST CHURCH · MEMPHIS



HAPPY ANNIVERSARY

To *Marcus & Tonya*

Dear Marcus & Tonya,

Write a letter: the ten letters, who receives it, the words, and the live preview.

## Changing the words

- 1 Name in heading** (above the preview) changes how this person is greeted, for example **Sister Gloria** or **Mother Davis**.
- 2 Scripture** offers three King James verses for each letter. **Letter** holds the words; leave a blank line between paragraphs. **{name}** becomes each person's name.
- 3 A personal line** adds one paragraph for everyone in this send. **Put back the approved words** undoes every change.

## Printing, and letters sent

- 1** Members with no email show **will print**. Click **Print** for one full-color letter per page.
- 2** **Letters sent** lists every letter. **Open** shows exactly what they received; **Copy link** lets you text it.

 **Care letters never name an illness, a diagnosis, or a cause.** About 100 emails a day can leave Pastor Clark's Gmail for everything the app sends together. The tab warns you past 80.



## SECTION 12

# The Care list

Members the church is walking with: in the hospital, recovering at home, grieving a loss, or not seen lately. Office only.

### 1 check-in due

Call or visit, then log it. Pastor Clark and Shapria Smith get one reminder email the day a follow-up comes due.

**James Whitfield** In the hospital

Since Oct 1 · follow-up **Oct 4 (due)** · 1 letter sent  
Room 412. Wife Carol is the contact.

| Oct 2 · drbishopclark20: Visited, prayed together

Log check-in

Write letter

Close

### Open care

Members the church is walking with right now. Office only.

**Gloria Price** Recovering at home

Since Sep 24 · follow-up **Oct 8**

Log check-in

Write letter

Close

### Add someone

The registry offers the right letter and sets a follow-up date. Keep the note short, and never write a diagnosis.

MEMBER

Search by name

SITUATION

In the hospital

SINCE

10/04/2026



CHECK IN AGAIN

The Care tab: check-ins due today at the top, open care, and the form to add someone.

## Add someone

- 1 Open the **Care** tab, or click **Add to Care list** on a member's record.
- 2 Choose the member, the **Situation**, and when to **Check in again**. Add a short note if it helps: a room number, a family contact.
- 3 Click **Add to the Care list**. Click **Write the letter** to send the matching Get Well, Sympathy, or We Miss You letter.

## Follow up

- 1 When a follow-up comes due it moves to the top, the Care tab shows a red count, and Pastor's Bridge shows a red line. Pastor Clark and Shapria Smith get one reminder email that day.
- 2 After a call or visit, click **Log check-in**, say what happened, and choose the next follow-up, or **No more follow-up** to close.



**Private by design.** Only Pastor Clark and Office can open the Care list. Never write a diagnosis in the note.



## SECTION 13

# Event invitations

Invite a ministry, an age group, or the whole church. Each person gets a designed invitation and answers Yes or No.

### Invite people to an event

Each person gets a designed invitation with your signature and a Yes or No link. Answers come back here.

#### EVENT

Fall Family Night

#### DATE

10/24/2026



#### TIME

6:00 PM

#### PLACE

Ebenezer Baptist Church, 1807 John Paul Drive, Memphis, TN 38114

#### A WORD ABOUT IT

Games, food, and fellowship for the whole family.

#### PLEASE ANSWER BY (OPTIONAL)

mm/dd/yyyy



#### SCRIPTURE

Psalm 122:1

#### WHO IS INVITED

Add a group...



Or add one person by name

Denise Harmon denise.harmon@example.com

Remove

Preview: Denise Harmon (1 of 2, tap a name to see theirs)

EBENEZER BAPTIST CHURCH · MEMPHIS



YOU ARE INVITED · FALL FAMILY NIGHT

Join Us, *Denise*

Dear Denise,

You are invited to Fall Family Night, and it would not be the same without you.

Games, food, and fellowship for the whole family.

When: Saturday, October 24 at 6:00 PM.

Where: Ebenezer Baptist Church, 1807 John Paul Drive, Memphis, TN 38114

*Invitations: the event, who is invited, and the live preview of each person's invitation.*



## Send invitations

1

Open the **Invitations** tab. Fill in the **Event**, **Date**, **Time**, **Place**, and **A word about it**.

2

Under **Who is invited**, choose a group (a ministry, an age group, or the whole church) or add people by name.

3

Read the preview, click **Send invitations**, then **Yes, send now**.



From the **Youth** tab, **Invite this group** fills in an age group for you. Children are invited through their parents' email.

## The answers

### Answers

Every event you have invited people to, with who is coming.

**Fall Family Night** Saturday, October 24 1 yes · 2 coming 1 no 1 no answer

COMING Denise Harmon (2)

NOT COMING James Whitfield

NO ANSWER YET Kevin Ross

[Remind the 1 who have not answered](#)

*Answers: who is coming, how many, who said no, and who has not answered.*

1 Members open their invitation, tap **Yes, I'll be there** or **I can't make it**, choose how many are coming, and tap **Send my answer**.

2 In **Answers**, click an event to see every name. **Remind** sends one gentle note to those who have not answered.

 **Opening the link answers nothing.** Some email apps open links on their own, so a member must tap Send. Each invitation has its own private link, and no email address is stored with it.

### SECTION 14



## Youth lists and ministry leaders

Who is growing up this year, where each child belongs in Foundations, and rosters for ministry leaders.

### Turning 13 in 2026

Becoming a teenager this year.

✦ **Ava Bell** child of Marcus age 13

### Turning 18 in 2026

Becoming an adult this year.

**Kevin Ross** member age 17

### Foundations age groups

Sunday School, 9:00 to 9:55 AM. Ages as of today. Children appear in gold with their parents' names.

#### Ages 6 to 8

0 people

#### Ages 9 to 12

1 person

✦ **Jaylen Bell** child of Marcus age 9

#### Ages 13 to 16

1 person

✦ **Ava Bell** child of Marcus age 13

[Invite this group](#)

#### Ages 17 to 24

1 person

**Kevin Ross** member age 17

[Invite this group](#)

*The Youth tab: turning 13 and 18 this year, and the Foundations age groups.*

## The Youth tab

- 1 **Turning 13** and **Turning 18** list everyone reaching those ages this year.
- 2 **Foundations age groups** places every child with a full birthday: 6 to 8, 9 to 12, 13 to 16, and 17 to 24.
- 3 Children listed only by age on the old census appear at the bottom. Send their family a census link to add the birthday.

### Ministry leaders

A ministry leader sees only the roster of the ministries you check: name, phone, email, birthday, and city. Never the full directory.

Tonya Bell leader@example.com  
Choir

Roster

Turn off

NAME

EMAIL

Full name

name@example.com

MINISTRIES THEY LEAD

☐ Choir (2) ☐ Hospitality (2) ☐ Media (1) ☐ Mothers Board (1) ☐ Ushers (2)

Give roster access

*Office Access: give a ministry leader their roster.*

## Give a ministry leader their roster (Pastor Clark)

- 1 Open **Office Access** and find **Ministry leaders**.
- 2 Type their name and email, check the ministries they lead, and click **Give roster access**.
- 3 They open [app.ebcmemphis.org/registry.html](http://app.ebcmemphis.org/registry.html) and click **Sign in with Google**. They see only their ministry: name, phone, email, birthday, and city.



**Ministry leaders never see the full directory**, addresses, birth years, children, or notes. Rosters update on their own each time the office opens the registry. **Turn off** ends access at once.



## SECTION 15

# Anniversaries, the snapshot, and reminders

The pieces that keep the registry current without anyone having to remember.

## 💍 Wedding anniversaries

- 1 The census, the census link, and **Edit record** now ask for the **Wedding anniversary** (month and day).
- 2 Anniversaries appear on the Letters **Today** panel. A couple who are both members at the same address share **one** letter, emailed to both.

## 📋 The monthly snapshot

- 1 On the first office visit of each month, Pastor Clark receives one email: members and households, new records, birthdays and anniversaries, open care, letters sent, records to complete, and ministries needing people.
- 2 To send it again any time, click **Email me this month's snapshot** at the bottom of **Overview**.

### Gentle reminders

Census links still unanswered after 7 days. Each person gets one reminder, with the same link.  
Nobody is overdue.

### Annual census confirmation

Each January, every member with an email gets their census, already filled in, to confirm or correct.

Best sent in January. 6 members have an email on file.

[Send the 2026 confirmation](#)

*Census Requests: gentle reminders and the annual confirmation.*

## 🔔 Census reminders

- 1 **Gentle reminders** lists census links unanswered after 7 days. Click **Send** once; each person gets one reminder with the same link.
- 2 Each January, click **Send the confirmation** under **Annual census confirmation**. Every member with an email gets their census, already filled in, to confirm or correct.



**Mind the daily limit.** The annual confirmation uses most of a day's email. Send it on a day with no other large mailings.



## SECTION 16

# Morning letters and the ministry checklist

Letters that go out on their own each morning, and one spelling for every ministry.

## What goes out each morning

- 1 At about **8:05 AM** (7:05 AM in winter), the registry sends that day's **Birthday** letters, **Birthday · Child** letters (emailed to the parents), and **Anniversary** letters. A couple who are both members at the same address share one letter.
- 2 Any **Care list** follow-up that comes due that day goes to Pastor Clark and Shapria Smith as one reminder email.
- 3 Pastor Clark and Shapria Smith then receive one **summary**: who received a letter, and anyone with no email on file.

From: Pastor Richard G. Clark · to Pastor Clark and Shapria Smith · 8:06 AM

### This morning's letters (2 sent)

Grace and peace,  
This morning's letters, March 14:

#### Sent:

- Denise Harmon (Birthday)
- Marcus Bell & Tonya Bell (Anniversary)

#### No email on file. Print these from the Letters tab (Today panel):

- Eloise Grant (Birthday)

Every letter is in Letters Sent: [app.ebcmemphis.org/registry.html#letters](http://app.ebcmemphis.org/registry.html#letters)

*The morning summary. Sample names.*

## Members with no email

- 1 Open the **Letters** tab. The **Today** panel still lists anyone who has not received a letter.
  - 2 Click **Prepare** beside their name, then **Print**. Mail it or hand-deliver it.
-  **Never sent twice.** A letter of the same kind sent to the same person in the last two days, by hand or by the morning run, is skipped. If you send a birthday letter by hand the night before, the morning run leaves that person alone. The morning run also stops at **80 emails** a day, under the Gmail limit.

## Turning morning letters off or on

- 1 Open the **Letters** tab. The line under **Today** says whether morning letters are on.
- 2 Click **Turn off**. Nothing sends unless you preview it and press **Email**. Click **Turn on** to start again the next morning.

### Today · Saturday, March 14

Morning letters are **on**: birthday, child birthday, and anniversary letters go out on their own at about 8:00 each morning, and Pastor Clark and Shapria Smith get a short summary. [Turn off](#)

*The switch on the Letters tab.*

 In **Letters Sent**, morning letters show **automatic (morning letters)** as the sender. Care reminders keep arriving even when letters are off.

## The ministry checklist

- 1 The census and the census link now show every ministry as a checkbox. Members check each one they serve in, or **Not serving in a ministry yet**.
- 2 Anything typed under **Other ministry not listed** comes through as written. Open the record, click **Edit record**, and change it to a name on the list, spelled exactly the same.
- 3 Rosters, invitations, and the monthly snapshot use these names, so one spelling keeps every ministry together.

#### MINISTRIES YOU SERVE IN \*

☒ Choir

☐ Deacons

☐ Finance

☐ Foundations (Sunday School)

☐ Greeters

☐ Health Ministry

☐ Media Ministry

☐ Men's Ministry

☐ Ministers

☐ New Member Orientation

☐ Official Board

☐ Praise Girls

☐ Praise Team

☒ Ushers

☐ We Care Ministry

☐ Women's Ministry

☐ Youth Ministry

☐ Not serving in a ministry yet

Other ministry not listed

*What members see on the census. Sample choices.*

 **Adding or renaming a ministry** is Pastor Clark's call. The list lives in one place in the app. A rename also changes that ministry's roster, so check each leader's ministries in **Office Access** afterward.



# Every member known. Every member cared for.

The census is how Ebenezer celebrates birthdays, welcomes children, and walks with every family. Thank you for keeping it complete and keeping it safe.

Ebenezer Baptist Church · 1807 John Paul Drive · Memphis, Tennessee  
38114

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Owner and designer of the EBC Member Registry.



EBENEZER BAPTIST CHURCH · MEMPHIS

# Member Registry

## Supplement · October 16, 2026

Three new parts of the Registry, written for the office: the new **letters** (formal letters on the church letterhead and the Thank You in three kinds), **Missing Faces**, and **Church Notices**.

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✉ Formal letters & letterhead

🙏 Thank You · 3 kinds

👁 Missing Faces

⚠ Church Notices

Every new tab also carries its own 📖 guide at the top, in six parts: quick tips, the manual, voice, sample, troubleshooting, and what it can and cannot do. Open it any time.

# The new letters

The Letters tab now has two kinds of letter. **Cards** carry a crest, a verse and Pastor Clark's signature. **Formal letters** are written on the church letterhead: the EBC logo at the top, the date, and at the foot 1807 John Paul Drive, Memphis, TN 38114 · (901) 744-0788 · app.ebcmemphis.org. A formal letter's tile shows the EBC logo.

Guide to LettersOpen

Today · Friday, October 16

Morning letters are on: birthday, child birthday, and anniversary letters go out on their own at about 8:00 each morning, and Pastor Clark and Shapria Smith get a short summary. Members with no email are listed here to print. 

Turn off

BIRTHDAYS TODAY

No birthdays on file today.

ANNIVERSARIES TODAY

No anniversaries on file today. Couples add theirs on the census.

CENSUS RECEIVED IN THE LAST 30 DAYS

Nobody new waiting for a welcome letter.

Write a letter

Choose the letter, add who receives it, read the preview, then email or print. Every letter carries your signature.

Birthday

CELEBRATIONS

Birthday · Child

CELEBRATIONS

Anniversary

CELEBRATIONS

Welcome to the Family

CELEBRATIONS

Get Well · In the Hospital

CARE

Get Well · Recovering at Home

CARE

We Miss You

CARE

Sympathy

CARE

Thank You · Serving

GRATITUDE

Thank You · Visiting

GRATITUDE

Thank You · Faithful Giving

GRATITUDE

Encouragement

GRATITUDE

| LETTER                                  | KIND       | FOR                                                                                              |
|-----------------------------------------|------------|--------------------------------------------------------------------------------------------------|
| Thank You · Serving                     | Card       | Volunteers and servants (the original Thank You)                                                 |
| Thank You · Visiting                    | Card       | First-time guests; add them by name and email                                                    |
| Thank You · Faithful Giving             | Card       | Givers. <b>Never shows an amount</b> ; it says it is not a giving statement                      |
| Welcome Back · New Baby · Marriage      | Letterhead | A returning member; new parents; a newly married couple (the spouse is named when on the census) |
| Leaving the Ministry · Stepping Down    | Letterhead | Someone leaving a ministry role. Fill in [name the ministry]                                     |
| Leaving the Ministry · Leaving Ebenezer | Letterhead | A member going to a new church home                                                              |
| Family Loss                             | Letterhead | Written to "the [last name] Family". Never name a cause                                          |
| Letter of Support · For a Member        | Letterhead | "To Whom It May Concern", emailed to the member to pass on. Scripture optional                   |
| Letter of Support · A Church Cause      | Letterhead | Asking members to stand with a church project                                                    |

EBC Member Registry · Office Manual Supplement

Part A · Letters

# Writing a formal letter

## 1. Choose and address it

Tap a formal letter's tile. Search a member, add a group, or open **Someone not in the Registry?** to add a name and email.

## 2. Fill the [square brackets]

Some letters carry words in [square brackets] for you to write, such as what a support letter supports. **The letter will not email or print** while any bracket is left; a red note under the letter lists them. Replace the bracketed words, brackets included.

Never name an illness, a diagnosis or a cause in a Care or Family Loss letter.

## 3. Read the preview, then send

The preview is exactly what the member receives. Press **Email letter**, then **Yes, send now**. Members without email: **Print**.

### Sample: Welcome Back

The email picture of a formal letter, drawn by the app.



## Ebenezer Baptist Church

MEMPHIS, TENNESSEE

October 16, 2026

### A LETTER OF WELCOME

Dear Beloved,

It brought me real joy to see you back in the house of the Lord. Whatever kept us apart for a season, please hear this plainly: you were missed, you were prayed for, and your place here was never given away.

Ebenezer is your church home. Come as you are, take your seat, and let us walk forward together. If there is any way the church can help you settle back in, the office is only a call away.

*"I was glad when they said unto me, Let us go into the house of the LORD."*

PSALM 122:1

Glad to have you home,

Dr. Bishop Richard G. Clark

Senior Pastor, Ebenezer Baptist Church

1807 JOHN PAUL DRIVE · MEMPHIS, TN 38114  
(901) 744-0788 · APP.EBCMEMPIS.ORG

# Missing Faces

A list of households whose usual Sunday giving **in person** has stopped, read from The Storehouse. **Giving is not attendance:** a member may be in the pew and give online, or give quietly. Read each name before you act. No amount ever appears here.

**Office manual** Signed in as drbishopclark20@gmail.com · office access **Sign out**

Overview Members Birthday Calendar Ministries Records to Complete Census Requests Letters Care **Missing Faces** Church Notices

**Guide to Missing Faces** Open

## Missing Faces

Households whose usual Sunday giving **in person** has stopped, read from The Storehouse. **Giving is not attendance:** someone may be in the pew and give online, or give quietly. Read each name before you act. No amounts are shown here.

12 counted Sundays (Jul 26 to Oct 11) · 5 households have a pattern · 1 have fewer than 3 in-person Sundays and are not judged.

✉ **Six to nine Sundays (2)**  
A good time for a We Miss You letter.

**Gus Ledger** (Storehouse record, not in the Registry) **✓ Was here** **Set aside**

Last seen in person Aug 9 9 Sundays since usually gives in person every Sunday

**Ann Example** **✓ Was here** ✉ **We Miss You letter** 📁 **Add to Care** **Set aside**

Last seen in person Aug 23 7 Sundays since usually gives in person every Sunday

Gave online Sep 27: may be worshipping from home

► Set aside (0)

[Refresh the list](#)

## How a household is listed

- Only cash, check or card on a counted Sunday counts as "seen". Online gifts are shown as a note, never as seen.
- Spouses at the same address are one household: either one giving covers both.
- A household needs **3** in-person Sundays (in the last 26 counted) before it has a pattern.
- It is listed after **at least 3** counted Sundays without an in-person gift **and** at least twice its usual gap: a once-a-month giver is not listed after three Sundays.

## The three groups and the buttons

🔔 Ten Sundays or more: a personal call and the Care list · ✉ Six to nine: a We Miss You letter · 👁 Three to five: keep an eye out.

✓ **Was here** counts a Sunday as seen · ✉ **We Miss You letter** opens the letter with the household added · 📁 **Add to Care** opens the Care tab with "Not seen lately" · **Set aside** (moved, homebound, worships online, other) takes them off until **Restore**.

# Missing Faces: answers

| WHAT YOU SEE                                     | WHY                                                 | WHAT TO DO                                                                       |
|--------------------------------------------------|-----------------------------------------------------|----------------------------------------------------------------------------------|
| Very few names, and a note about counted Sundays | The Storehouse began counting in October 2026       | Nothing to fix; the list fills in as Sundays are counted                         |
| Someone faithful is listed                       | They give online, or without a name in the plate    | ✓ Was here for the Sunday you saw them, or Set aside → Worships and gives online |
| A name has no letter or Care button              | The giver is in The Storehouse but not the Registry | Add them to the Registry, then ↻ Refresh the list                                |
| "This sign-in is not on the church office list." | Not an active office user                           | Pastor Clark adds you in Office Access                                           |
| "Missing Faces could not be read just now."      | The server could not reach the database             | Wait a minute and press ↻ Refresh the list                                       |

## ✓ It can

- List, explain and group households whose in-person giving stopped.
- Count a Sunday as seen; set aside and restore.
- Open a We Miss You letter or a Care entry with the household filled in.

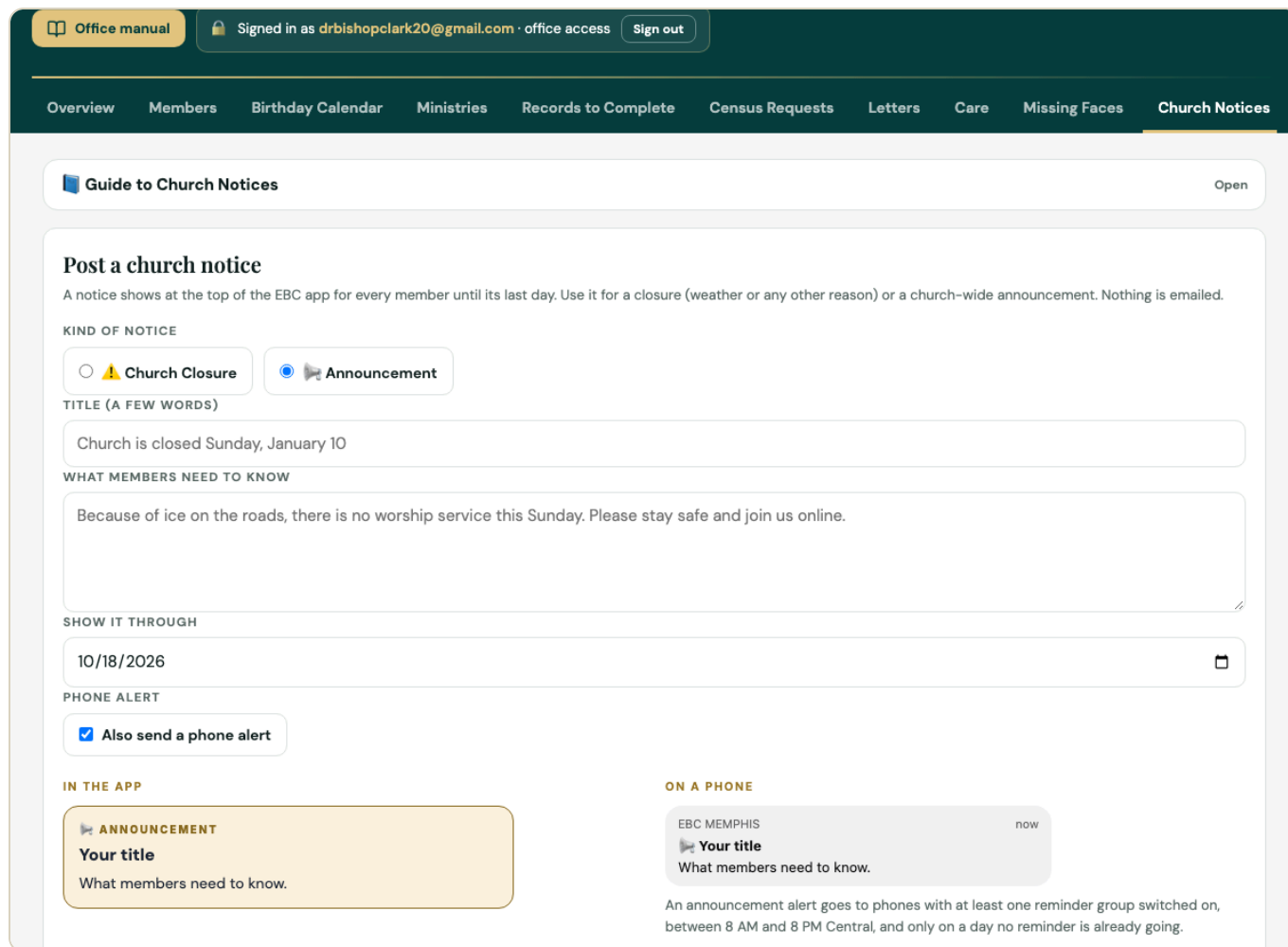
## 🚫 It cannot

- See who sat in the pew. It reads giving only.
- Show any amount, fund or check number.
- Send anything by itself. Letters go out only when a person presses Email.
- Be used by directory leaders or ministry leaders. It is for Pastor Clark and the office.

There are no voice commands for Missing Faces. Blake cannot read or change it.

# Church Notices

A notice shows at the **top of the EBC app** for every member, and on its own Church Notices page, until its last day. Use it for a  **Church Closure** (weather or any other reason) or a  **Announcement**. Nothing is emailed. Members can also open [app.ebcmemphis.org/notices](http://app.ebcmemphis.org/notices).



 Office manual    Signed in as [drbishopclark20@gmail.com](mailto:drbishopclark20@gmail.com) · office access    [Sign out](#)

Overview   Members   Birthday Calendar   Ministries   Records to Complete   Census Requests   Letters   Care   Missing Faces   **Church Notices**

 Guide to Church Notices Open

### Post a church notice

A notice shows at the top of the EBC app for every member until its last day. Use it for a closure (weather or any other reason) or a church-wide announcement. Nothing is emailed.

KIND OF NOTICE

☐  Church Closure    ☒  Announcement

TITLE (A FEW WORDS)

Church is closed Sunday, January 10

WHAT MEMBERS NEED TO KNOW

Because of ice on the roads, there is no worship service this Sunday. Please stay safe and join us online.

SHOW IT THROUGH

10/18/2026 

PHONE ALERT

☒ Also send a phone alert

IN THE APP

 **ANNOUNCEMENT**

**Your title**

What members need to know.

ON A PHONE

EBC MEMPHIS now

 **Your title**

What members need to know.

An announcement alert goes to phones with at least one reminder group switched on, between 8 AM and 8 PM Central, and only on a day no reminder is already going.

## Posting

Choose the kind, write a short title and what members need to know, choose the last day (two days ahead unless you change it), and tick **Also send a phone alert** if phones should buzz. The two boxes show exactly what members will see. Press **Review and post**, then **Yes, post it**.

# Phone alerts and the member's view

## The church's two alert rules

**1. Quiet hours.** No phone alert before 8:00 AM or after 8:00 PM Central. A notice posted at night is in the app at once; press  **Send phone alert** after 8 AM.

**2. One alert a day.** An announcement is not alerted on a day a reminder or another alert already goes. A **closure** is the one exception: it is about the doors and safety.

## Who receives the alert

A closure: every phone that allowed EBC notifications. An announcement: phones with at least one reminder group switched on in My Reminders.

## After posting

Each notice shows who posted it and what its alert did. A notice alerts **once**. **End notice** (tap twice) removes it from the app at once. An alert that has gone cannot be called back.

There are no voice commands for Church Notices. Neither Skylar nor Blake can post or end one.

### No worship service Sunday

Because of ice on the roads, there is no worship service this Sunday. Please stay safe and join us online at 10:10 AM.

### VERSE OF THE DAY

“The name of the Lord is a fortified tower; the righteous run to it and are safe.”

– PROVERBS 18:10

Worship **Sunday 10:10 AM** · Foundations 9:00 AM · WordWorks Tuesday 7:05 PM

See What's  
Coming

Watch Live  
Sunday

Order of  
Service

COMING UP · SUN, OCT 18

Food Fest Fiesta · 2026

The member's view: the notice above the home. Tapping it opens the Church Notices page; X closes it on that phone.