

FAQs



1. What are the benefits?

SO many, but to mention a few:

- Access to church member information via internet or mobile device (phone number & address)
- Increased communication between various groups and departments
- Decrease in scheduling conflicts with online church calendar
- Increase accurate personal information with real-time activity

2. Is this website secure or will hackers be able to access our private information?

LBC Exchange is a secure website built by Church Community Builder. We pay a yearly subscription to use their software and ongoing support. Only those with a log-in are allowed access to see any information. There are various types of administrative permissions.

3. How do I log on? What website do I go to?

When you initially receive an email with your log-on information, there is a link to click, follow and it will take you to the main page (here is the link <https://lbc.ccbchurch.com/login.php>).

Also, there is a link on the homepage of www.laurelglenbible.org.

4. Who sees ALL our information?

Only the LBC Bookkeeper can access all information, other leaders are given various levels of access to see certain types of information.

5. What permissions do group leaders have?

Group Leaders are able to communicate with their group, record attendance, add/remove group members, post needs, upload files, and generate schedules. They do not have full access to each group members profile, only what is currently enabled by each individual.

6. How can I email someone even though I can't see their email address?

To help ensure privacy the email address is hidden on the individual's profile to most users. You are still able to send them a message which will go directly to their in-box (or Spam) and can be replied to you like any other email. NOTE: since these will originally end up in Spam folders, please be sure to check often and mark as necessary.

7. How do I edit my information?

See the back of this sheet for instructions.

For further questions or more information, please contact the church office, 833-2800, or email candace.tiede@laurelglenbible.org or dana.yarian@laurelglenbible.org

Top Ten Ways to Maximize



1. Update your contact information.

Click [MY PROFILE > EDIT PROFILE > BASIC](#)

Edit your phone number, email, address and other basic information. Edit it once, and every group you belong to will have your current information. (Gone are the days of contacting your Life Group leader, and your volunteer team leader and the church office to share your changes.)

2. Update your privacy settings.

Click [MY SETTINGS > PRIVACY SETTINGS](#)

We value your privacy and treat your information with the utmost care. It's easy to select the information you want (and don't want) to share with others in LBC Exchange.

3. Select your communication preferences.

Click [MY SETTINGS > COMMUNICATION SETTINGS](#)

You have the option of choosing how people in your group communicate with you. Choose to receive text messages, a weekly summary of group activity and emails from other members in your groups.

4. Set up your personal style.

Click [MY PROFILE > EDIT PROFILE > MY FIT](#)

Tells us how you're wired (energized by people or task? Organizationally structured or un-structured?), and we'll match you to volunteer positions and opportunities in the church family. Need help determining your personality style? Take the Personal Style Assessment located on the **All LBC Members and Attenders** Group under the **Files** tab.

5. Tell us your spiritual gift.

Click [MY PROFILE > EDIT PROFILE > MY FIT](#)

God has gifted each one of us to serve Him and one another. What motivates you? Choose from one seven motivational spiritual gifts (as listed in Romans 12:6-8). Don't know your gift? Set aside some time and take the spiritual gift test at www.churchgrowth.org/analysis.

6. Tell us about your passions and abilities.

Click [MY PROFILE > EDIT PROFILE > MY FIT](#)

What are you passionate about? Helping orphans? Working with college students? And what abilities do you have? Do you like to build stuff? Do you have office skills? Let us know!

7. Find a place to serve.

Click [GROUPS > POSITIONS > BROWSE POSITIONS](#) or click [MY PROFILE > INVOLVEMENT > POSITIONS](#)

Looking for a place to contribute your time and talent? Browse open positions. If you've given us information about you, including your personal style, spiritual gift, passions and abilities, you can find positions that specifically match you.

8. Select your geographic zone.

Click [MY PROFILE > EDIT PROFILE > CUSTOM FIELDS](#)

Our church family is organized according to geographic zones. This helps us connect you to Life Groups close to you and helps you know other LBCers in your neighborhood.

9. Set up online giving.

Click [HOME > GIVE](#) or click [MY PROFILE > FINANCIAL > GIVE](#)

Laurelglen Bible Church accepts online contributions. Giving via LBC Exchange is easy and you can be confident that your financial information is safe and secure. You can make a one-time contribution or you can set it up to repeat on a schedule. There is no charge to use this service.

10. Find groups to join.

Click [GROUPS > BROWSE GROUPS](#)

The architecture of LBC Exchange is built on LBC's groups. A group can be a life group, Sunday school class, Bible study, leadership team, or volunteer serving team. You can join any group that's open to all. Some groups require you to request to join, so click "Request Joining This Group."