

VESTRY

FOR THE CHURCH ADMINISTRATOR

Admin & Setup Guide

Setting up your church: branding, team, roles, modules and getting data in.

Screens from the live demo, "St Aidan's Parish" · demo.vestry.shire-tech.co.uk

GETTING STARTED

First steps

When your church is first set up, the dashboard shows a **Getting started** checklist. Work through it and you'll have the essentials in place: service times and welcome text, your contacts, some events, your team, and a giving fund.

Everything below is reached from the **Settings** and **Team** areas in the left-hand menu.

Vestry
St Aidan's Parish (Demo)

OVERVIEW

- Dashboard

SCHEDULING

- Calendar
- Bookings
- Rotas
- Events
- External contacts

WORSHIP

- Songs & CCLI
- Sermons
- Service planner

PEOPLE & CARE

- Contacts
- Households
- Follow-up
- Groups
- Attendance
- Children
- Pastoral

guest@demo

- My portal (member view)
- Sign out

Dashboard St Aidan's Parish (Demo)

You're exploring a **live demo** of Vestry — try anything you like; the sample data resets every few minutes. [Get Vestry for your church](#) →

Welcome back. Here's where things stand.

Getting started (4/5)

- ✓ Set your service times & welcome
- ✓ Add or import your contacts
- ✓ Add events to the calendar
- Invite your team
- ✓ Set up giving (a fund)

17 Contacts
+17 this week

11 Upcoming events
5 in next 7 days

1 Pending bookings
awaiting approval

2 Rota gaps
need filling

£505 Given this month
1 pending

2 DBS due
action needed

Needs attention

- 1 booking request awaiting approval →
- 2 unfilled rota slots coming up →
- 2 DBS checks expiring or expired →
- 1 online gift pending confirmation →

Week ahead

Toddler Group	Tue 16 Jun, 09:30
Choir Practice	Thu 18 Jun, 19:30
Community Lunch	Fri 19 Jun, 12:00
Morning Worship	Sun 21 Jun, 10:30
Summer Fete	Tue 23 Jun, 11:00

[Feedback](#)

The getting-started checklist guides a new church through setup.

SETTINGS

Public content & branding

Under **Settings** you set the church name, your **service times** and a **welcome message** — these appear on your public pages. The **Public branding** panel lets you upload a **logo**, choose a **brand colour** and write a **tagline**.

Your branding is applied across your public landing page, What's On, Give and sign-in — so the site visitors see looks like your church, not a generic template.

How it connects

- Branding shows on your **public landing**, **What's On** and **Give** pages.
- Service times and welcome text appear on those public pages too.

Vestry
St Aidan's Parish (Demo)

Dashboard St Aidan's Parish (Demo)

You're exploring a **live demo** of Vestry — try anything you like; the sample data resets every few minutes. [Get Vestry for your church →](#)

Church details, public content and integrations.

Church name

St Aidan's Parish (Demo) [Save](#)

Public content
Shown on your public What's On page.

Welcome message

A warm, family church in the heart of the village. Whoever you are, you're welcome here.

Regular services

Sundays 9:00 BCP Holy Communion - 10:30 Morning Worship (all-age, crèche & Sunday Club)

Public contact email

office@staidans.example

CCLI licence number

123456

[Save public content](#)

Public branding
Your logo, colour and tagline appear on your public pages — landing, What's On, Give and sign-in.

Brand colour **Tagline**

[Choose File](#) No file chosen [Upload](#)

No logo uploaded yet [Choose File](#) No file chosen [Upload](#)

PNG, JPG, SVG or WebP; up to 2 MB. A transparent PNG looks best.

SMS (Twilio)
Add your church's own Twilio details to send text messages from the Messages page. Texts go to contacts who have a phone number.

Account SID **From number**

Auth token

[Save SMS settings](#)

Integrations

[Payment providers](#) — Stripe / PayPal / SumUp for online giving
[Data & privacy](#) — consent, SAR export, erasure
Custom domains are managed by the platform administrator.

[Feedback](#)

Settings — public content plus the new logo, colour and tagline branding.

RESULT

Your public church page

This is what visitors see at your church's web address before logging in — your logo and colour, tagline, welcome, the next few events and your service times, with clear buttons to What's On, Give and sign up. It updates itself from your calendar and settings.

St Aidan's Parish (Demo) Staff sign in

St Aidan's Parish (Demo)

A warm, family church in the heart of the village. Whoever you are, you're welcome here.

[What's On](#) [Give](#) [Sign up](#)

Coming up See all →

- Tue 16 Jun** 09:30 **Toddler Group**
Church Hall
- Thu 18 Jun** 19:30 **Choir Practice**
Main Church
- Fri 19 Jun** 12:00 **Community Lunch**
Church Hall
- Sun 21 Jun** 10:30 **Morning Worship**
Main Church

SERVICE TIMES

Sundays 9:00 BCP Holy Communion · 10:30 Morning Worship (all-age, crèche & Sunday Club)
Wednesdays 10:00 Said Communion

Get in touch

office@staidans.example

St Aidan's Parish (Demo) Powered by Vestry · Staff sign in

Your branded public landing page — generated from your settings and calendar.

PEOPLE

Roles, team & permissions

Add staff and volunteers under **Team**, each with a **role** (Vicar/Lead, Churchwarden, Treasurer, Safeguarding, Office, Group leader, Member). The role decides what they can see — sensitive areas like pastoral and safeguarding stay restricted automatically.

For finer control, create custom **permission groups** (tick exactly which sections a person can access) and assign them on the Team page. Staff sign in with a 6-digit email code — no passwords to manage.

Members get a simple personal portal; staff can switch to it with **My portal** and back with **Staff dashboard**.

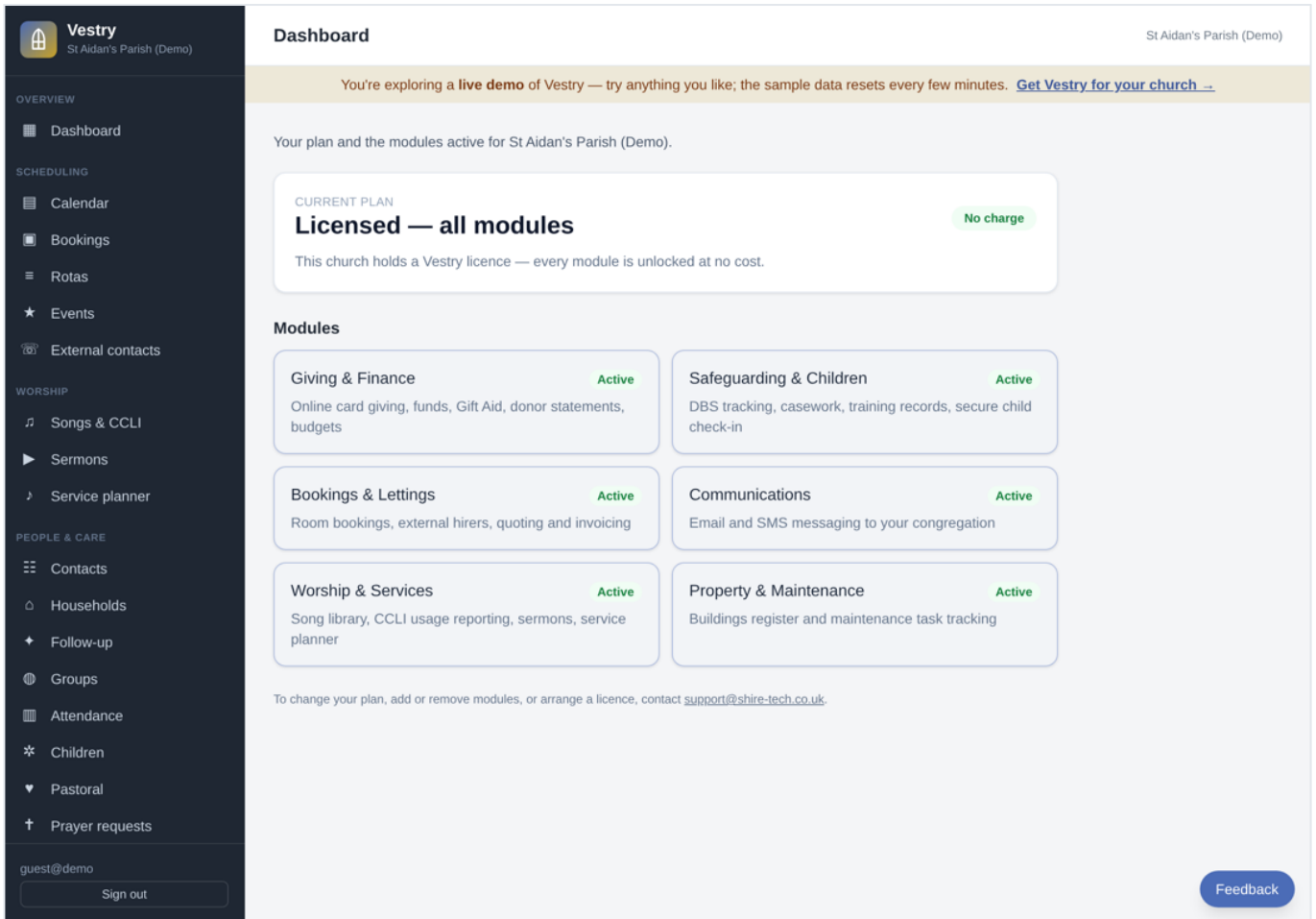
How it connects

- Roles gate every sensitive section across the app.
- Permission groups override the role defaults when you need something bespoke.

Modules & billing

The **free core** (contacts, calendar, rotas, events, sign-ups, documents) is always on. Premium modules — Giving, Safeguarding, Bookings, Communications, Worship, Property — are switched on per church. Your **Billing & plan** page shows what's active; licensed churches get everything at no charge.

Switching a module off simply hides its menu items and blocks its pages — your data is never deleted.



Billing & plan — see which modules are active for your church.

DATA

Importing your contacts

You don't have to type everyone in. On **Contacts** → **Import** you can upload a spreadsheet (CSV) of names and emails to bring your whole list in at once. People can also add themselves through your public sign-up form, which records their consent automatically.

How it connects

→ Imported people are ordinary **Contacts** — ready for groups, rotas and messages.