

VESTRY

How-to Guide for Church Staff

Everything your church runs on — people, giving, scheduling, safeguarding and communications — in one joined-up place.

All screens in this guide are from the live demo church, “St Aidan’s Parish”.
Explore it yourself at **demo.vestry.shire-tech.co.uk**

How Vestry fits together

Vestry replaces the usual tangle of spreadsheets, group chats and paper rotas with a single, private hub for your church. The big idea is simple: **every part of the system shares the same records**. A person you add once shows up everywhere — in their household, their home group, the Sunday rota, their giving history and your mailing list — so you only ever update something in one place.

Here is how a typical week flows through the system, and how each area feeds the next:

- A visitor fills in your public **sign-up form** → they become a **Contact** (with their consent recorded).
- You add that contact to a **Group** and assign them to a **Rota** slot.
- You build the **Service plan** — pulling in songs (logged for CCLI) and the people on the rota.
- Events you put on the **Calendar** appear automatically on your public **What's On** page and iCal feed.
- Their **Giving** is recorded against a fund; Gift Aid and year-end **statements** come out the other end.
- You email or text the right people from **Messages**, choosing an audience from your contacts.

Signing in. Staff sign in with a 6-digit code emailed to them each time — there's no password to remember. What each person can see is controlled by their **role** (Vicar, Office, Treasurer, Safeguarding, and so on), so sensitive areas like pastoral notes and safeguarding stay restricted to the right people.

The left-hand menu is your map. The sections below walk through each area in the order you'll use them.

OVERVIEW

The Dashboard

The dashboard is the first thing you see. It greets you with a **Getting started** checklist for new churches, headline numbers for the week, and two practical lists: **Needs attention** (booking requests, rota gaps, expiring DBS checks, gifts to confirm) and **Week ahead** (your upcoming services and events).

Each stat card is a shortcut — click “Rota gaps” to jump straight to filling them. It’s designed so that on a Monday morning you can see, at a glance, exactly what needs you.

Vestry
St Aidan's Parish (Demo)

OVERVIEW

- Dashboard
- Setup guide
- Reports & trends
- Help centre

SCHEDULING

- Calendar
- Rotas
- Events

LETTINGS

- Bookings
- Bookings calendar
- Quotes & invoices
- Rooms & spaces
- People & assets
- Room rates
- Regular bookings
- External contacts

WORSHIP

- Songs & CCLI
- Sermons
- Service planner

guest@demo

- Roadmap & ideas
- My portal (member view)
- Sign out

Dashboard ?

Search... Help 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](#) →

Overview

Welcome back — here's where things stand.

Getting started · 4 of 5 done [Full setup guide](#) →

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

Contacts

17

+17 this week

Upcoming events

11

5 in next 7 days

Pending bookings

1

awaiting approval

Rota gaps

2

need filling

Given this month

£505

1 pending

DBS due

2

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

[Calendar](#) →

Toddler Group	Sat 20 Jun, 09:30
Morning Worship	Sun 21 Jun, 10:30
Choir Practice	Mon 22 Jun, 19:30
Community Lunch	Tue 23 Jun, 12:00
Summer Fete	11:00

[Feedback](#)

The dashboard — your week at a glance, with shortcuts to anything that needs action.

Switching between staff and member views

Every account has one role, so staff land on the full dashboard and ordinary members land on a simple personal portal (their own rota, details, groups and giving). Staff can flip between the two: use **My portal (member view)** in the bottom-left of the dashboard to see your own personal page, and **Staff dashboard** in the portal header to come back.

The portal matches you by your sign-in email, so to see your personal rota and giving your staff login should use the same email as your contact record.

Contacts

Contacts is your church directory and mailing list in one. Everyone — members and visitors — lives here with their details, the groups they belong to, and what they've consented to hear from you (newsletter, events, prayer chain).

You can add people by hand, import a spreadsheet, or let them add themselves through a public sign-up form. Tag people, save segments, add your own custom fields, and merge duplicates after an import. Open a contact for their full **timeline** — groups, rotas, giving, notes and family links — and track visitors through a follow-up journey so nobody slips through the cracks.

How it connects

- Group membership, rota assignments and giving all link back to a contact.
- Consent recorded here decides who receives each email or text from **Messages**.
- Public **sign-up forms** create contacts automatically.

Vestry
St Aidan's Parish (Demo)

OVERVIEW

- Dashboard
- Setup guide
- Reports & trends
- Help centre

SCHEDULING

- Calendar
- Rotas
- Events

LETTINGS

- Bookings
- Bookings calendar
- Quotes & invoices
- Rooms & spaces
- People & assets
- Room rates
- Regular bookings
- External contacts

WORSHIP

- Songs & CCLI
- Sermons
- Service planner

guest@demo

- Roadmap & ideas
- My portal (member view)
- Sign out

Contacts ?

Search... Help 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](#) →

Contacts 17 people in your church

Find duplicates Custom fields We missed you Import CSV Export CSV + New contact

Segments
Saved filters by tag and type.

Everyone All members × PCC members × Worship team ×

New segment name Tags (any) Type Save segment

e.g. Welcome team comma,separated Any

Search name or email... Search

TAGS: Newcomer PCC Treasurer Welcome team Worship team Youth

	NAME	EMAIL	TAGS	HOUSEHOLD	
☐	Daniel Marsh	daniel.marsh@example.com	—	—	View Edit Delete
☐	Aisha Khan	aisha.khan@example.com	Youth Newcomer	—	View Edit Delete
☐	Joan Fielding	joan.fielding@example.com	—	—	View Edit Delete
☐	Peter Shaw	peter.shaw@example.com	—	—	View Edit Delete
☐	Ruth Kerr	ruth.kerr@example.com	—	—	View Edit Delete
☐	Tom Bradshaw	tom.bradshaw@example.com	—	—	View Edit Delete
☐	Grace Owusu	grace.owusu@example.com	Worship team	—	View Edit Delete
☐	David Lin	david.lin@example.com	—	—	View Edit Delete

Feedback

Contacts — one directory that every other area draws from.

Households & Groups

Households link individuals into families with a shared address — handy for directories, family ministry and posting a single Christmas card. **Groups** cover home groups and ministries (worship team, youth, prayer chain), each with a leader, meeting time and member list.

Together they answer two questions every church asks: who belongs to whom, and who's connected into the life of the church.

How it connects

- Group membership lets you target a **Message** to just one group.
- Households gather **Contacts** into families with one address.

Vestry
St Aidan's Parish (Demo)

OVERVIEW

- Dashboard
- Setup guide
- Reports & trends
- Help centre

SCHEDULING

- Calendar
- Rotas
- Events

LETTINGS

- Bookings
- Bookings calendar
- Quotes & invoices
- Rooms & spaces
- People & assets
- Room rates
- Regular bookings
- External contacts

WORSHIP

- Songs & CCLI
- Sermons
- Service planner

guest@demo

- Roadmap & Ideas
- My portal (member view)
- Sign out

Groups ?

Search... Help 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](#) →

Groups Reports

Home groups and ministries, with who leads and when they meet.

Add a group

Name

Kind Home group

Leader

Meets Tue 19:45

Add group

GROUP	KIND	LEADER	MEETS	
Prayer Chain	Ministry	David Lin	Ongoing	Delete
Thursday Ladies' Group	Home group	Eleanor Voss	Thu 10:00	Delete
Tuesday Home Group	Home group	David Lin	Tue 19:45	Delete
Worship Team	Ministry	Grace Owusu	Sun + Thu	Delete
Youth Group (11–18)	Ministry	Aisha Khan	Fri 19:00	Delete

Feedback

Groups & ministries — leaders, meeting times and membership at a glance.

Attendance

Record a simple weekly headcount — adults, children and online viewers. Vestry charts the trend over recent weeks so you can spot patterns, and the figures feed neatly into the annual Statistics for Mission return.



Vestry

St Aidan's Parish (Demo)

OVERVIEW



Dashboard



Setup guide



Reports & trends



Help centre

SCHEDULING



Calendar



Rotas



Events

LETTINGS



Bookings



Bookings calendar



Quotes & invoices



Rooms & spaces



People & assets



Room rates



Regular bookings



External contacts

WORSHIP



Songs & CCLI



Sermons



Service planner

guest@demo



Roadmap & ideas



My portal (member view)

Sign out

Attendance 

Search...

Help 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 →](#)

Attendance

Average in-person: 195 over 8 records.

In-person attendance — last 8 records

198

23 Apr

190

30 Apr

182

7 May

214

14 May

206

21 May

198

28 May

190

4 Jun

182

11 Jun

Record attendance

Date

mm/dd/yyyy



Adults

0

Children

0

Online

0

Save

DATE	ADULTS	CHILDREN	ONLINE	
11 Jun 2026	157	25	31	Delete
4 Jun 2026	164	26	32	Delete
28 May 2026	171	27	33	Delete
21 May 2026	178	28	34	Delete
14 May 2026	185	29	35	Delete
7 May 2026	152	30	36	Delete

Feedback

Attendance — quick headcounts that build into a trend over time.

Vestry — How-to Guide for Church Staff

7

Pastoral care

A confidential log of visits, prayer requests and follow-ups, visible only to clergy and the pastoral team — kept deliberately separate from the general contact record. Each note has a category and a status (open, follow-up, closed) so ongoing care doesn't get forgotten.

How it connects

- New-visitor follow-up reminders surface here.
- Access is limited by **role** — most staff never see this area.


Vestry
 St Aidan's Parish (Demo)

OVERVIEW

- Dashboard
- Setup guide
- Reports & trends
- Help centre

SCHEDULING

- Calendar
- Rotas
- Events

LETTINGS

- Bookings
- Bookings calendar
- Quotes & invoices
- Rooms & spaces
- People & assets
- Room rates
- Regular bookings
- External contacts

WORSHIP

- Songs & CCLI
- Sermons
- Service planner

guest@demo

- Roadmap & ideas
- My portal (member view)
- Sign out

Pastoral care
?

Search...
 Help 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 →](#)

Pastoral care
Care plans

Confidential notes on visits, bereavements and follow-ups.

Confidential — restrict who has access to this area via roles/permissions.

Log a note

Person / family

Category

Visit

Note

Status

Open

Log note

Eleanor Voss
 Prayer · 18 Jun
 Open

Ongoing prayer for her daughter's job search.

Follow-up
 Closed
 Delete

Chidi Okonkwo
 New baby · 18 Jun
 Closed

Visited with meal rota; mum and baby doing well.

Open
 Follow-up
 Delete

The Reidy family
 Bereavement · 18 Jun
 Follow-up

Following recent funeral — arrange follow-up call.

Open
 Closed
 Delete

Feedback

Pastoral care — confidential, restricted to the right people.

Vestry — How-to Guide for Church Staff

8

Prayer requests

Members and visitors submit prayer requests from a public page; they choose whether to share with the prayer chain or keep it to leaders only. Requests land here where your team can mark them open, answered or closed.

How it connects

- Anyone can submit via the public [/pray](#) page (shown later).
- Restricted to the pastoral team by [role](#).

Vestry
St Aidan's Parish (Demo)

Prayer requests ?

Search... Help 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](#) →

Prayer requests View public form ↗

3 open requests. People submit these from your public prayer page.

Thanksgiving — successful operation! Answered

Joan Fielding · 18 Jun 2026 Prayer chain

Answered Update Delete

Peace for our family. Open

Anonymous · 18 Jun 2026 Leaders only

Open Update Delete

Strength for a difficult time at work. Open

Anonymous · 18 Jun 2026 Leaders only

Open Update Delete

Please pray for my exams next week. Open

Aisha Khan · 18 Jun 2026 Prayer chain

Open Update Delete

Feedback

Prayer requests — fed by a public form, managed by your team.

Safeguarding & children

Safeguarding tracks DBS checks and renewal dates for everyone in a regulated role, with casework you can escalate or refer, plus training records. Vestry flags checks that are expiring or overdue and can email reminders automatically — ideal for diocesan requirements.

Children's check-in records who's in each group, who their authorised guardian is, and any allergy or medical flags for leaders.

How it connects

- Expiring DBS checks appear on the **Dashboard** 'needs attention' list.
- Children's check-in links to the Sunday rota of DBS-checked leaders.

Vestry
St Aidan's Parish (Demo)

OVERVIEW

- Dashboard
- Setup guide
- Reports & trends
- Help centre

SCHEDULING

- Calendar
- Rotas
- Events

LETTINGS

- Bookings
- Bookings calendar
- Quotes & invoices
- Rooms & spaces
- People & assets
- Room rates
- Regular bookings
- External contacts

WORSHIP

- Songs & CCLI
- Sermons
- Service planner

guest@demo

- Roadmap & ideas
- My portal (member view)
- Sign out

Safeguarding & DBS ?

Search... Help 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 →](#)

Safeguarding & DBS

DBS records, training and casework — keep renewals on track.

Cases Incident log Training What's due

2 record(s) expired or expiring — chase renewals.

Add a DBS record

Person

Role

DBS status

Renewal date

Safeguarding training complete

Add record

PERSON	ROLE	DBS	RENEWAL	TRAINING
Aisha Khan	Youth leader	EXPIRING	Aug 2026	✓
Grace Owusu	Sunday Club	VALID	Oct 2027	✓
Hannah Reidy	Youth helper	IN PROGRESS	Jun 2027	—
Ruth Kerr	Sunday Club	VALID	Feb 2028	✓
Tom Bradshaw	Sound & AV	EXPIRED	May 2026	—

Feedback

Safeguarding — DBS tracking, casework and renewal reminders.

Vestry — How-to Guide for Church Staff

10

SCHEDULING

Calendar

One shared calendar for services, events and room bookings, colour-coded by type. Add something once and it's visible to the whole team — and, if it's public, to your congregation too.

How it connects

- Non-private events publish automatically to your public **What's On** page and the iCal feed people can subscribe to.
- Bookings with a room show here so clashes are obvious.

Vestry
St Aidan's Parish (Demo)

Calendar ?

Search... Help 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](#) →

June 2026 Month List -- Today --

Services Events Private

MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7 10:30 Morning Worship
8	9	10	11	12	13	14 10:30 Morning Worship
15	16	17	18	19	20 09:30 Toddler Group	21 10:30 Morning Worship
22 19:30 Choir Practice	23 12:00 Community Lun...	24 19:30 PCC Meeting	25	26	27 11:00 Summer Fete	28 10:30 Morning Worship
29	30 19:30 Parish Quiz Night	1	2	3	4	5 10:30 Morning Worship
6	7	8	9	10	11	12 10:30 Morning Worship

Add an event

Title

Feedback

The calendar — colour-coded services, events and bookings in one view.

SCHEDULING

Events & registration

For anything people need to sign up to — the fete, a quiz night, a course — create an event with an optional capacity. Free events collect RSVPs; the public can register from your website, and numbers feed back into your contacts and calendar.

How it connects

- Registrations create or match a **Contact**.
- Events appear on the **Calendar** and **What's On**.

The screenshot shows the Vestry software interface for St Aidan's Parish (Demo). The left sidebar contains a navigation menu with sections: OVERVIEW (Dashboard, Setup guide, Reports & trends, Help centre), SCHEDULING (Calendar, Rotas, Events), LETTINGS (Bookings, Bookings calendar, Quotes & invoices, Rooms & spaces, People & assets, Room rates, Regular bookings, External contacts), and WORSHIP (Songs & CCLI, Sermons, Service planner). The main content area is titled 'Event registration' and includes a 'Go to calendar' button. It displays two events: 'Summer Fete' (Sat 27 Jun, 11:00, Church Grounds, 7 / 200) and 'Parish Quiz Night' (Tue 30 Jun, 19:30, Church Hall, 0 / 80). A banner at the top of the main area states: 'You're exploring a live demo of Vestry — try anything you like; the sample data resets every few minutes. [Get Vestry for your church](#).' A 'Feedback' button is located at the bottom right of the main area.

Events — RSVPs and registrations, with capacity tracking.

Bookings & lettings

Manage room bookings and outside hirers in one place, with clash detection against confirmed bookings. Keep a mini-CRM of external contacts (hirers and suppliers), raise quotes and invoices, and note the staff, equipment or wardens each booking needs.

How it connects

→ Booking requests awaiting approval show on the **Dashboard**.

→ Bookings appear on the shared **Calendar**.

Vestry
 St Aidan's Parish (Demo)

OVERVIEW
 Dashboard
 Setup guide
 Reports & trends
 Help centre
 SCHEDULING
 Calendar
 Rotas
 Events
 LETTINGS
Bookings
 Bookings calendar
 Quotes & invoices
 Rooms & spaces
 People & assets
 Room rates
 Regular bookings
 External contacts
 WORSHIP
 Songs & CCLI
 Sermons
 Service planner
 guest@demo
 Roadmap & ideas
 My portal (member view)
 Sign out

Bookings

Search...

Help 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](#) →

Bookings

Calendar view

Quotes & invoices

Book a room once or on a repeat. Repeating bookings become regular bookings that fill the diary automatically.

Regular bookings Rooms & spaces Room rates People & assets External contacts

New booking

What
 Toddler group

Rooms (tick one or more)
☐ Main Church ☐ Church Hall ☐ Side Room ☐ Vestry

Start
 mm/dd/yyyy, --:-- --

End
 mm/dd/yyyy, --:-- --

Hirer (optional)
 — none —

Requested by

Repeats?
 One-off

Until (if repeating; blank = ongoing)
 mm/dd/yyyy

Create booking

 A one-off is added as a single pending request. A repeat sets up a regular booking and fills the diary ahead.

WHAT	ROOM(S)	WHEN	BY	STATUS	
AA Meeting	Side Room	Fri 19 Jun, 19:00	External	CONFIRMED	Delete
Pilates Class	Church Hall	Sun 21 Jun, 18:00	Ashbourne Pilates	CONFIRMED	Delete
Hartley Christening Reception	Church Hall	Sun 28 Jun, 12:00	Margaret Hartley	PENDING	Approve Reject Delete

Bookings — rooms, external hirers, quoting and invoicing.

Vestry — How-to Guide for Church Staff

13

SCHEDULING

Rotas

Build Sunday and midweek rotas, assign people to roles, and instantly see the gaps that still need filling. Add notes per role, and email the team to ask for volunteers. Printable for the noticeboard.

How it connects

- People are pulled from **Contacts**.
- Weekly reminders email each person their duties.
- The **Service planner** shows who's on for each role.

The screenshot displays the Vestry application interface for managing church rotas. On the left is a dark sidebar with a navigation menu. The main content area is titled 'Rotas' and includes a search bar, a help link, and a demo notice. Below this is a 'Create a rota' form with fields for 'Title' (pre-filled with 'Sunday 10am') and 'Date' (pre-filled with 'mm/dd/yyyy'). To the right of the date field is a calendar icon and a 'Create rota' button. Below the form are two existing rotas: 'Sunday Worship' for 'Thu, 25 Jun 2026' with '7 roles' and '2 gaps', and another 'Sunday Worship' for 'Thu, 2 Jul 2026' with '7 roles'. Each rota has a 'Delete' button. At the bottom right of the main area is a 'Feedback' button. The sidebar menu includes sections for Overview, Scheduling, Lettings, and Worship, with 'Rotas' currently selected under Scheduling. At the bottom of the sidebar, there is a user profile section for 'guest@demo' with a 'Sign out' button and a 'My portal (member view)' button.

Vestry
St Aidan's Parish (Demo)

OVERVIEW

- Dashboard
- Setup guide
- Reports & trends
- Help centre

SCHEDULING

- Calendar
- Rotas**
- Events

LETTINGS

- Bookings
- Bookings calendar
- Quotes & invoices
- Rooms & spaces
- People & assets
- Room rates
- Regular bookings
- External contacts

WORSHIP

- Songs & CCLI
- Sermons
- Service planner

guest@demo

- Roadmap & ideas
- My portal (member view)
- Sign out

Rotas ?

Search... Help 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 →](#)

Rotas

Plan who's serving and spot gaps at a glance.

Templates Print (4 weeks)

Create a rota

Title Date

Sunday 10am mm/dd/yyyy **Create rota**

Sunday Worship

Thu, 25 Jun 2026 · 7 roles · 2 gaps **2 gaps** **Delete**

Sunday Worship

Thu, 2 Jul 2026 · 7 roles **Delete**

Feedback

Rotas — assign roles and spot the gaps at a glance.

Service planner

Plan the order of service item by item — welcome, songs, readings, sermon, prayers — with who's leading each part and a running time. Add links (YouTube, Bible passages) for the AV team, and produce a clean run sheet to print.

How it connects

- Songs added here are logged for your **CCLI** return.
- Pulls the people assigned on the **Rota**.


Vestry
St Aidan's Parish (Demo)

OVERVIEW

- Dashboard
- Setup guide
- Reports & trends
- Help centre

SCHEDULING

- Calendar
- Rotas
- Events

LETTINGS

- Bookings
- Bookings calendar
- Quotes & invoices
- Rooms & spaces
- People & assets
- Room rates
- Regular bookings
- External contacts

WORSHIP

- Songs & CCLI
- Sermons
- Service planner**

guest@demo

- Roadmap & ideas
- My portal (member view)
- Sign out

Service planner
?

[Help](#)
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](#) →

Service planner

Plan the order of service — songs, readings, talks and who's doing what.

Create a plan

Service title

Date

Morning Worship — Holy Communion

Thu, 25 June 2026 8 items →

Service planner — the order of service, ready to print.

Songs & CCLI

A library of your songs with author and CCLI number. Every time a song is used in a service it's logged automatically, so your CCLI usage report is ready when the return is due — no more guessing.

Vestry
St Aidan's Parish (Demo)

OVERVIEW

- Dashboard
- Setup guide
- Reports & trends
- Help centre

SCHEDULING

- Calendar
- Rotas
- Events

LETTINGS

- Bookings
- Bookings calendar
- Quotes & invoices
- Rooms & spaces
- People & assets
- Room rates
- Regular bookings
- External contacts

WORSHIP

- Songs & CCLI**
- Sermons
- Service planner

guest@demo

- Roadmap & ideas
- My portal (member view)
- Sign out

Songs & CCLI
?

[Help](#)
[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](#) →

Songs & CCLI
CCLI usage report

Log each use for your CCLI return.

Add a song

Title

Author

CCLI #

Add song

Song library

TITLE	AUTHOR	CCLI	USED	
10,000 Reasons	Redman, Myrin	6016351	2×	Log use Delete
Be Thou My Vision	Trad.	—	1×	Log use Delete
Build My Life	Pat Barrett	7070345	1×	Log use Delete
Cornerstone	Hillsong	6158927	3×	Log use Delete
How Great Is Our God	Tomlin	4348399	3×	Log use Delete
In Christ Alone	Townend, Getty	3350395	2×	Log use Delete

Feedback

Songs & CCLI — usage logged automatically for licensing.

Giving & Gift Aid

Record gifts — one-off or regular, by card, cash, envelope or standing order — against the right fund, and capture Gift Aid declarations as you go. Fund cards show progress towards targets, and the public can give online through your own card provider.

When it's time to claim, export a Gift Aid file in HMRC's Charities Online schedule format.

How it connects

- Online gifts from your public **Give** page land here to confirm.
- Gifts roll up into **Finance** and into year-end donor statements.

Vestry
St Aidan's Parish (Demo)

Giving & Funds ?

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

Giving & Funds
Record gifts, track funds and manage Gift Aid.

Statements View public page ↗

Pledges & stewardship Export Gift Aid (CSV) Payment providers QR / text-to-give

Received (32)
£1,465.00

Est. Gift Aid (25%)
£300.00

Pending online
1

Funds
3

Record a gift

Amount (£) Method
Fund
Giver Email
☐ Gift Aid eligible
Address (for Gift Aid) Postcode
Record gift

Funds

New fund Target (£) Add
Building fund
General fund £1,200.00 / £42,000 3% of target
Missions £15.00 / £8,000 0% of target
Roof appeal £250.00 / £30,000 1% of target

Recent gifts
Online gifts stay Pending until the card payment is confirmed; manual entries are received immediately.

WHEN	GIVER	FUND	METHOD	AMOUNT	GIFT AID	STATUS
17 Jun	Daniel Marsh	General fund	CARD	£50.00	✓	PENDING

Feedback

Giving — gifts, funds, Gift Aid and online donations together.

Giving statements

Produce a year-end statement for any donor in a couple of clicks — a clean, printable summary of everything they gave, with Gift Aid marked, ready to hand out or email at tax time.

 Vestry

St Aidan's Parish (Demo)

OVERVIEW

Dashboard

Setup guide

Reports & trends

Help centre

SCHEDULING

Calendar

Rotas

Events

LETTINGS

Bookings

Bookings calendar

Quotes & invoices

Rooms & spaces

People & assets

Room rates

Regular bookings

External contacts

WORSHIP

Songs & CCLI

Sermons

Service planner

guest@demo

Roadmap & ideas

My portal (member view)

Sign out

Giving & Funds ?

Search...

Help 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 →](#)

Annual giving statements for each named donor. Anonymous gifts are excluded.

← Giving

Tax year ending / calendar year: 2026 2025 2024 2023 2022

DONOR	GIFTS	TOTAL 2026	GIFT AID	
Ravi Patel ravi.patel@example.com	5	£375.00	£375.00	Statement →
Chidi Okonkwo chidi.okonkwo@example.com	5	£250.00	£250.00	Statement →
Anonymous	1	£250.00	—	Statement →
Margaret Hartley margaret.hartley@example.com	5	£200.00	£200.00	Statement →
Eleanor Voss eleanor.voss@example.com	5	£150.00	£150.00	Statement →
Geoff Hartley geoff.hartley@example.com	5	£125.00	£125.00	Statement →
Grace Owusu grace.owusu@example.com	5	£100.00	£100.00	Statement →
Plate collection	1	£15.00	—	Statement →

Feedback

Annual giving statements — per donor, ready to print.

Finance & budgets

See income and expenditure by fund, set budgets and track them, and reconcile the Sunday count. It gives the treasurer the overview without a separate spreadsheet, and exports for the accounts.

Vestry
St Aidan's Parish (Demo)

OVERVIEW

- Dashboard
- Setup guide
- Reports & trends
- Help centre

SCHEDULING

- Calendar
- Rotas
- Events

LETTINGS

- Bookings
- Bookings calendar
- Quotes & invoices
- Rooms & spaces
- People & assets
- Room rates
- Regular bookings
- External contacts

WORSHIP

- Songs & CCLI
- Sermons
- Service planner

guest@demo

- Roadmap & ideas
- My portal (member view)
- Sign out

Finance & budgets ?

Search...

Help 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 →](#)

Finance & budgets

Year-end pack

Collection counting

Income, expenses and budget-vs-actual across your funds.

Income (received gifts)
£1,465.00

Expenses (3 approved)
£2,165.00

Net
£-700.00

2 expense claims awaiting approval — £57.50. Approve or reject below.

Budget vs actual

Income is received gifts; budgets are fund targets set under Giving. Only approved expenses count as spend.

FUND	BUDGET	INCOME	SPENT	NET	PROGRESS
General fund	£42,000	£1,200.00	£365.00	£835.00	
Missions	£8,000	£15.00	£0.00	£15.00	
Roof appeal	£30,000	£250.00	£1,800.00	£-1,550.00	
General (no fund)	—	£0.00	£0.00	—	

Record an expense

Treasurer logs an actual spend — counts straight away.

Amount (£)

Date
 mm/dd/yyyy

Category
e.g. Utilities

Fund
General

Payee / notes

Expenses & claims

17 Jun
Children - Sunday Club craft supplies - General fund - by Ruth Kerr
Pending
£21.50
Approve Reject

16 Jun
Worship - Printed music copies - General fund - by Grace Owusu
Pending
£36.00
Feedback Approve Reject

Finance — budgets, funds and the Sunday count reconciliation.

Vestry — How-to Guide for Church Staff

19

Messages

Email or text the right people without exporting anything. Pick an audience — everyone, newsletter subscribers, a single group — write your message, and send. Email goes out with addresses kept private; urgent notices can go by SMS.

How it connects

- Audiences are built from **Contacts** and their consent.
- Email and SMS use your church's own accounts.

The screenshot displays the Vestry Messages interface. On the left is a dark sidebar with navigation links under categories: OVERVIEW (Dashboard, Setup guide, Reports & trends, Help centre), SCHEDULING (Calendar, Rotas, Events), LETTINGS (Bookings, Bookings calendar, Quotes & invoices, Rooms & spaces, People & assets, Room rates, Regular bookings, External contacts), and WORSHIP (Songs & CCLI, Sermons, Service planner). The main content area is titled 'Messages' with a search bar and a help link. A yellow banner states: 'You're exploring a live demo of Vestry — try anything you like; the sample data resets every few minutes. [Get Vestry for your church](#).' Below this is the 'Messages' section with a 'Templates' button. The 'Compose' form includes fields for Channel (Email), Audience (All contacts), Subject (email), and Message. It also has a 'Schedule for (optional)' field with a date picker and a 'Repeat' dropdown set to 'Don't repeat'. A 'Save' button is present with a note: 'No schedule = saved as a draft you can send manually.' Below the form is a message preview for 'EMAIL: This week at St Aidan's' sent to 'Newsletter subscribers' on '15 Jun'. The preview shows the start of the message: 'Dear friends, this Sunday we gather at 10:30...'. A 'Delete' button is next to the preview. At the bottom right is a 'Feedback' button.

Messages — reach the right audience by email or text.

Settings

Set your church name, service times and the welcome blurb that appears on your public pages, and connect optional integrations (online giving, SMS, CCLI number). The basics here power your public face.

How it connects

→ Service times and welcome text appear on **What's On** and the weekly bulletin.

The screenshot shows the Vestry application interface. On the left is a dark sidebar with a navigation menu. The top of the sidebar shows the Vestry logo and the church name 'St Aidan's Parish (Demo)'. The menu is organized into sections: OVERVIEW (Dashboard, Setup guide, Reports & trends, Help centre), SCHEDULING (Calendar, Rotas, Events), SETTINGS (Bookings, Bookings calendar, Quotes & invoices, Rooms & spaces, People & assets, Room rates, Regular bookings, External contacts), WORSHIP (Songs & CCLI, Sermons, Service planner), and a user section at the bottom with the email 'guest@demo', a 'Roadmap & ideas' link, a 'My portal (member view)' button, and a 'Sign out' button.

The main content area is titled 'Settings' with a help icon. Below the title is a subtitle 'Church details, public content and integrations.' A list of settings categories is on the left: Church name (selected), Public content, Invoicing, Email (SMTP), Spam protection, Public booking, Branding & logo, SMS (Twilio), and Integrations. The 'Church name' settings panel is open, showing a 'Name' field with the text 'St Aidan's Parish (Demo)' and a 'Save' button. At the top right of the main area, there is a search bar and a 'Help' link. A yellow banner at the top of the main area states: 'You're exploring a live demo of Vestry — try anything you like; the sample data resets every few minutes. [Get Vestry for your church](#).' A 'Feedback' button is located at the bottom right of the main content area.

Settings — service times, welcome message and integrations.

Billing & plan

Your plan and the modules that are switched on for your church. The core (contacts, calendar, rotas, events, sign-ups, documents) is always free; premium modules like Giving, Safeguarding or Communications are added per church. Licensed churches get everything at no charge.


Vestry
 St Aidan's Parish (Demo)

OVERVIEW
 Dashboard
 Setup guide
 Reports & trends
 Help centre
 SCHEDULING
 Calendar
 Rotas
 Events
 LETTINGS
 Bookings
 Bookings calendar
 Quotes & invoices
 Rooms & spaces
 People & assets
 Room rates
 Regular bookings
 External contacts
 WORSHIP
 Songs & CCLI
 Sermons
 Service planner
 guest@demo
 Roadmap & ideas
 My portal (member view)
 Sign out

Billing & plan ?

 Help 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 →](#)

Billing & plan

Your plan and the modules active for St Aidan's Parish (Demo).

CURRENT PLAN
Licensed — all modules
No charge

This church holds a Vestry licence — every module is unlocked at no cost.

MODULES

Online Giving
Active

Card giving, funds, Gift Aid claims and donor statements

Finance & Budgets
Active

Budgets, expense approvals, pledges & stewardship

Bookings & Lettings
Active

Room bookings, hirers, quotes & invoicing, public booking

Messaging
Active

Email & SMS newsletters to your congregation

Songs & CCLI
Active

Song library, CCLI usage reporting and sermons

Service Planner
Active

Plan orders of service, linking songs and readings

Safeguarding & DBS
Active

DBS tracking, casework and training records

Children's Check-in
Active

Secure child check-in with guardian and consent details

Property & Maintenance
Active

Buildings register and maintenance task tracking

Feedback

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

What's On

Your public events page, generated straight from the calendar — no separate website to keep updated. It shows your regular service times and upcoming events, and visitors can subscribe to it in their own calendar app via the iCal link.

How it connects

- Updates automatically from the **Calendar**.
- 'Subscribe to calendar' adds your events to anyone's phone.

St Aidan's Parish (Demo)

What's On — everyone welcome

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

[Book a room →](#)

REGULAR SERVICES

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

Wednesdays 10:00 Said Communion

SATURDAY, 20 JUNE 2026

09:30
to 11:30

Toddler Group Event

Church Hall

SUNDAY, 21 JUNE 2026

10:30
to 11:45

Morning Worship Service

Main Church

MONDAY, 22 JUNE 2026

19:30
to 21:00

Choir Practice Event

Main Church

TUESDAY, 23 JUNE 2026

12:00
to 14:00

Community Lunch Event

Church Hall

What's On — your public events page, always up to date.

Give

A simple public giving page on your own web address. Visitors choose an amount and fund, add a Gift Aid declaration, and pay by card through your church's own provider. Completed gifts appear in Giving to confirm.

ST AIDAN'S PARISH (DEMO)

Give

Support the life and mission of St Aidan's Parish (Demo).

Amount (£)

Fund

General giving

Your name

Email

☐ Add Gift Aid (+25% at no cost to you)

I am a UK taxpayer and want St Aidan's Parish (Demo) to reclaim Gift Aid on my donations. Your address is required for HMRC.

House name/number & stre

Postcode

Online card giving is being set up. Your gift will be recorded and the church will be in touch.

Verifying...

CLOUDFLARE

Privacy • Help

Give £

Give — public online donations with Gift Aid built in.

Prayer request

A welcoming public form where anyone can ask for prayer, anonymously if they wish, and choose whether to share with the prayer chain or just the leaders. Submissions flow into the Prayer requests area for your team.

ST AIDAN'S PARISH (DEMO)

Prayer request

Share something you'd like us to pray for. You're welcome to remain anonymous.

Your request

What would you like us to pray for?

Your name (optional)

Email (optional)

☐ Share this with the church prayer chain. If unticked, only church leaders will see it.

Send request

Prayer request — a gentle public front door to your prayer team.

Tags, segments & custom fields

Beyond the basics, Contacts adapts to how your church thinks. Add free-text **tags** (e.g. 'PCC', 'Welcome team'), save **segments** you can reuse, and define your own **custom fields** for anything Vestry doesn't track out of the box — such as 'Baptised' or an electoral-roll number.

After a CSV import, the **duplicate finder** spots people added twice and merges them cleanly, carrying their groups, rota slots, tags and consents across.

Vestry
St Aidan's Parish (Demo)

Contacts ?

Search... Help 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 →](#)

Custom contact fields

← Contacts

Add your own fields (e.g. "Baptised", "Electoral roll no."). They appear on every contact's edit form and profile.

Fields
Leave a box empty to remove that field. Existing values stay attached by label.

Baptised

Electoral roll no.

Field 3 label...

Field 4 label...

Field 5 label...

Save fields

Feedback

Define your own contact fields — they appear on every profile.

Member directory

The opt-in **member directory** lets your congregation find each other. You switch it on; each member then chooses from their portal whether to appear and exactly what to share (email, phone, address) and can add a photo. Nobody is listed without consenting.

There's a confidential printable version for those who prefer paper.

Vestry
St Aidan's Parish (Demo)

Member directory ?

Search... Help 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](#) →

Member directory

An opt-in photo directory. Members switch on their own listing and choose what to share — nobody appears without consenting.

Printable directory ↗

● Directory is on Turn off 7 of 15 members listed · 0 with a photo

GH	Geoff Hartley geoff.hartley@example.com 07700 900011	MH	Margaret Hartley margarethartley@example.com 07700 900010	CO	Chidi Okonkwo chidi.okonkwo@example.com 07700 900012
GO	Grace Owusu grace.owusu@example.com 07700 900020	PP	Priya Patel priya.patel@example.com 07700 900015	RP	Ravi Patel ravi.patel@example.com 07700 900014
EV	Eleanor Voss eleanor.voss@example.com 07700 900016				

Feedback

An opt-in photo directory — members control their own listing.

Pastoral care plans & ‘we missed you’

Care plans handle anything recurring — a monthly home communion, a regular visit — rolling the next-due date forward when you mark it done, with a weekly reminder to the office of what’s due.

We missed you flags members with no recent giving or rota activity (you set the threshold) so you can reach out with a gentle nudge before anyone quietly drifts away.

 **Vestry**
St Aidan's Parish (Demo)

OVERVIEW

- Dashboard
- Setup guide
- Reports & trends
- Help centre

SCHEDULING

- Calendar
- Rotas
- Events

LETTINGS

- Bookings
- Bookings calendar
- Quotes & invoices
- Rooms & spaces
- People & assets
- Room rates
- Regular bookings
- External contacts

WORSHIP

- Songs & CCLI
- Sermons
- Service planner

guest@demo

- Roadmap & ideas
- My portal (member view)**
- Sign out

Pastoral care ?

Search... Help 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](#) →

Pastoral care plans

Recurring visits & follow-ups. 2 due in the next 7 days.

New care plan

Person / family

Visit every (days)

30

First / next visit

mm/dd/yyyy

Owner

e.g. Revd Smith

Notes

Add plan

PERSON / FAMILY	OWNER	EVERY	NEXT DUE	LAST DONE	
The Reidy family Bereavement follow-up	Revd David Lin	14d	16 Jun 2026 ▲	2 Jun 2026	Mark visited Pause ×
Eleanor Voss Monthly home communion	Revd David Lin	30d	23 Jun 2026	—	Mark visited Pause ×

Feedback

Recurring pastoral visits that keep themselves on track.

Vestry — How-to Guide for Church Staff

28

Children's check-in & secure pickup

Children's check-in gives a secure record of who is in your care. Run the **kiosk** on a foyer tablet, or check in from the office; each child gets a pickup code printed on a child tag with a matching guardian tag, and the codes must match at collection (a leader can override a lost tag).

The **consent & medical** register holds allergies, medical needs and photo consent — and allergies flag automatically at check-in.


Vestry
 St Aidan's Parish (Demo)

OVERVIEW
 Dashboard
 Setup guide
 Reports & trends
 Help centre
 SCHEDULING
 Calendar
 Rotas
 Events
 LETTINGS
 Bookings
 Bookings calendar
 Quotes & invoices
 Rooms & spaces
 People & assets
 Room rates
 Regular bookings
 External contacts
 WORSHIP
 Songs & CCLI
 Sermons
 Service planner
 guest@demo
 Roadmap & ideas
 My portal (member view)
 Sign out

Children & Youth ?

Search...

 Help 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 →](#)

Children's check-in

3 currently in · 3 checked in today. Each child gets a secure pickup code matched at collection.

Consent & medical

▶ Open check-in kiosk

Check a child in
 Adds the child and prints their label.

Child

Guardian

Group

Parent/guardian phone

Notes (allergy/medical)

☐ Photo consent given

Check in & print label

Register

CHILD	GROUP	GUARDIAN	CODE	NOTES	IN	PICKUP	
Baby Okonkwo	Crèche	Ada Okonkwo 07700 900400	—	—	15:48	CODE	Check out ☐ override label
Ava Reidy	Bubbles (3–4)	Hannah Reidy 07700 900400	—	⚠ Peanut allergy	15:48	CODE	Check out ☐ override label
Noah Patel	Climbers (8–11)	Ravi Patel 07700 900400	—	—	15:48	CODE	Check out ☐ override label

At pickup, enter the code from the guardian's tag. If a tag is lost, a leader can tick **override** to release the child and record it.

Feedback

Secure check-in with a pickup code matched at collection.

Vestry — How-to Guide for Church Staff

29

Safeguarding incident log

Alongside DBS tracking and casework, the **incident log** keeps a referenced, signed-off record of concerns, disclosures and accidents. Record facts only, sign off to close, and follow your diocesan procedure — serious concerns must be referred to your DSA and the authorities.

Like the rest of safeguarding, this area should be restricted by role so only those with responsibility can see it.

How it connects

- Sits with DBS records, training and casework under Safeguarding.
- Child consent & medical details surface at check-in.

Vestry

St Aidan's Parish (Demo)

OVERVIEW

Dashboard

Setup guide

Reports & trends

Help centre

SCHEDULING

Calendar

Rotas

Events

LETTINGS

Bookings

Bookings calendar

Quotes & invoices

Rooms & spaces

People & assets

Room rates

Regular bookings

External contacts

WORSHIP

Songs & CCLI

Sermons

Service planner

guest@demo

Roadmap & ideas

My portal (member view)

Sign out

Safeguarding & DBS

Search...

Help 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](#)

Safeguarding incident log

Confidential record of concerns, disclosures and accidents. 1 open.

Safeguarding

Strictly confidential — record facts, keep to the safeguarding team, and follow your diocesan procedure. Serious concerns must be referred to the DSA/authorities.

Log a concern

Date

mm/dd/yyyy

Category

Concern

Who it concerns

Reported by

Details (facts only)

Actions taken

Log incident

SG-2026-001 Young person at youth group · Concern · 8 Jun 2026

Monitoring

A young person appeared withdrawn this evening. Spoke gently and informed the safeguarding lead the same night. Recording facts only.

Actions: Monitoring; parents informed.

Reported by Aisha Khan

Monitoring

Update

Sign off (name)

Sign off & close

Feedback

A referenced, signed-off log of safeguarding concerns.

Regular & multi-room bookings

Booking a room is one flow. Tick **one or more rooms** for a single multi-room booking (e.g. church + hall + kitchen), and set **Repeats?** to weekly, fortnightly or monthly to turn it into a regular booking that fills the diary automatically — with an optional end date for term-time or short-run groups.

Regular bookings is the management tab: pause, edit, set an end date, or generate upcoming dates now. Approving any booking checks for clashes, including linked/adjoining rooms.

Vestry
St Aidan's Parish (Demo)

Bookings ?

Search... Help 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](#) →

Regular bookings

Bookings that repeat. Set one up by choosing a repeat on a New booking; manage and generate them here.

[← Bookings](#)
[Generate upcoming](#)
[+ New booking](#)

Slimming World · Church Hall Mondays 17:30–19:30 · Weekly	Edit Active Delete
Parish Council · Side Room Tuesdays 19:00–21:00 · Monthly (second Tuesday)	Edit Active Delete
Ashbourne Pilates · Church Hall Wednesdays 18:00–19:00 · Weekly · Ashbourne Pilates	Edit Active Delete
Holiday Club · Church Hall + Side Room Thursdays 10:00–12:30 · Weekly · 25 Jun 2026 → 13 Aug 2026	Edit Active Delete

[Feedback](#)

Regular bookings — repeating hires that fill the diary for you.

Resource library & projection

The **resource library** stores reusable liturgies, prayers, talk outlines and readings to draw on when planning. From a service plan you can print the order of service or open **Projection** — a full-screen, click-through slide view for the AV desk.

Songs you use are logged for your CCLI return, and sermons build a tidy archive with passage, speaker and media.

Vestry
St Aidan's Parish (Demo)

OVERVIEW

- Dashboard
- Setup guide
- Reports & trends
- Help centre

SCHEDULING

- Calendar
- Rotas
- Events

LETTINGS

- Bookings
- Bookings calendar
- Quotes & invoices
- Rooms & spaces
- People & assets
- Room rates
- Regular bookings
- External contacts

WORSHIP

- Songs & CCLI
- Sermons
- Service planner

guest@demo

- Roadmap & ideas
- My portal (member view)
- Sign out

Resource library ?

Search... Help 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](#) →

Liturgy & resource library

Reusable liturgies, prayers, talk outlines and readings for your services.

Add a resource

Title

Category Liturgy

Text (optional)

Link (optional)

Add resource

Service of the Word — outline Liturgy ×

Gathering
The Word
Response...

Prayers of intercession — template Prayer ×

For the Church...
For the world...
For our community.....

Funeral — suggested readings Reading ×

[Open link](#) ➤

Talk outline — Hope in suffering Talk outline ×

1. The reality of suffering
2. The hope we have in Christ
3. Living it out this week

Feedback

A reusable library of liturgies, prayers and outlines.

Year-end finance pack

When the APCM or a PCC meeting approaches, the **year-end pack** pulls together income, Gift Aid, expenses and collection totals in one click, with a print view — turning a fiddly evening of spreadsheets into a check-and-print job.

It draws on the same figures as Giving and Finance, so it always matches your records.

Vestry
 St Aidan's Parish (Demo)

OVERVIEW
 Dashboard
 Setup guide
 Reports & trends
 Help centre

SCHEDULING
 Calendar
 Rotas
 Events

LETTINGS
 Bookings
 Bookings calendar
 Quotes & invoices
 Rooms & spaces
 People & assets
 Room rates
 Regular bookings
 External contacts

WORSHIP
 Songs & CCLI
 Sermons
 Service planner

guest@demo
 Roadmap & ideas
 My portal (member view)
 Sign out

Finance & budgets

Search...

Help 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](#)

Year-end finance pack

-- Finance

Print / PDF

One-click income, Gift Aid, expenses and collection totals for the PCC / APCM.

Year: 2026 2025 2024 2023 Calendar year, 1 Jan – 31 Dec 2026.

Total income
£1,465.00
 32 gifts

Total expenses
£2,165.00
 3 approved

Net
£-700.00
 deficit

Gift Aid claimable
£300.00
 on £1,200.00

INCOME BY FUND

FUND	INCOME	SPENT	NET
General fund	£1,200.00	£365.00	£835.00
Missions	£15.00	£0.00	£15.00
Roof appeal	£250.00	£1,800.00	£-1,550.00

INCOME BY METHOD

METHOD	AMOUNT
Standing order	£1,200.00
Card / online	£250.00
Cash	£15.00

EXPENSES BY CATEGORY

CATEGORY	AMOUNT
Roof works	£1,800.00
Utilities	£320.00
Office	£45.00

COLLECTION COUNTS (CASH COUNTING)

TYPE	AMOUNT
Cash	£62.50
Cheques	£0.00
Contactless	£0.00

Feedback

One-click year-end totals for the PCC and APCM.

Email templates

Save reusable email layouts — a subject and body — and pick one when composing so your weekly notices and welcome emails stay consistent and quick to send.

Templates sit alongside Messages, where you choose an audience and send now, save a draft, or schedule with an optional repeat.

Vestry
St Aidan's Parish (Demo)

Overview

- Dashboard
- Setup guide
- Reports & trends
- Help centre

SCHEDULING

- Calendar
- Rotas
- Events

LETTINGS

- Bookings
- Bookings calendar
- Quotes & invoices
- Rooms & spaces
- People & assets
- Room rates
- Regular bookings
- External contacts

WORSHIP

- Songs & CCLI
- Sermons
- Service planner

guest@demo

- Roadmap & ideas
- My portal (member view)
- Sign out

Messages ?

Search... Help 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](#) →

Email templates

Reusable layouts for the Messages composer.

← Messages

New template

Template name: Weekly notices

Default subject: This week at {church}

Body: Dear friends, ... Every blessing, ...

Save template

Weekly notices This week at St Aidan's

Dear friends, ...

Use Delete

Welcome to newcomers Lovely to meet you

Hi, ...

Use Delete

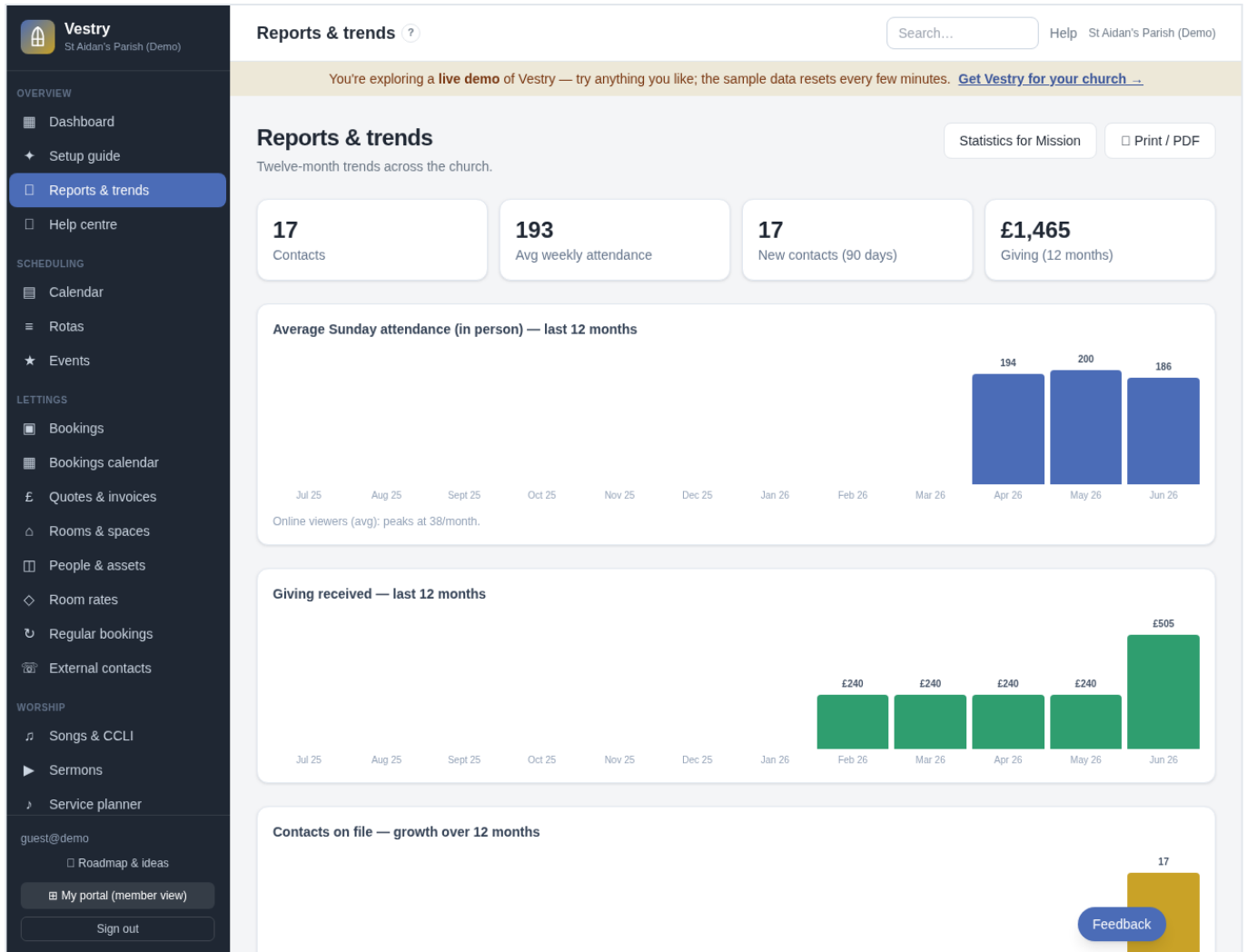
Feedback

Saved templates drop straight into the composer.

Reports & Statistics for Mission

Reports & trends shows twelve-month attendance, giving and growth in one view, with a printable report for the PCC.

The **Statistics for Mission** helper pre-fills the Church of England annual return from your attendance and membership data, ready to print — so the return becomes a check-and-submit job.



Twelve-month trends, plus a Statistics for Mission helper.

HELP

Help, built in

Every page has a ? beside its title that explains what it's for and its main functions. The **Help centre** lists every area and is fully searchable, and the printable guides (including this one) are available to download right there.

So whether someone likes to explore, search, or read, the help is always to hand.

Vestry
St Aidan's Parish (Demo)

OVERVIEW

- Dashboard
- Setup guide
- Reports & trends
- Help centre**

SCHEDULING

- Calendar
- Rotas
- Events

LETTINGS

- Bookings
- Bookings calendar
- Quotes & invoices
- Rooms & spaces
- People & assets
- Room rates
- Regular bookings
- External contacts

WORSHIP

- Songs & CCLI
- Sermons
- Service planner

guest@demo

- Roadmap & ideas
- My portal (member view)**
- Sign out

Help centre ?

Search...

Help 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 →](#)

Help centre

What every part of Vestry does. Look for the ? by any page title for the same help in context.

Printable guides

Downloadable PDF guides you can print or share with your team.

- User Handbook** PDF ⓘ
The complete written guide to every area of Vestry.
- Quick start** PDF ⓘ
Up and running in ten minutes.
- Admin & setup** PDF ⓘ
Branding, team & roles, permissions, importing data.
- Giving & Gift Aid** PDF ⓘ
For treasurers — gifts, funds, Gift Aid, statements.
- Safeguarding & children** PDF ⓘ
DBS, casework, training and secure check-in.

Search help...

- Attendance** Open ⓘ
Record weekly counts (adults, children, online). The chart shows your recent trend; figures feed the Statistics for Mission helper.
- Billing & plan** Open ⓘ
Your plan and which modules are active. The free core is always included; contact support to add modules or arrange a licence.
- Birthdays & anniversaries** Open ⓘ
Browse who has a birthday or anniversary each month. Add dates on each contact's record.
- Bookings** Open ⓘ
Book a room once or on a repeat — the single place to manage room hire.
 - Tick one or more rooms for a multi-room booking.
 - Repeats? turns a booking into a regular booking that fills the diary.
 - Approving checks for clashes (including linked/adjoining rooms).
 - Raise quotes and invoices from a booking's page.

[Feedback](#)

A ? on every page, plus a searchable Help centre.

IN SHORT

One church, one system

Because every area shares the same records, Vestry quietly keeps itself consistent: add a person once and they're everywhere; put an event on the calendar and your website updates itself; record a gift and the Gift Aid claim and year-end statement follow on. The result is less double-entry, fewer things falling through the cracks, and an office that can get on with ministry.

Questions or want a hand getting set up? Email [**support@shire-tech.co.uk**](mailto:support@shire-tech.co.uk).