

You gain access from the Home page of the presbytery website: www.homesteadpres.org

Click the 'Log In' (upper right hand corner)

Type in your ID

Type in your password

Type in the letters/numbers sequence you see in the captcha box – This is an additional security feature to hide the information in the directory from hackers. This code will be different each time you go into the directory.

There are 3 security levels for this program: Viewer, Editor, Administrator.

Viewer Level allows viewing only of data/information. This level is given to the majority of HP members.

Editor Level allows editing only to those persons within your congregation. This level is given to installed pastors and administrative assistants or clerks – Those persons who will be keeping your congregation's information current.

Administrator Level allows access to all data and is assigned only to HP staff.

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You should now see the directory in alphabetical order by Committee Name, and alphabetical order of the members of the committees. You can search for a person by last name – type the name in the box and click search last name. If you are unsure of the spelling, type as much as you know. A list of anyone that matches those letters will come up. If you are looking for a church, scroll down to the church section of the directory. The Pastor section and clerk sections follow. A printed copy can be made by scrolling to the bottom of the sheet and pressing the button that says ***Get CSV Directory***.

A CSV Directory requires the software for Microsoft Excel. Once the information is downloaded to Excel, you can manipulate the data for a printed directory, mailing labels, etc.

[My Churches](#) Page

If you simply want to locate the information about a particular congregation, without scrolling down the Home page, you can quickly locate the congregation by City. This page provides you with the Congregation name, address, phone numbers, email address, webpage address, and year established.

[Presbytery Committees](#) Page

This page allows you to target one committee without scrolling on the Home page. All members of the committee will appear once you have chosen the committee

[People](#) Page

This page allows you to view members of your own congregation.

The database should include all Presbytery staff and officers, all Presbytery Committee Moderators and members, All pastors, Session Clerks, Congregation Staff (administrative assistants, CE directors, Music Ministry, Youth ministry, etc) Active Elders, Active Deacons, Active Trustees, PW Moderators, Treasurers, etc.

This information is entered through the People category for members of the congregations. These names will not appear on the Home page directory. They will appear only to Viewer and Editor Levels of the congregation and the HP Staff. If a directory of a certain classification/occupation is desired, people must contact Kris Peterson.

Whenever a name, address (including email address) or phone change occurs, it is the responsibility of the congregation to update the Presbytery directory. (Those with the Editor Level classification) If you have a Viewer Level classification, you can notify the presbytery office of changes.

NOTE: YOU MUST HAVE AN ID AND PASSWORD BEFORE YOU CAN ENTER, UPDATE OR VIEW DIRECTORY INFORMATION.

An Occupation Code designates a person's position in the congregation: Administrative Assistant, Music Ministry, Elder, Deacon, etc. If an active elder is also the CE director, please enter the elder code as the primary code and the committee designation as the secondary code. more specific occupation of CE Director.

Please DO NOT delete members of your congregation. You can change occupation codes to inactive elder or inactive deacon. Sometimes these folks are participating on a presbytery committee and their name should not be deleted. Please contact Kris if you think someone should be deleted.

Thank you for your assistance in making the HP Directory accurate and reliable! If you have any questions or run into a problem, please don't hesitate to call Kris. 402.580.0947

NOTES: