

Instant Church Directory FAQs

How do I access the directory?

From your computer:

1. Go to www.instantchurchdirectory.com.
2. Click “Church Member Login.”
3. Find “First Time Signing In?” and click “Create a Login Now.”
4. Enter your email address and create a password.
5. Verify your email address by clicking the link in your email account.
6. Sign in with your email and new password.

From your smartphone or tablet:

1. Download the app “Instant Church Directory”
2. Open the app and enter your email address.
3. Check your email for the code.
4. Enter the code into the app.
5. Enjoy access to the online directory.

Paper copies are available from the office by request.

Is it up to date?

Accessing the directory online – via computer or smartphone – means that the directory is always up-to-date with the latest information we have.

What if my information is wrong?

Send corrections to the office or to Erin Baltensperger (ebaltensperger@gmail.com).

Can I submit a new photo?

Yes – send it to Erin Baltensperger.

How much does it cost?

It is FREE for you to use on the computer or on your phone. The Evangelism Committee has paid a very reasonable price for our annual church membership.

Is my information secure?

The short answer is yes. While there is always risk in collecting information, the risk here is minimal, and comparable to someone losing a hard copy of the directory in a public place, or having it stolen from their home.

Your Instant Church Directory account is protected by a username and password that only you know. Search engines do not crawl any of the directory data located within the password-protected portion. They take your privacy and your church members' privacy very seriously, making sure the Instant Church Directory website and databases are up-to-date with the latest security patches to protect against any current and future security threats.

Online Access Security

We have a fully secure system for the online access just like the mobile app. Only members who are entered in the directory can login to the website, and once that member is removed they no longer have the ability to access the directory. We can also make members inactive if they do

not want their information to be shown on the online directory or app, or if they lose their phone.

Mobile App Security

We built a fully secure system for all our mobile apps. Only active members you authorize can gain access to your directory, and access is revoked as soon as you change any member to inactive. If you prefer that your directory is not available via the app, simply disable the feature.

PDF Security

One output of Instant Church Directory is a PDF file, which is password protected. It is not currently available on our website. It can be emailed to you, and it will still be protected by the password, and members' information is inaccessible without the password.