Second PRESBYTERIAN Church | FAQs & Guidelines for CCB Database Use

What is the Second's Church Community Builder (CCB) Database?

Church Community Builder (CCB) is an online database that helps us keep track of events, groups, classes, giving, pastoral care needs, and contact information.

How do I access Second's CCB Database?

To access Second's CCB Database, visit www.secondpreskc.ccbchurch.com and type in your username and password. You can log into the Church Community Builder site from any computer connected to the internet.

Is my information private?

Your login is secure. The information you enter is available only to others with a login, and logins are only granted to members and friends of our church. Please do not share your log-in information with other people.

You can control what pieces of your profile other members see. Go to your profile and click the 'Update Privacy' link on the right.

How can I use the CCB database? Do I need to log-in everyday?

Different people will use the CCB database in different ways. Most people will use the CCB database and Second Pres App to access the church directory and information on upcoming events. Other people will use it to give money or access their giving statements online. Other people, especially those in leadership positions at Second, are invited to use it for their work in planning events, scheduling classes and meetings, and communicating to classes.

You don't need to log-in and check CCB all the time, but we do ask that you keep your profile and contact information up-to-date, so we can stay in touch with you. If you're involved in a group, class, or committee at Second, check that group's message board to sign up for upcoming events, volunteer for different projects, and share prayer requests.

How can I update my contact information?

Second uses the CCB database as our church directory, so make sure your contact information (phone, address, email) is always up to date, so we can stay in touch with you. To change contact information, go to your profile, click the 'Edit profile' link, and then click on the 'Basic' tab for phone and email or the 'Address' tab for address. There's a video in the Help Desk showing you how to edit your profile.

Can I give online or access my giving information?

Yes, you can give to Second through CCB. You can also see your giving record online. It is, of course, completely private, but you'll be able to log in and print your own giving report.

How can I learn how to use CCB?

If you'd like to learn how to use CCB, there are tutorial videos on the CCB website or you can stop by the CCB Help Desk, which will be set up at Second's Block Party on September 25th.

What are the guidelines for use?

The CCB database is a tool to foster communication, collaboration, and community at Second. We ask that you respect the privacy of fellow members by using the CCB database solely for Second-related events and ministries. As a member of the Second's CCB database/online community, please follow these guidelines:

- Respect and protect the privacy of fellow members by using Second's CCB database solely for Second-related events and ministries. Do not use it for solicitation of any kind.

- Use personal information in the database with care and protect the privacy of others by not giving their email addresses, phone numbers, etc. to people and groups outside of Second. Please do not add members to email lists outside of Second without prior consent or send emails that are not necessary and not requested (e.g., jokes, stories, petitions, etc.)

- Use the database for personal, friendly communication. Use language that is caring, appropriate, and seeks to build up individuals, Second, and the community.

- If you want to send a message to a child or youth in the church using CCB information, make sure you've checked with the child's parents or youth/children's director ahead of time.

Please note that individuals who do not follow these guidelines or become inactive at Second may have their login access revoked.

If you encounter problems with the CCB database, inform Johnnie Baker at jbaker@secondpres.org, so we can find a resolution. We hope our new database will help our Second family connect more easily and effectively!