



Small Groups

Make a BIG difference!

2026 Version

ST. LUKE GROUPS

Together...Living, Growing, Serving

& INFORMATION FOR MEMBERS

Watching Worship Online...St. Luke's
Phone App...Our Church Database



St. Luke United Methodist Church

11810 Burke Street, Omaha, NE 68154
402-333-6886 ext. 300

Email: churchoffice@stlukeumc.com

Website: www.stlukeumc.com

Church Office Hours:
Monday through Friday, 7:30am-4:00pm

For security reasons, most of the time St. Luke doors are kept locked except during worship services or for planned meetings. See more information about doors and building use at the back of this booklet.

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Pages 2-12: Groups at St. Luke

Pages 13-20: Member Info (how to reach us, watching worship online, St. Luke's phone app, member only church database, doors & building use)

CHILDREN

Contact: Sarah Archer, Director of Children, Youth & Family Ministry

sarcher@stlukeumc.com or 402-333-6886 ext. 313

[Facebook page: St. Luke Kids](#)

Sunday Morning Nursery

When: Every Sunday at 9:00 & 10:30 a.m. in Room 123 (Education Wing)

Nursery is provided for children ages 3 months to 3 years of age at both the 9:00 and 10:30 a.m. worship services

Kids Sunday School

When: Every Sunday during the school year (except Christmas and Easter) at 9:15-10:25 in St. Luke Kids Classroom (directly off lower level canopy entrance)

Sunday School is a dynamic children's program following the Children's Moment (in the worship service) for kids Pre-3 through Grade 5. It includes Bible lessons and free-play time in the gym.

Summer Sunday School (June-August) is from 9:15-10:00am and includes playground time and a video lesson. Kids are picked up directly following the first worship service.

Summer Activities

Messy Mondays are every Monday June 15-August 10 (no class on July 6) from 10:00am-12:00pm. This is a fun morning of exploring through arts and crafts.

Vacation Bible School (VBS) with our partner Hanscom Park United Methodist Church, July 12-17 in the evenings, for kids age Pre-K to Grade 5. VBS is held at Hanscom Park UMC. Dinner and transportation to and from Hanscom Park are included in the registration fee.

Special Kid Event Sundays

Pancakes & Pajamas (Daylight Savings Sunday in March)
 Back to School Blessing (August)
 Kick-Off Sunday (September)
 Bible Presentation for Grades 3-5 (October)

Special One-Day Kid & Family Events

Easter Egg Hunt (Saturday before Easter Sunday)
 Family Picnic (July)
 St. Luke Neighborhood Party (August)
 Family Bingo & Potluck (September)
 Family Bonfire Cookout (October)
 Trunk or Treat (October)
 Family Advent Party (December)

YOUTH

Contact: Sarah Archer, Director of Children, Youth & Family Ministry

sarcher@stlukeumc.com or 402-333-6886 ext. 313

Facebook pages: Senior High Youth Group and Crossfire-St. Luke Jr. High Youth Group

Confirmation Class

When: Sundays 4:00-6:00pm in January and February

Confirmation Class allows Grade 8 youth (and older) to fully develop an understanding of the Bible and their faith, with a special focus on how it relates to real life. In late spring youth who completed the class will be confirmed on Confirmation Sunday.

Youth Group

When: Wednesdays from 6:00-8:00 p.m. during the school year in the Youth Lounge

Grade 6-12 youth: Come hang out with your friends in a warm and inclusive environment while enjoying dinner together, movies, games, mission work and special events. You'll have a great time and your friends are always welcome!

Youth Sunday School

When: Sunday mornings from 10:00-10:30 a.m. during the school year

During the school year, Grades 6-12 are invited to meet in the Youth Lounge for faith exploration and good conversations.

Summer Sunday School is called Breakfast Club and meets from 10:00-11:30am with breakfast and discussion off campus.

Youth Mission Trips

Each summer (usually end of May or early June) the Jr. High and Sr. High Youth go on mission trips. Each trip is about 5 days of service to the community and fun activities with friends from youth group.

Special Youth & Family Events

Youth Sunday (March)

St Luke Bowls (March)

Spring Flower Fundraiser (April)

Confirmation Sunday (May)

Parking Lot Fundraiser (May)

End-of-Year Party (May)

Summer Mission Trips (May/June)

St. Luke Neighborhood Party (August)

End-of-Summer Pool Party (August)

BBQ Fundraiser (September)

Family Bingo & Potluck (September)

Family Bonfire Cookout (October)

Trunk or Treat (October)

Bake Sale Fundraiser (November)

Christmas Basket Auction Fundraiser (December)

YOUNG ADULTS

Contact: Chris Archer, Director of Adult & Young Adult Ministry

chris@stlukeumc.com or 402-333-6886 ext. 318

Facebook page: St. Luke Young Adults

Young Adults

We welcome all young adults between the ages of 18-35. If you want to be notified about Young Adult events, contact Chris Archer.

FUN & FELLOWSHIP

Bistro Group

Contact: Craig Howell via the Church Office at churchoffice@stlukeumc.com or 402-333-6886 ext. 300

When: Various times throughout the year

The Bistro Group is a group of individuals who love cooking, eating and fellowship. Our goal is to cook meals for special church gatherings and to promote potlucks and other church events where food is served. Breaking bread together is an act of Christian love inside the St. Luke family and in community outreach. We welcome others who enjoy cooking, eating and fellowship to join this group!

Chancel Choir (vocal choir)

Contact: Ann McMorrow via the Church Office at churchoffice@stlukeumc.com or 402-333-6886 ext. 300

When: Wednesday evenings and Sunday mornings from the end of August through early June

The Chancel Choir rehearses on Wednesday evenings and sings in the 10:30 worship service on Sunday mornings. New choir members are warmly welcomed!

Chancel Ringers (bell choir)

Contact: Betsy Kallstrom via the Church Office at churchoffice@stlukeumc.com or 402-333-6886 ext. 300

When: Wednesday evenings and Sunday mornings from September through May

The Chancel Ringers provide inspirational bell music for both worship and non-worship settings. Weekly Wednesday evening rehearsals are filled with fun and fellowship. Typically we perform in the 10:30 worship service on the third Sunday each month. We're always looking for new ringers. If you can read music, come join us...we'll train you!

Fellowship Movie Nights

Contact: Dave Wilson via the Church Office at churchoffice@stlukeumc.com or 402-333-6886 ext. 300

When: Various times throughout the year at Dave & Karen Wilson's home

Our purpose is to provide a forum for men and women in which we watch a movie with a controversial topic and facilitate civil discussion regarding our differing opinions. New members are always welcome, though seating is limited so RSVP's are necessary.

In-Betweeners

Contact: Eric Jones via the Church Office at churchoffice@stlukeumc.com or 402-333-6886 ext. 300

When: Various times throughout the year

This is an open and energetic social group for age 21+ focused on building relationships, laughing and experiencing points of culture in Omaha. Some examples of past and upcoming events include speakeasy cocktail hours, escape room, mini-bowling, axe throwing and spring garden party.

Thursday Coffee Fellowship

Contact: Craig Howell or Loyd Neve via the Church Office at churchoffice@stlukeumc.com or 402-333-6886 ext. 300

When: Every Thursday at 9:00 a.m. in St. Luke's Coffee Area

Everyone is invited to this weekly gathering for coffee, casual conversation and fellowship.

Women's Book Club

Contact: Suzanne Rood via the Church Office at churchoffice@stlukeumc.com or 402-333-6886 ext. 300

When: One Thursday morning every other month in St. Luke's Great Room

The Book Club is open to all women. The books we discuss are chosen by members in the group, and we enjoy talking about what we have read and how it impacted us. This is a great way to get to know others at St. Luke! We would love to have you join us!

Women's Dining Out Group

Contact: Jan Boyer via the Church Office at churchoffice@stlukeumc.com or 402-333-6886 ext. 300

When: One Saturday each month at 11:30 a.m. at various local restaurants

All women are welcome as we gather for lunch together and enjoy conversation.

Women's Mahjongg Group

Contact: Marilyn Pike via the Church Office at churchoffice@stlukeumc.com or 402-333-6886 ext. 300

When: Fourth Tuesday of every month from 1:00-3:00 p.m. in St. Luke's Great Room

We always welcome new people to this group. Our purpose is fun and socializing! Whether you already play Mahjongg or would like to learn, we welcome all adults! This is the traditional game that was developed in 19th Century China and has now spread throughout the world—it is a tile-based game in which each player draws and discards tiles to form a legal “hand.” If you have a Mahjongg game and/or current year Mahjongg card, please bring them with you.

Women's Quilting Group

Contact: Carol Elliott via the Church Office at churchoffice@stlukeumc.com or 402-333-6886 ext. 300

When: Second Friday each month from 9:00 a.m.-3:00 p.m. in various Quilting Group members' homes

Each quilter brings a sack lunch and the “host” provides beverages. Interested women are invited to come—no prior quilting experience is necessary. Quilters may work on a group project (donation quilts) or bring their own work.

Women's Soul Sisters Weekly Bible Study

Contact: Kristi Starmer via the Church Office at churchoffice@stlukeumc.com or 402-333-6886 ext. 300

When: Every Thursday from 10:00-11:30 a.m. via Zoom

This group meets for fellowship and a book study to help us grow in our faith. Members take turns choosing a book to read and discuss. New members are always welcome!

Women's Weekly Lunch Gathering

Contact: Kristi Starmer via the Church Office at churchoffice@stlukeumc.com or 402-333-6886 ext. 300

When: Every Thursday at 11:30 a.m. via Zoom

Come join us for lunch and conversation on Zoom! Started during Covid, this gathering was created out of a need to connect to people. Pop in whenever you're available. See the weekly email for the Zoom ID.

Young Adults

Contact: Chris Archer at chris@stlukeumc.com or 402-333-6886 ext. 318

When: Various times throughout the year

Our Young Adult group welcomes all young adults between the ages of 18-35. For more details or to be put on our list to be notified for upcoming Young Adult activities, contact Chris Archer.

SPECIAL GROUPS

Care Giver Support Group

Contact: Roger Penzotti at roger@stlukeumc.com or 402-333-6886 ext. 300

When: Fourth Saturday once a quarter from 1:30-3:00 p.m. in St. Luke's Great Room

Primary and secondary care giving is an ever-evolving process and can create a multitude of challenges. The focus, often at first, is on the needs of the people needing care. Many times, the needs of the care giver are delayed or put aside. The intent of this group is to provide a safe place to openly discuss personal challenges, victories, joys and needs, as well as to share resources, information and experiences to help give support to those having similar experiences at varying stages of the care giving process. Our support group is open to all—members, non-members, friends, family and those who are not yet care givers but see this as something coming in the future.

Due to the current cycle of needs in our group, in 2026 we have changed our schedule to only meet quarterly. When the need for more frequent meeting arises, we can go back to a monthly meeting schedule. Let us know if your needs change so we can help work through this process.

Scout Troop 770

Contact: Email Scoutmaster at info@troop770.org

When: Every Monday at 7:00 p.m. in the Youth Lounge

Scout Troop 770 (boys ranging from 10-17) meets at St. Luke. We have boys from OPS, Millard and District 66 school districts. Boys do not need Cub Scout experience in order to join this troop. We welcome new boys and they can join at any age.

LEARNING & DISCUSSION

Bible & Book Studies

Contact: Church Office at churchoffice@stlukeumc.com or 402-333-6886 ext. 300

When: Several times throughout the year

Short-term studies focus on the Bible and/or religious/spiritual literature and provide opportunities for discussion and getting to know others from St. Luke.

Bible & Faith Conversation with Pastor Marshall

Contact: Pastor Marshall at marshall@stlukeumc.com or 402-333-6886 ext. 312

When: Every Tuesday from 2:00-3:00 p.m. in-person (Conference Room) and via Zoom

Everyone is welcome! Join us for a one-hour conversation where we reflect on the previous Sunday's sermon and begin exploring the scripture and message for the coming week. It's a relaxed time of discussion, learning and sharing faith together. Come as you are and join the conversation!

“Faith Builders” Adult Education

Contact: Chris Archer at chris@stlukeumc.com or 402-333-6886 ext. 318

When: Wednesday evenings at 6:00 p.m. in the Staff Lounge and via Zoom

Faith Builders allows people to learn about and discuss a number of faith-related subjects as well as interact with people from different backgrounds. See the weekly email for the Zoom ID.

“Keep Your Quarters, Please!”

Contact: Loyd Neve or Dave Wilson at chris@stlukeumc.com or 402-333-6886 ext. 318

When: 2nd Saturday each month from 9:30-11:00am in the Great Room

What if our faith community gathered in a relaxed setting to discuss questions we may not agree on—and practiced truly listening to one another with respect? The “Quarters” Group does just that! All individuals are welcome to join us. This is a self-guided group. When we meet, we determine the topic for the next month.

Our one rule: No one may say the name of a politician, candidate, officeholder or political party. If you do, you owe a quarter (cash or IOU accepted)—thus the name of our group, **Keep Your Quarters, Please** (or “Quarters,” for short). Our discussions are lively, fun and often filled with laughter—and so far, no quarters collected!

Upper Room Devotionals Available

“Upper Room” devotional magazines are always available on the shelf in the new coffee area.

Women’s Soul Sisters Weekly Bible Study

Contact: Kristi Starmer via the Church Office at churchoffice@stlukeumc.com or 402-333-6886 ext. 300

When: Every Thursday from 10:00-11:30 a.m. via Zoom

This group meets for fellowship and a book study to help us grow in our faith. Members take turns choosing a book to read and discuss. New members are always welcome!

SERVING & MAKING A DIFFERENCE

St. Luke "happens" because of the combined efforts of staff and church members. We need and appreciate individuals who share their time and talents to help us continue to be a caring church that makes us attractive and meaningful to those who attend.

Please note the opportunities below as there is always a need for additional volunteers. You might be the perfect person to fill one or more of these spots!

Children & Youth Ministries

Contact: Sarah Archer at sarcher@stlukeumc.com or 402-333-6886 ext. 313

When: Typically held during the school year, though there are some summer activities

Our Children & Youth Ministries offer opportunities for our children and youth on Sunday mornings and Wednesday evenings.

Decorating Team

Contact: Church Office at churchoffice@stlukeumc.com or 402-333-6886 ext. 300

When: Various times during the year

This group meets to decorate the church for seasonal and special events.

Emergency Responders Team

Contact: Nancy Joekel at churchoffice@stlukeumc.com or 402-333-6886 ext. 300

When: As needed

This group is here to help those in our church community who have been affected by severe weather. If you experience weather-related damage or difficulties and could use assistance, contact the group.

Faith in Action Team

Contact: Church Office at churchoffice@stlukeumc.com or 402-333-6886 ext. 300

When: Meets as needed

This group works on outreach activities crossing racial lines in our greater Omaha community. We want to learn from others by engaging with them in a meaningful way.

Habitat

Contact: Mark Butler via the Church Office at churchoffice@stlukeumc.com or 402-333-6886 ext. 300

When: Saturdays, June through August

Each summer St. Luke participates in a coalition of churches that builds and/or rehabs one or two Habitat houses. We work on the houses on Saturdays and welcome all skill levels!

Heartland Hope Food Pantry

Contact: Lynn Hansen via the Church Office at churchoffice@stlukeumc.com or 402-333-6886 ext. 300

When: The last Thursday every month from 1:00-4:00 p.m. at Heartland Hope (2021 U Street)

For 13+ years, St. Luke members have been volunteering monthly at Heartland Hope Food Pantry to organize the food supplies and help individuals picking up groceries from the pantry. Last year Heartland Hope provided food and essential resources to over 83,000 people in the Omaha area.

Missions Team

Contact: Heidi Larson at churchoffice@stlukeumc.com or 402-333-6886 ext. 300

When: Typically hosts a project once or twice a month

This group works on projects and collects items for those in need in our community. Their focus changes every quarter and has included making PB&J sandwiches for Youth Emergency Services, collecting non-perishable food for Omaha pantries, and collecting coats, hats and gloves for local shelters. The projects offer fairly easy ways for our members to help make a difference for the needy in our community.

St. Luke Child Development Center

Contact: Aimee Bryer (Director) at childcare@stlukeumc.com or 402-333-6886 ext. 301

St. Luke Child Development Center has a reputation in Omaha as a quality child care center and provides care for nearly 125 children each weekday. Volunteers (ages 16-75) come in and rock babies, read stories, help out in classrooms and help with special events.

We also are always hiring for our Child Development Center. Individuals must be ages 16-75 and be able to pass a background check and drug test. Contact Aimee to apply for a position in our Center.

Teen Center (located at Burke High School)

Contact: Abbey Jackson at abbey@teencenteromaha.org

The Teen Center program for Burke students offers academic assistance, enrichment activities, mentor relationships, post-secondary prep and much more. Check out their website: <https://teencenteromaha.org/>

All donations for the Teen Center should be sent directly to: Burke High School, Attn: The Teen Center, 12200 Burke Blvd, Omaha, NE 68154. (Donations will not be received at St. Luke.)

Volunteer Opportunities

Contact: Church Office at churchoffice@stlukeumc.com or 402-333-6886 ext. 300

We need many friendly volunteers to share their time and talents:

- Adopt a St. Luke flower bed to maintain (spring through fall)
- Audio-Visual Technicians (Sunday mornings and occasional special services)
- Building & Grounds Projects (as needed)
- Children's Ministry
- Child Development Center
- Coffee Hosts (Sunday mornings)
- Communion Servers (Sunday mornings)
- Greeters (Sunday mornings)
- Heartland Hope Food Pantry (1 afternoon per month)
- Office Assistant (weekly or 1-2 times per month on weekdays)
- Provide suppers for youth groups (Wednesday evenings)
- Receptions Team (funeral lunches and church dinners)
- Scripture Readers (Sunday mornings)
- Teen Center (now located at Burke High School)
- Ushers (Sunday mornings)
- Worship Décor Team (seasonal)
- Youth Ministry

Committees & Teams

For details about any of the committees and teams listed below, contact the Church Office at churchoffice@stlukeumc.com or 402-333-6886 ext. 300.

- Administrative Council
- Bistro Team
- Child Development Center Advisory Board
- Children & Youth Ministry Team
- Décor Team
- Emergency Responder Team
- Faith in Action Team
- Finance Committee
- Missions Team
- Receptions Team (church events & funeral lunches)
- Staff Parish Committee
- Trustees
- Women's Ministry

WAYS TO CONNECT WITH US

Church Staff

- Marshall Johnson, Senior Pastor
- Sherrie Lindsey, Administrative Director
- Roger Penzotti, Administrative Assistant
- Chris Archer, Director of Adult & Young Adult Ministries
- Sarah Archer, Director of Children, Youth & Family Ministries
- Randy Mohr, Finance
- Ann McMorrow, Director of Chancel Choir
- Betsy Kallstrom, Director of Chancel Ringers
- Joan Young, Organist
- Aimee Bryer, Director of Child Development Center
- RJ Johnson, Facility Manager

Church Office

Email: churchoffice@stlukeumc.com

Phone: 402-333-6886 ext. 300

Church Office Hours: Monday through Friday, 7:30 a.m.-4:00 p.m.

Website

Church: <https://stlukeumc.com>

- Click on individual tabs at the top for the following: About, Events, Ministries, News, Sermons, Contact and Give. (The Events page is also where you can find our calendar.)
- If you scroll down the home page, you will see options to Learn More and Watch Live or Past Worship Services.
- In the far upper right corner of the home page, there are buttons for Worship Options, the Child Development Center, St. Luke Gear Store and Members.

Facebook Pages

Church: <https://facebook.com/stluke.omaha.ne>

Children & Family Ministry: <https://facebook.com/Stlukekidsomaha>

Jr. High Youth: <https://facebook.com/stlukecrossfire>

Sr. High Youth: <https://facebook.com/stlukesrhighyouth>

Young Adults: <https://facebook.com/StLukeYoungAdults>

Child Development Center: <https://facebook.com/St-Luke-Child-Development-Center-105531908305677>

St. Luke Calendar (on our website)

<https://stlukeumc.com/events/calendar>

QR Code for Latest Sunday Announcements:



WATCHING ST. LUKE WORSHIP ONLINE

NOTE: On the home page of our website (www.stlukeumc.com), in the far upper right corner is a button marked “Worship Options” that will always post all of the options listed below for your convenience.

- Watch on our YouTube channel Sundays at 9:00 and 10:30am:
<https://www.youtube.com/@st.lukeunitedmethodistchur3084streams>
- Watch on our Facebook page Sundays at 9:00 and 10:30am:
<https://www.facebook.com/stluke.omaha.ne>
- On both the YouTube channel and Facebook page, you can watch a worship service live or later at your convenience.

You can also find our viewing options on our website with the following steps:

YouTube:

- **Go directly to our YouTube channel, “St. Luke United Methodist Church – Omaha, NE.”** Click on “Subscriptions” (on the left side of your screen) so that you never miss a new video that we post (you will need to sign in to your YouTube account in order to subscribe).

Or you can go to the www.stlukeumc.com home page:

- In the far upper right corner, click on the small black box with the outline of a tv screen and a “play” arrow in the middle (this will take you to our YouTube page)
- On our YouTube page, under our big star logo, click on the “Live” tab
- Click on the worship service you want to watch (either live or past worship services through November 30, 2025)

Facebook:

- Go to: www.stlukeumc.com
- Scroll about half way down the home page to the blue box and click on “Watch Live” (this will open our Facebook page)
- In the right hand column, scroll down to look for the worship service you want to watch—they will be listed by dates posted and thus intermixed with other daily Facebook posts

And here are even more ways you can view our worship services:

In our weekly email:

- Scroll down to the “Worship Service Options”

If you have a Smart TV:

- Open YouTube
- Search for St. Luke United Methodist Church Omaha
- You may have to repeat these steps every time

St. Luke’s new phone app:

- Install St. Luke’s phone app (see instructions in the next section)
- Select “Livestream” or “Past Sermons,” then choose which Sunday you want
- Listen or watch at your convenience from anywhere you have service

On St. Luke’s website:

- Go to: www.stlukeumc.com
- Near the top of the home page, click on the “Sermons” tab (to the right of our star logo)
- Worship services are in date order, with the most recent at the top of the list—just click on the Sunday you want to watch. (The worship services on this page only go back to January 5, 2025, as that is when we started posting them on our website.)
- In the gray boxes on the right hand side, you can filter sermons by who preached or by calendar year

On St. Luke’s YouTube page:

- For worship services on and after November 30, 2025, go to: <https://www.youtube.com/@st.lukeunitedmethodistchur3084streams>
- For worship services on and prior to November 23, 2025, go to: <https://www.youtube.com/@st.lukeunitedmethodistchur3084/videos>

ST. LUKE’S PHONE APP

We’re excited to announce the launch of our St. Luke Church App powered by Tithely! This free app makes it easier than ever to stay connected with worship, events, giving, and church news—all in one place.

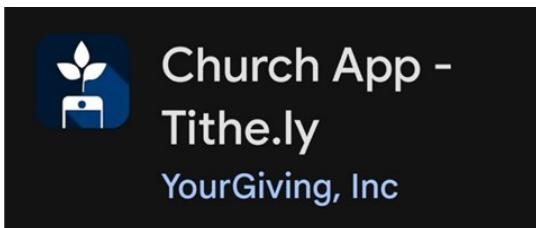
With our app you can:

- Watch or listen to livestream worship services or past sermons
- Give securely to St. Luke
- View our current announcements

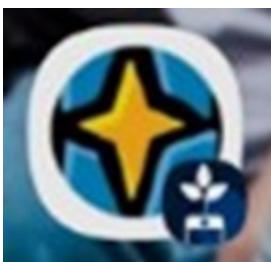
- View details about upcoming events
- Access the church database to look up other church members or to access your own information and giving (you will need to set yourself up as a user in our database program)
- Access St. Luke's website
- Access the Upper Room daily devotional
- Access a digital Bible where you can look up any passage in whatever version of the Bible you want to use and/or search the Bible for keywords and/or topics

How to download the St. Luke Church App (powered by Tithely) on your phone:

- 1) Open your app store
 - iPhone → App Store
 - Android → Google Play Store
- 2) Search for "Tithely"—it will look like the image below:



- 3) Download the Tithely App, then tap Install or Get
- 4) Open the App
- 5) Search for St. Luke UMC and select it—it should look similar to the image below, which is how it will save on your phone:



- 6) Create an account in Breeze (this step is optional but you will need it to access the Members button)
 - Creating an account allows you to give faster, register for events, and receive notifications—but you can use most of the app without an account
 - You WILL have to have an account in Breeze to access the "Members" button on the bottom bar. For security reasons, the information in "Members" is only accessible to church members who are already in our database and who create an account.
- 7) That's it! You're connected to our phone app!

Need help? Contact Roger at roger@stlukeumc.com or 402-333-6886 ext. 300—he'd love to help!

NOTE: When you install the phone app, you will need to register and set yourself up as a user in Breeze in order to access the "Members" feature at the bottom of the app screen. The following pages have instructions on how to set up your account in Breeze.

MEMBERS ONLY CHURCH DATABASE

St. Luke uses Breeze Church Management software to maintain our member and friends' contact information and financial contributions. We invite our members to access St. Luke's member database to view their own information, view their information about pledges and giving, and search for contact information of other St. Luke members (i.e. an online church directory).

Breeze is secure and can only be accessed by individuals who are already in St. Luke's database and who have also set themselves up as users in Breeze.

NOTE: If you have our phone app, you will have to register in Breeze in order to use the "Members" button on the phone app.

Setting up your user account (St. Luke members)

On your computer, go to this link to begin: <https://stlukeunitedmethodistchurch.breezechms.com>

When you go to the link, you will see a "Create Account" screen.

On that "Create Account" screen, enter the name and email address that St. Luke uses for your contact, then click **Continue**. The Breeze system will only allow members who are already in our database to create accounts.

After you complete the above screen, Breeze will match the information to what is on file for you in our database. Once they match you to our database, they will send you an email that says: "Success! Good news! We were able to find your profile and have emailed an invitation to create your user account."

Next, look for the email in your inbox from Breeze. It will be an invitation for you to create your member access account in Breeze. There will be a link or button for you to click to create your username and password.

When you click on the **Create** link or button, you will see a "Create User" box. Create a username (anything you want) and password and save the information in a safe place. Breeze will let you know if the password you have selected is **weak, good or great** and will only allow **good or great** passwords.

Next click the **Create User** button.

You will then see an "Account Created" screen and also will receive a **Success!** email in your inbox.

If you do not see the "Account Created" screen or receive the email, contact the Church Office.

You are now ready to begin using Breeze (more details below).

Accessing Breeze after you set up your account

When you want to access Breeze in the future, you can find a link at the “Members” button in the top menu of our website (www.stlukeumc.com), or bookmark this link:

<https://stlukeunitedmethodistchurch.breezechms.com/login/>

Or you can tap the “Members” button on the bottom gold bar of our phone app.

Your Breeze Dashboard

Below is a sample image of a Breeze Dashboard for a member user. Notice the menu across the top on the blue bar. Don’t be afraid to click around to learn more about how the dashboard works.

People allows a search for St. Luke members and their contact information.

Events will show you events that we have set registrations up for; however, most of our events appear on our website rather than on the Breeze dashboard.

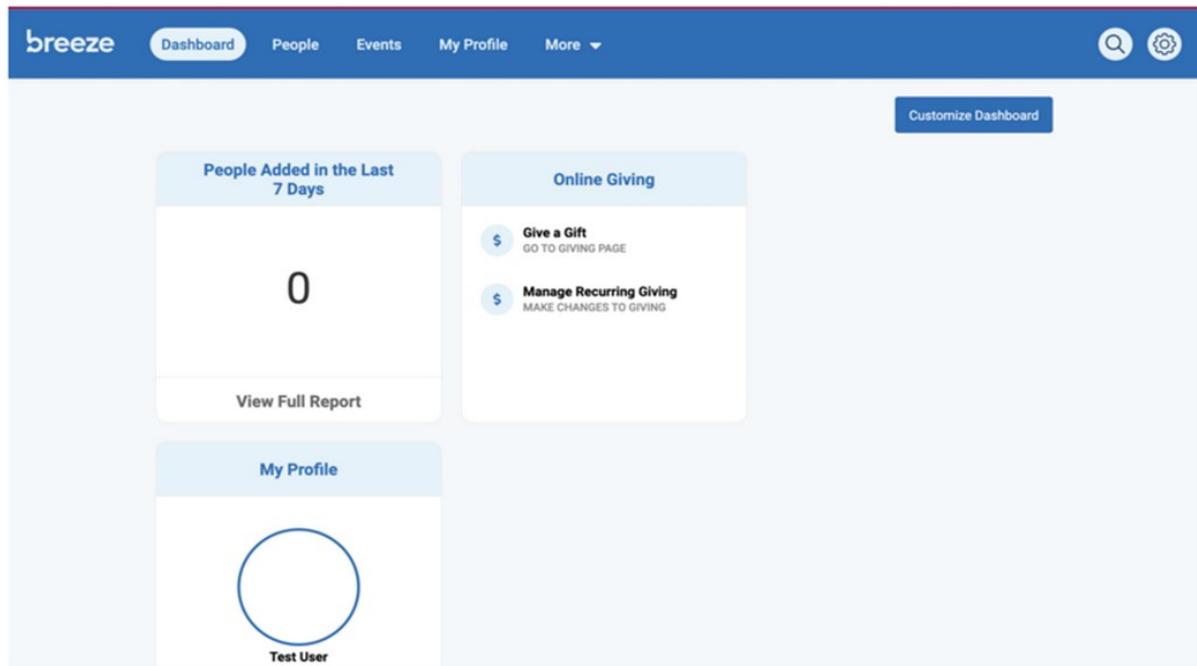
My Profile is where you can:

View your own contact information and submit updates and/or upload a photo of yourself and/or your family.

View information about your pledges and giving.

More will lead you to online giving options.

You can click the **Customize Dashboard** to change what appears on your screen.



Updating Your Profile on Breeze

The directions to update your profile are below; however, if you are uneasy about updating your profile or you want help updating your profile, contact Roger at roger@stlukeumc.com or 402-333-6886 ext. 300, and he will make the changes for you.

Choose **My Profile** from the blue menu bar. To edit the various sections of your **My Profile**, hover over the title bar of the section and the words “click to edit section” will appear. Click the title bar

and edit the fields as needed. Make sure to save your changes when you are finished. (The red arrows in the image below point to the **My Profile** tab on the menu and a menu bar highlighted so that “click to edit section” appears.)

To upload a profile photo, click the large icon of a person to the left of your name. The “Select Profile Picture” screen will open. Click the Upload Image link and select a photo of yourself and/or your family from your device.

If prompted, make sure to save your changes when you are finished uploading.

Accessing Information About Your Pledge and Giving

On the **My Profile** page there are two menu choices on the left side of the screen, **Details** and **Giving**. The screen will open on the **Details** view. If you want to view your giving information, select the **Giving** link.

After selecting the **Giving** link, you can search for your contributions based on a date range. In the center of the page, you can see the fields where you can toggle between **Giving** and **Pledging** information.

Accessing St. Luke’s Online Church Directory

When you click on the **People** page, the directory will automatically open in alphabetical order, starting with the A’s. You can scroll down and click on any individual to open their contact information.

If you are looking for a specific individual, on the right hand side of the screen is a box labeled “Filter by Name.” Enter the last name and it will pull up that individual (or all individuals with that last name). Click on the name to open their contact information.

If you have our phone app, tap the “Members” button on the bottom gold bar of our phone app and log in, then follow the same directions above.

We hope these instructions about our online worship, phone app and Breeze are helpful but if you find yourself stuck in the process or have any issues, contact Roger in the Church Office at 402-333-6886 ext. 300 or roger@stlukeumc.com during office hours, Monday through Friday, 7:30-4:00.

DOORS & GENERAL GROUP INFO

To get proper publicity out to the congregation via the weekly email and slides, groups should provide Sherrie in the Church Office with detailed information at least four weeks prior to an event/meeting/gathering. Send details to sherrie@stlukeumc.com

No space in the building may be used unless scheduled in advance through Sherrie Lindsey at sherrie@stlukeumc.com. We limit all requests to one staff person so that we don't double-book a space and so we get the right doors programmed to be open at the right time.

For security reasons, we keep many St. Luke doors locked. Please keep the following in mind:

- Weekdays during business hours (7:30am-4:00pm): Use upper/bell tower doors for Church Office (lower canopy doors will not be available during business hours). You will need to ring the camera button in order for us to recognize you and admit you.
- Wednesday nights: Choirs, youth groups, adult study and any other activities will continue to use lower/canopy doors (upper/bell tower doors will not be open).
- Evening meetings: Use upper/bell tower doors (lower canopy doors will not be open).
- Worship services on Sundays: Both the upper/bell tower and lower/canopy doors will be open. You can park in either parking lot and enter at either door. (Parents of children and youth, we encourage you to use the lower lot/door, as the children and youth meet on the lower level.)
- For all other gatherings/events, watch the weekly emails for details about which door to use.

Due to budget cuts, we are now down to one full-time person, RJ, our Facility Manager, who is responsible for all upkeep of the building and grounds. Because he has so much to do by himself, all committees and groups are asked to do their own set-up and clean-up if/when meeting at St. Luke.

If your group uses any of the St. Luke tablecloths (for a small event or large event), you are responsible to take the tablecloths home, wash them and bring them back folded and without wrinkles. We do not have a staff person or church member who is responsible for tablecloths.

St. Luke's coffee area:

- The coffee area must be reserved for use, like all other areas in the building.
- Feel free to use our coffee area for small conversations or meetings Monday through Friday, 8:00am-4:00pm. If your group needs a bigger space, talk to Sherrie about using the Conference Room or Great Room.
- Our staff do NOT make a daily pot of coffee. If you plan to meet someone in our coffee area, you will need to make a pot of coffee or bring your own coffee or beverages.
- If you make a pot of coffee, clean up the pot and cups when you are done.
- If you use any of St. Luke's coffee or supplies, you and your group are asked to make donations to help cover the cost.
- There are times our coffee area will not be available, i.e. when we have a funeral scheduled.