



Introduction to One Church

One Church is Saxe Gotha's new online directory and church management platform! It is useful both as a group management, volunteering, and communication tool. We hope that everyone is able to use One Church as the central hub for staying connected to Saxe Gotha.

Log in at: saxegotha.onechurchsoftware.com

How do I get signed up?

December 1, you will receive an email titled "Complete Account Set up - Saxe Gotha" to the email address we have on file. There will be a link in that email which will guide you through the process. This email may go to your spam or junk email folder. If you do not receive the email, please contact the church office.

What if I am not online?

We hope that you are as excited about One Church as we are! It is a great way to keep in touch, communicate with those who share your ministry areas, give online, and keeps the church office and your church friends up to date with your contact information. However if you choose not to sign up, we will still have your information and you can keep it updated by getting in touch with us.

Can you help me get signed up?

Yes! We will have trainings and open office hours where staff and volunteers can assist anyone in signing into One Church. Stop by at any of these times to get assistance:

Monday, December 5 from Noon to 2pm (Senior Adult Training)

Tuesday, December 6 from 2pm to 4pm (Open Drop-In Hours)

Sunday, December 11 from 9am to 10am (Family Fellowship)

Tuesday, December 20 from 2pm to 4pm (Open Drop-In Hours)

How do I log in?

After your initial sign up, you can log in by going to saxegotha.onechurchsoftware.com, using your email address and the password you set.

What if I lose my password?

You can reset your password like most online accounts, by clicking the "forgot my password" button on the log in screen. If you are unable to do this, Saxe Gotha staff can reset your password for you.

My photo is old, or I don't have a photo.

You can select a new one! Just click on the photo to add a new photo from your phone or computer. We will also have photo booths set up Sunday December 4, 11, & 18 for you and your family to take a new photo, which you can update yourself, or email to our Membership Coordinator, Karen Baier (kbaier@saxegotha.org) to update for you.

How do I update my contact info?

When you log in, you will be able to access your profile. You can access it either through the "View My Profile" text at the top left navigation, or by selecting your name in the top right of the desktop software and then select "Profile."

Please review and update your information!

Under your profile, you will be able to edit your contact information and Family Managers will be able to edit the information for all members of their family.

Who can see my contact information? How do I control who can see my contact information?

You can control who can see your contact information. The default setting allows Member contact information to be visible only to other members. You can update the settings by going to your profile, select "Actions," and then going to "Update privacy settings." You can select different privacy settings for all of your contact information in your profile.

What are groups?

Groups are areas of our ministries that you participate in. Some groups include: choir, bible studies, Sunday School classes, etc. You have the ability to post messages to your groups and send emails and texts to group members. Some groups have already been set up and more are being added. You can also request to join any public groups. If you would like us to add your group or add a sign up for your group, contact the Database Manager, Jennifer Dever at jdever@saxegotha.org.

How do I get back to my home page?

In the left menu, click "Home" to return to your dashboard.

How do I find my friends' contact information?

From the Desktop application: either search their name in the top search bar, or go to the Contacts page and search for them. In the Mobile App: on the main screen click the menu icon in the upper left hand corner, then select People on the left hand menu. From there you can search for Member contact information.

Is the system secure?

Yes. The system is very secure. In fact, it's more secure than a paper directory. The directory data in One Church is only accessible to people with log-ins into the system.

How can I find help?

We will be hosting trainings in December 2022 and throughout Winter/Spring 2023. We will also provide additional help directly to members, which you can request on the One Church Training form on our website. If you need help during non-business hours, you can click the Question Mark (?) icon in the upper right hand corner and it will direct you to the extensive searchable One Church Training Library.

**If you have any further questions or need any assistance,
please contact our Database Manager,
Jennifer Dever at jdever@saxegotha.org**