



Prince of Peace Lutheran Church

2330 East Calumet St, Appleton, WI 54915

Ph: 920-739-5255 • Website: popappleton.org • General Email: Admin@popappleton.org

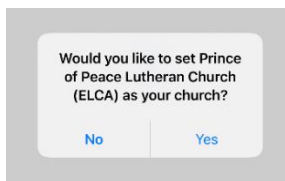
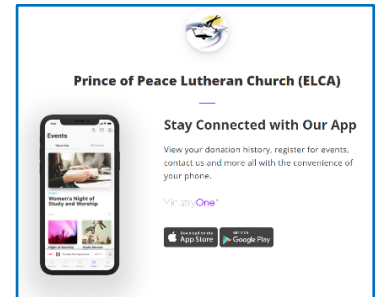
MinistryOne Mobile App

Member/User Instructions

Below are step-by-instructions to download and use the MinistryOne mobile app. Note the **two (2) different options** to download the app. You may choose whichever option you prefer to download the app.

OPTION #1: Download the app *directly from the PoP website!*

On your *mobile* device, tap the link on the PoP website Home Page (popappleton.org) and download the app from either the Google Play Store (Android devices) or iOS App Store (Apple devices). The link will look like this (*image to right*). Note: Do not attempt to download the mobile app from a desktop or laptop. It is for mobile devices only.





You will then be taken to your device's app store (Google Play or iOS App Store) to **download** the app. Once downloaded, open the app, select **"Yes"** when this notification pops up: **"Would you like to set PoP (ELCA) as your church?"** and you're in!


OPTION #2: Download the app *directly from your device's iOS App Store or Google Play Store.*

Follow these 3 simple steps (*listed in the image below*) to download the app *directly from your device's app store:*


1. Search for MinistryOne App
Go to the Apple App or Google Play Store. Search for MinistryOne and download the app to your mobile device

2. Locate the MinistryOne App on Your Device
Your church app will be located within the MinistryOne App



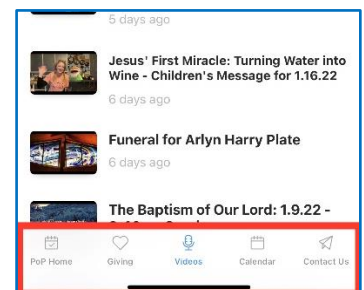
3. Find your church app by Name, City or Zip
Enjoy exploring your new church app!



In **Step #3:** Simply type in **"Prince of Peace,"** hit the **"Find Your Church"** button (iOS) / **"Find My Church"** button (Android) and Prince of Peace with the PoP logo will appear. Select it by tapping on the image or text, and choose **"Select This Church"** at the **very bottom** of your device's screen. And you're in!

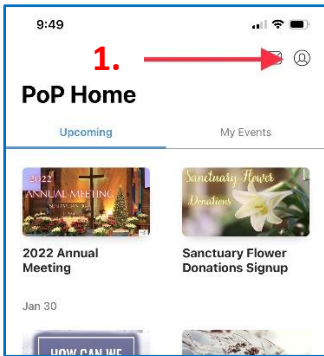
Explore the App!

You are now ready to explore the app and all that it has to offer! Simply use the **bottom navigation menu** and tap on any of the icons listed at the bottom of your screen (*outlined in red in image to right*) to choose where you want to go in the app. Have fun exploring!



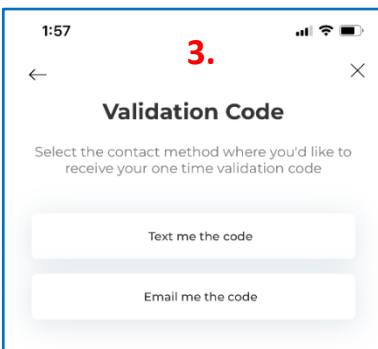
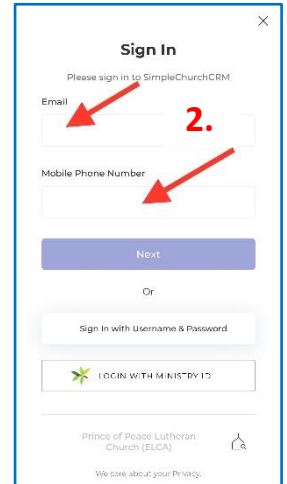
Sign In to the App – For Member-Only Features:

To access certain features of the app, such as the Membership Directory and your Giving Profile and Giving History, you will need to **SIGN IN** to the app. To do this, you will need to be a PoP member. Follow these steps to sign in:



1. Tap on the Profile icon in the **upper right-hand corner** (both iOS/Apple & Android devices).

2. Enter either the email address **OR** mobile phone number that you have on file with Prince of Peace and tap the “Next” button (both iOS/Apple & Android devices).



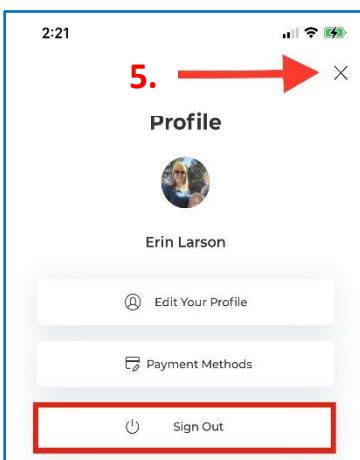
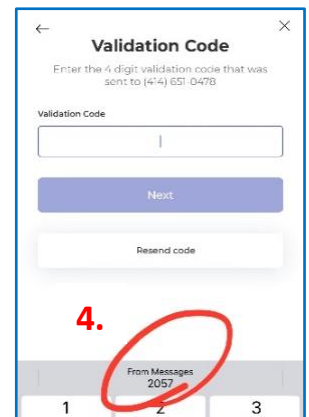
3. Select the contact method of how you’d like to receive your one-time 4-digit validation code (via email or text) (both iOS/Apple & Android devices).

4. Enter the 4-digit validation code and tap the “Next” button.

If you do not receive a validation code, or more information is being requested, this means that the email address or cell phone number you entered is NOT on file at Prince of Peace. Please call Prince of Peace to update your information: (920) 739-5255.

You are now signed in to the member area of the app. While signed in, you can:

- edit your Profile (personal and contact info)
- view your recurring payments & payment history
- change/add payment methods
- access the PoP Membership Directory



5. To return to the main area of the app, simply tap the “X” (iOS) or “back arrow” (Android).

6. Sign Out:

You will remain signed in to your account while using the app, and after leaving/closing out the app, *until* you tap the “Sign Out” button on your Profile page (iOS) or the “ellipsis” icon (3 vertical dots) in the **upper right-hand corner** of your Profile page and tap the “Sign Out” button (Android device).

(iOS)

(Android)

