Text In Church for PastorsLine
Upgraded Account

TextInChurch

Table of Contents

TextInChurch

Settings

Customize your Text In Church account and Personal Settings. Each menu under settings allow you to configure key account areas. Two important areas to view are **Branding** and **Subscriptions**.

Branding

- Church Name
- Time Zone
- Primary Color
- Church Logo

Subscriptions

- Sent messages vs. Allotment
- Monthly Counter reset date
- Emails sent
- People in your database
- Number of phone numbers
- Number of Callers & Minutes (used for Calling)

Notes:

Text In Church

System Integrations

Text In Church offers a variety of integrations designed to help streamline adding your membership as People Records into Text In Church and quickly designating your individuals into the groups they should belong in. Each Integration is configured differently, and full setup instructions are below.

Connect

Each Integration requires you to connect it first. Within your account, navigate to Settings > Integrations and click "Connect" to start that process. You'll then be prompted with your next steps. Each integration is different, but all can bring over Name, Email & Phone Number (Cell) from the integration source to Text In Church.

Syncing Details

- During your setup, you'll be prompted to select which items sync from your integration source. When you make those selections, you can choose the automatic syncing frequency with options for Daily, Weekly or Monthly.
- Items sync'd from an integration will sync into either existing or new groups (depending on your preference).
- The groups will automatically sync at the regular interval you've designated.
- Sync logs can be found in each group under the "sync log" tab.

Step-by-step instructions to add people to your Text In Church account using:

Planning Center	Rock RMS
Church Community Builder	CSV File
Elvanto	Breeze

Integrations Glossary

Notes:

People Section

Your relational database - it's where all your contacts live, including: Guests, Members, Volunteers, Staff, anyone you want to stay connected with via text, email, or automation.

People Glossary

Text In Church Account

You need people within your Text In Church account to send texts or emails.

Each person must have their own unique email address and phone number.

Add People to Your Account

You can add people to your Text In Church through an integration, CSV import, Quick Add, Connect Cards or Keywords.

This section allows you to manage your directory.

- Manage People Records
- View Conversation History
- Add/Read Comments
- Opt people out of communication
- See what Connect Cards, they've filled out, what Automated Workflows & Groups a part of and more

From PastorsLine, the data you'll see is Name, Email, Country, Phone Number, Birthday, Sync ID.

Notes:

Email Message Overview

Email messages are unlimited with your subscription. When a group email is received, there is one specific reply-to email. (No clunk reply-all messages!)

Send immediately, schedule for the future, or send as part of an Automated Workflow.

Emails

- Email messages can be sent to individuals or Groups
- When a group email is received, there is one specified reply-to email.
  (No clunky reply-all messages!)

Sending Emails

- You can send emails immediately, schedule for the future, or send as part of an Automated Workflow.
- Emails have rich text formatting, allowing for inline images, links, formatting, and more.
- You'll identify a Sender Name & Reply-to email address when building out your email.

Email Sending Guide

Messaging Glossary

Notes:

Text In Church

Text Message Overview

Text Messages

- Text messages can be sent to individuals or Groups.

- When a group text is received, the are received as individual messages - no more annoying group chats!

- You can send text messages immediately, schedule for the future, in response to a Keyword, at Connect Card completion, or send as part of an Automated Workflow.

- Can send links.

Pro tip: Use our link shortener for getting the most of your text messages!

- Incoming replies are always free!

- Check messages online or in our mobile app.

Available on the App Store

GET IT ON Google Play

Message Types

SMS

- Plain text message can include links

- Goal: Keep it short & sweet! Under 160 characters is best, maximum is 459. That changes to just 70 & 201 characters when special characters or emojis are included

- One SMS sent to 100 people will count as 100 messages from your monthly allotment.

MMS

- Multi-Media message - include an attachment of 500kb or less

- One message + attachment message = two messages. So one MMS sent to 100 people will count as 200 messages from your monthly allotment.

The very first time that someone interacts with your phone number, they'll receive a compliance message.

Notes:

TextInChurch

Voice Broadcast Overview

Voice broadcasting is a feature that allows you to send pre-recorded voice messages to a large group of people at once.

Share Your Voice

You've got three options, so you can choose what works best for you:

- Option 1: Record Your Voice
- Option 2: Upload a Recording
- Option 3: Use Text-to-Speech

Understand Message Credits

Voice Broadcasts are included in your Text In Church subscription with no additional fees.

The cost is based on usage, calculated at 1 credit per minute per person reached, making it an affordable and practical solution for mass communication.

- 1-minute message to 100 people = 100 messages
- 2-minute message to 100 people = 200 messages

To keep things simple, aim for under a minute.

Send or Schedule

- Choose the local number you want to send from.
- Either hit Send Now or Schedule a specific time for it to go out.
- Once sent, the message will appear as a phone call on the receiving phone, where they can either answer it to listen or receive it later as a voicemail!

Learn More

Notes:

Groups

Groups are used in two main ways:

As a list or house for people with common traits.
E.g. Women's Ministry, Men's Ministry, Prayer team, Church Leadership

As a frame to connect a Connect Card, Keywords, and Automated Workflows.
E.g. Gathering RSVP information & sending reminder messages automatically or
Small group signups with a trigger to let a staff member or volunteer know that someone
is looking to get into a group.

People can be added to Groups by:
- Completing a Connect Card
- Manually added
- Using an integration
- Importing a CSV file
- Texting a Keyword

Groups from PastorsLine have been brought over

Notes:

Connect Card

Web Form-Style Way to Gather Information

Connect Cards are an easy way to gather information. Text In Church has easy-to-use Connect Cards you can share digitally.

Capture This Information

- First & Last Name
- Email
- Mobile Number
- PLUS any other custom questions you add

Pro tip: Keep Connect Cards short & see a better completion rate.

It's simple to create a Connect Card from scratch, or you can pick from one of our many templates to get started well!

Independently OR Connected to a Group

Connect Cards can be used independently OR connected to a Group.
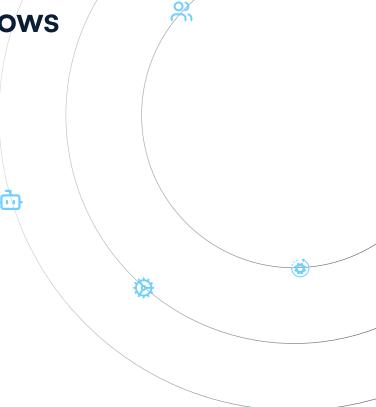When connected to a Group, completed Connect Cards add people to the Group.

Notes:

Automated Workflows

Automated Workflow

Workflows use Message Variables to personalize your messages.

An Automated Workflow is a series of messages scheduled to be sent automatically to anyone in a specific Group.

Workflow Triggers

Workflows can be started, or triggered, when:

- **Group Join:** A person joins a specific Group that starts the messaging flow. An ideal trigger for a guest follow-up Automated Workflow.
- **Calendar Date:** This allows you to schedule messages around a specific day; everyone in the group will receive the messages on the same days and times. An ideal trigger for promotions about Christmas or Easter.
- **Person Date:** Trigger the workflow around a specific date on a person's People Record. This is perfect for celebrating birthdays or memorializing significant events in someone's life.

Workflows Can Send

- Text messages
- Email messages
- Reminder messages to a staff member or volunteer
- Webhooks (advanced feature)

Workflows Can Also

- Add people to a different group
- Remove someone from a group
- Create a task for any User in your account

Learn More

TextInChurch

Tools + More

Connect Pages

A powerful and simple webpage designed to quickly share video, long-text, and calls-to-action via a link in a text message or email.

Churches leverage Connect Pages to send:
- Sermon Recordings
- Event announcements with sign-up Links
- Personalized video invitations
- Volunteer & Staff appreciation messages

Learn More

QR Code Builder

Build custom QR codes to trigger any action you need, such as connecting guests, collecting information, or promoting events.

Learn More

Link Shortener

Create short, clean, easy-to-remember links.

Learn More

File Storage

A place for storing your commonly used attachments and other important files.

Learn More

Resources

Text In Church Academy

Visit Academy

Help Center

Visit Help Center

Live Help Desk

Sign Up Here

Helpful Links

Facebook Community

Notes:

Premium Options

Concierge Account Setup

Kickstart your success with our Concierge Account Setup, featuring personalized onboarding, expert coaching, a customized setup, all starting at $249.

Purchase Now!

Accelerator Coaching Calls

Enjoy three 30-minute Zoom calls packed with tailored guidance, expert tips, and best practices to help you achieve your communication goals, starting at $99.

Book Your Time Now!

Notes:

Text In Church

Get Started with Calling by Text In Church

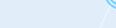**Your upgraded account includes Calling by Text In Church at no additional cost until December 2026.**

Supercharge Your Phone System

Our calling features are designed to make ministry communication seamless and efficient:

- **Custom Greetings**
  Record and manage professional greetings easily.
- **Direct Extensions**
  Provide team members with their own extensions.
- **Digital Receptionist**
  Set up a multi-level auto attendant to guide callers.
- **Instant Text Responses**
  Automatically send text messages to callers with the information they need.
- **Simple Online Dashboard**
  Manage your phone system, voicemails, and analytics in one place.

Get Started with Calling

We'll answer your questions, share powerful strategies that make immediate impact, and use best practices to get your account set up the right way.

Get Started

Text In Church