

MDLite App - Training Manual for Pastors



A World First!

MDLite is a world-first for the Seventh-day Adventist Church and we are delighted to pioneer this technology in Fiji with a view to sharing with the rest of the world. We trust this new technology will support, improve and develop the mission and the ministry of the church.

As you use MDLite, please think about what works well and what can be improved. Share your feedback with your Ministerial Secretary. We will learn from your experience using the app, and refine it as we look to share the app with other world fields in the coming years.

We also look forward to integrating MDLite with other technologies to multiply the discipleship efforts taking place at every church and school.

What does MDLite do?

- Personal profile database for efficient administration, and helping with staffing needs
- Simplified Ministry Reporting, Storage and Communication
- Receive feedback from lay leaders (Review/ Evaluation process). This process is almost impossible to achieve using manual methods. MDLite automates the process, keeps it anonymous, and keeps it transparent for all.
- Access to a large library of Resources shared across the SPD- video, audio, books, courses, seminars and mentors
- Ministry Development Plans for ministers
- Manage Internship Process between Intern/ Supervisor/ Ministerial/ Mission and Union Admin.
- Notifications and communication system

Features

- Available on for Android (google play store) and iPhone (Apple App Store)
- Low data design
- Available in offline mode (App syncs all data to cloud when reception available)
- Custom built for Seventh-Day Adventist Pastors serving in the Pacific
- Points system for purchasing resources
- Simplified and instantaneous Ministry Reporting
- Simplified storage and access to Ministry Reports and Evaluations
- Ministry Report Comments between Minister and Ministerial/ Admin

Setting up MDLite on your phone

Download the App to your mobile

- Android - download MDLite from the Google Play Store
- iPhone - download MDLite from the Apple App Store

Note: If you don't see the app in your search, please check that your search is showing the word "MDLite". Sometimes the app stores will show you what they think you meant rather than what you typed!

Sign up/ Sign in

For Android Users

- You will receive an email invitation to download and Sign in to MDLite. You must open this **from the emails on your phone**. If you have not received an invitation email, contact your Ministerial Secretary.
- Download the app first before accepting the invitation to MDLite.
- Once you have downloaded the app, then return to your email and accept the invitation to MDLite.
- You will be asked to create a username and password of your choice.
- Passwords must be at least 8 characters long, and contain a capital, a number and a special character. If your password has previously been part of a data leak (see pwned.com) then MDLite will not allow you to use it and you will need to use a different password.
- Once you have signed in, you will see the splash screen with an inspiring quotation. Click "Get Started" to dismiss the splash screen.

For iPhone Users

- You will receive an email invitation to download and Sign in to MDLite. You must open this **from the emails on your phone**. If you have not received an invitation email, contact your Ministerial Secretary.
- Download the app first before accepting the invitation to MDLite.
- Open the app.
- You will see a "Register Yourself" button on the Sign-in screen. Select this button to bring up the signup form.
- Enter your information (first name, last name, email address, password and confirm password).
- Once you have signed in, you will see the splash screen with an inspiring quotation. Click "Get Started" to dismiss the splash screen.

NOTE: *Only invited users can manually sign up on MDLite. If someone who has not been invited by MD Portal attempts to create an account on MDLite, they will receive an error message.*

Syncing

- On first Sign in the sync takes 1-2mins. Allow the sync to complete.
- MDLite syncs all data on your phone to and from the cloud where it is safely stored every 5 minutes. For this reason, when inviting reviewers your invitation can take up to 5 minutes to send.

- Syncing happens automatically in the background, but there is also a Sync button on the Settings screen (where the Last sync date appears) to allow you to manually sync your data to the cloud whenever you desire.
- To Sync you will need access to the internet.
- To avoid data loss, don't close the app while sync is in process.

Using MDLite Offline

- When your mobile is offline (ie. internet is not available by either wifi or cellphone), you can continue to use MDLite as it is specially designed for this capability. This new data will be stored on your phone (whether you close MDLite or not). As soon as you have access to the internet again, MDLite will automatically start syncing your data to the cloud so long as the app is open on your phone. This includes any invitations you may have 'sent' while offline.

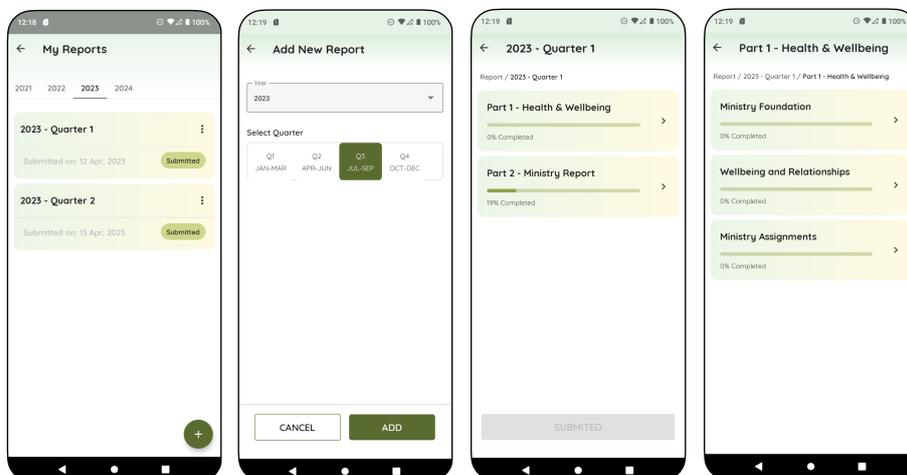
Signing out

- You don't normally need to sign out but if you need to you can do this from the settings page. Under normal circumstances you would leave MDLite signed in on your phone

Reports

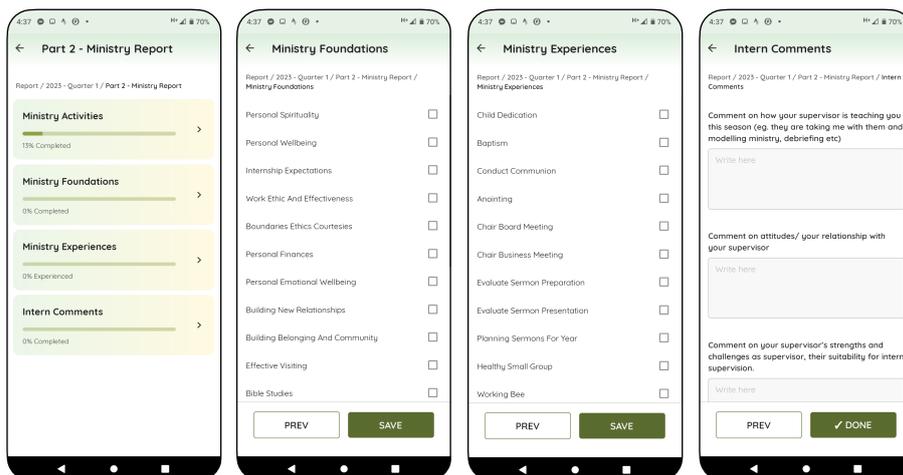
NOTES

- **Please keep your Reports updated so that at the end of each month** your Ministerial Secretary and Mission admin team can see your work. It's important to remember that the numbers in your Ministry Report represent average numbers during each week or month across the quarter. You will need to work out your own system (eg. Diary/ calendar etc) for tracking your activities during the month to include in your Ministry Report.
- **At the end of each quarter** you are required to submit your report. This creates a record on MDLite that you can refer back to, and a record for your Mission admin team. For Interns, your report forms part of your evaluation for Ministry Progression, alongside your Review Report. It is important that you and your Supervisor have completed it thoroughly and on time.
- At the end of each Quarter, you need to submit your Ministry Report. This will be stored in the app for you to refer to in future, and a copy is kept on file for your admin team.



- Overdue reports will show a red “Overdue” label to remind you to submit them.
- Under the “Lead” heading of the Ministry Activities section of the Ministry Report, there is a heading “Meetings with Supervisor.” **Interns** use this for meetings with your Internship Supervisor. **Non-interns** use this field for reporting any meetings with your Ministerial Secretary or other Supervisors.
- Create a new Ministry Report each Quarter from the Reports page using the “+” button.
- If a previous report exists, some sections of Part 1 will automatically be imported into the new report to save you retuning them.
- Open a report by selecting it
- Percentages show you what portion of each section has been completed.
- **Submitting your Report** - Please ensure that your Ministry Report is up to date regularly, as a snapshot will be taken at the end of each month.
- Use the Report Comments to share any comments you would like those supervising your ministry to see. They can also add comments for you to see.
- All users will see 3 parts to each Ministry report
 - Part 1 - Health and Wellbeing
 - Part 2 - Ministry Report
 - Part 3 - Comments

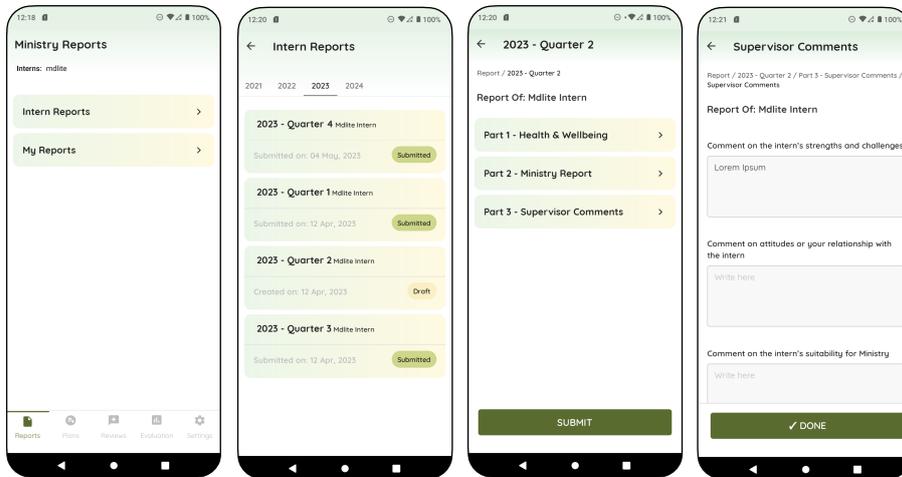
NOTES for INTERNS



- As an Intern your Ministry Report is always visible (draft or submitted) to your Supervisor, Ministerial Secretary, Mission and Union Admin teams.
- Please ensure that it is up to date by the last day of each month, and your quarterly Report is completed and submitted on time. Your Quarterly Ministry Reports are an important part of your evaluation for Ministry Progression to the next stage.
- Interns have additional Sections under Part 2 - Ministry Report. These are “Ministry Foundations” and “Intern Comments”. Ministry Foundations are discussion topics that will guide necessary discussions with your Supervisor during your internship. Your Intern Comments are an important as they help your Ministerial team ensure your internship is working well.
- The Submit process for Interns: When an intern submits their report, a notification is sent to the Supervisor asking them to check and submit it to the Mission Ministerial/ admin. Once the Supervisor has checked it (they can edit it with the intern), then they must Submit it. The Mission Ministerial Secretary who will then check and

approve it so that it can be made available to the Union as part of your evaluation for Ministry Progression.

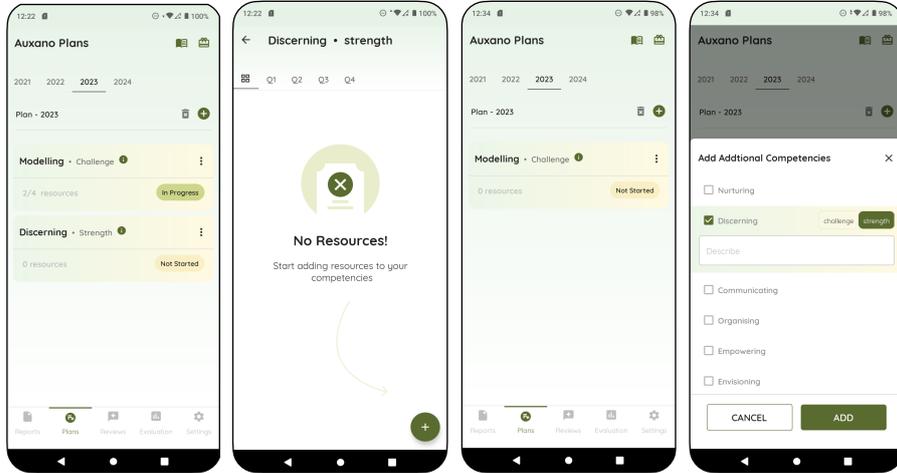
NOTES for INTERN SUPERVISORS



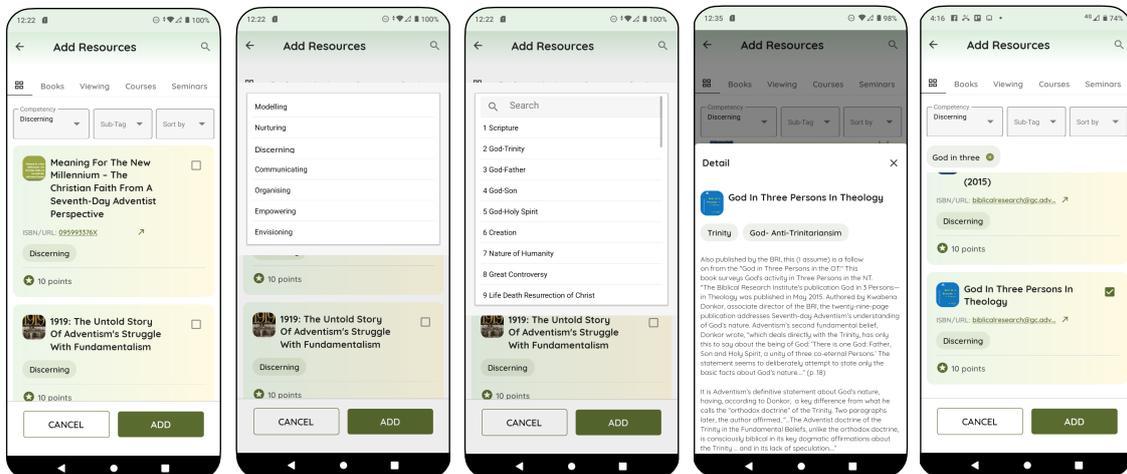
- Supervisors you will notice that you can see your Intern's Reports as well as your own.
- Please ensure that when your intern submits their report at the end of the quarter, you check it thoroughly and submit it a timely manner. Once your intern submits their report it will appear with the label "Check & Submit" to remind you.
- If you need to edit it, you can, so long as you do this in consultation with your intern.
- You will notice that each of your Intern's Reports includes "Part 3 - Supervisor Comments". These comments are an important part of assessing how your Intern is progressing in your eyes, and are seen only by your Mission and Union team. They are not visible to the intern. *You must complete this BEFORE submitting your Intern's Report.*
- Use the Report Comments at the end of each report to share comments with your intern.
- Once you have submitted it, your Mission Ministerial Secretary and Admin can process it for consideration at the Union.

Auxano Plans

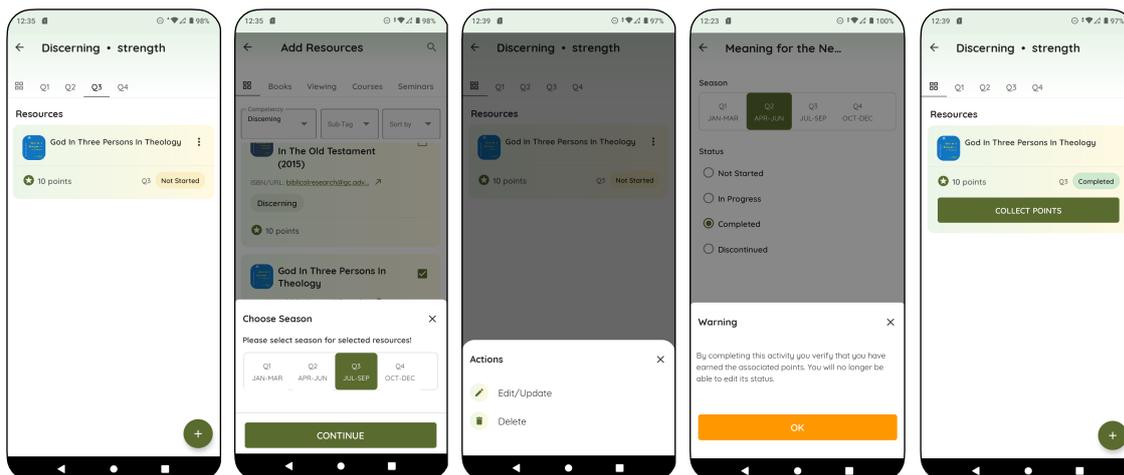
Note: Auxano means ‘to cause to grow’. Your Auxano Plan is a simple way to shape your ministry development. Take time at the beginning of each year to shape a plan to help you grow in an area of Strength and an area of Challenge. Revise and update it throughout the year as you complete resources and add new ones!



- Create a Plan using the “+” button at the lower right (To use the library in “Browse” mode, click the book icon at the top right of the Plans screen).
- Add a Competency Focus using the “+” button at the upper right. There are 7 competencies to choose from. (Create a Plan to develop both your Strength and Challenge Competency Foci. An explanation of each Competency Foci is available by selecting the “i” button beside each chosen Competency heading).



- To add a resource to your plan select the Competency Name to open the library. Add resources to each Competency Focus using the “+” button at the lower right. Use the **Competency and Subtag filters** or the **Search** button at top right, to find the resources you wish to add to your plan.
- Learn more about any resource by clicking its title.
- To add a resource to your plan, check the box to the right of the chosen resource/s, then click the “ADD” button at the bottom right of screen.

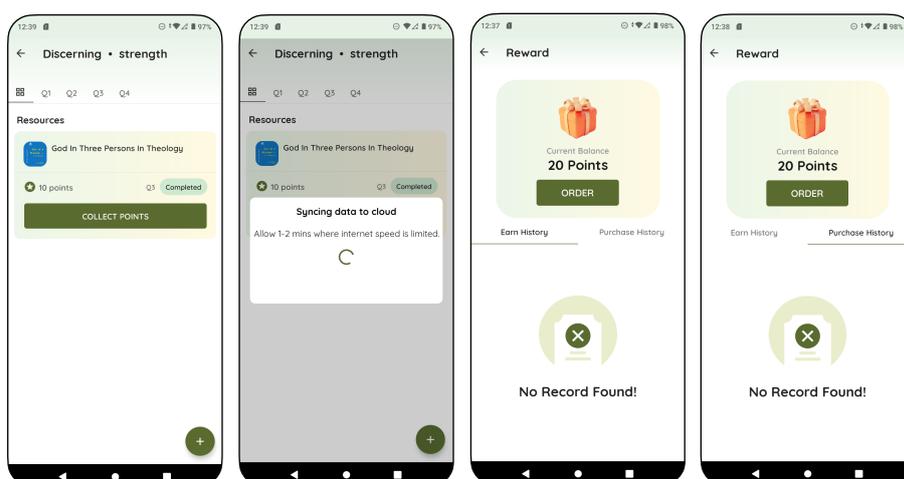


You can

then choose which quarter you wish to complete the resource. Planning to complete your resources across the 4 quarters of the year breaks down your larger annual plan into bite-sized quarters of learning.

- Click “Continue” to see that the resource has been added to your plan.
- You can edit/ update your plan at any time using the “...” to the right of each plan.
- You will earn points by completing resources.
- First complete a resource (Read, view, listen to it etc), then select the “...” to the right of the resource to Edit/ Update it’s status.
- On completion of a resource you will see that you can collect the points for that resource.

Note: Earn points by completing resources. The more you learn, the more points you earn! When you have enough points you can order a resource from SPD Ministerial. The points system relies on your honesty as a minister of the gospel. Each time you mark a resource as complete you will be asked to verify that you have completed the resource and thus earned the associated points

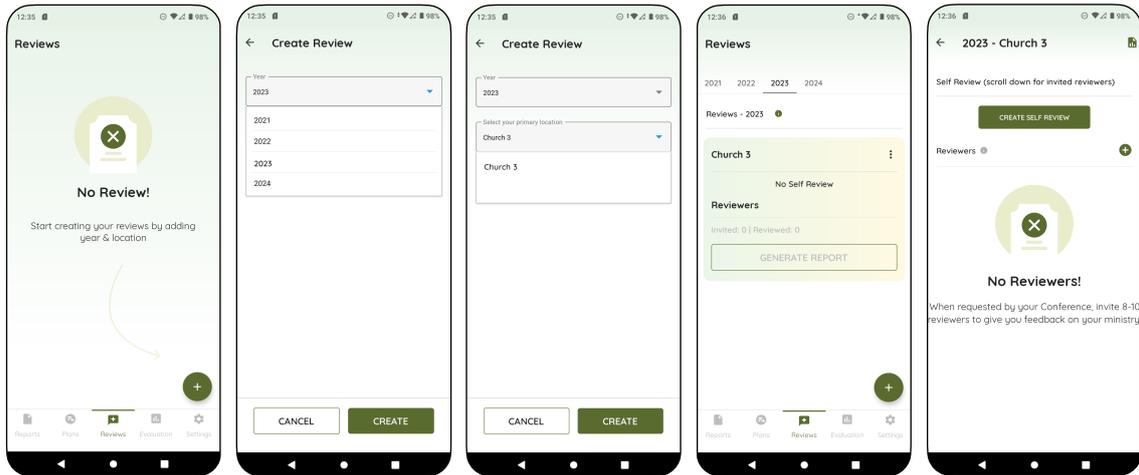


- Collect your points using the “Collect Points” button on the completed Resource. The app will sync with the cloud to redeem your points.
- Once you have enough points to purchase a book, you can do this from the Order page. This order is sent to the Ministerial Secretary at the South Pacific Division who will arrange for the Book to be sent to you.

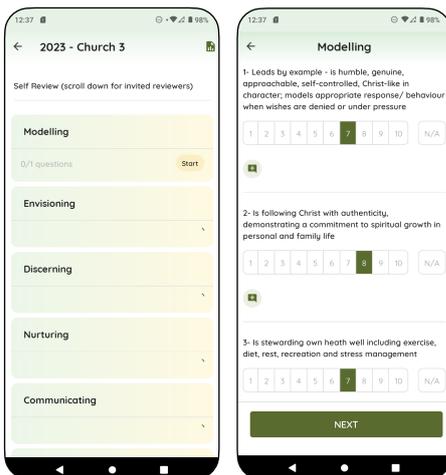
- To see or use your Rewards earned, go to the Rewards page using the gift icon at the top right of the Plans screen.
- When you have enough points, you can purchase a resource from SPD Ministerial using the Order Button.
- You can also see your Purchase History (purchased with points) by swiping left.

Reviews

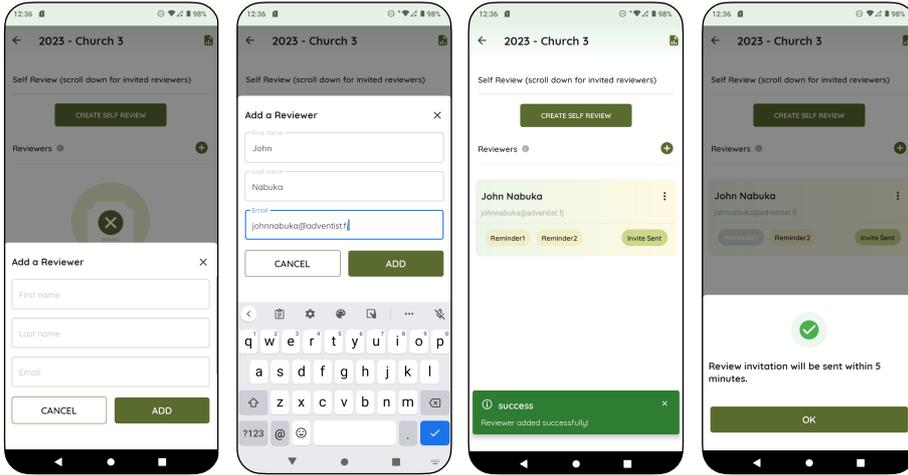
Important! Only create a Review when directed by your Ministerial Secretary (Interns are required to complete a Review each year).



- Create a Review using the “+” button at the bottom right. Unless directed by your Ministerial Secretary to complete a review for each church, make one review and invite Reviewers from each of your churches.
- If you care for both churches and schools, you will likely benefit from having one Review for your churches and another review for your school/s.
- Open the Review by clicking on it. This will automatically create a Self review

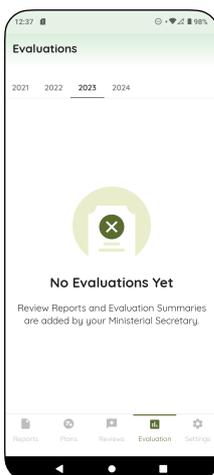


- You can complete the Self Review at any time



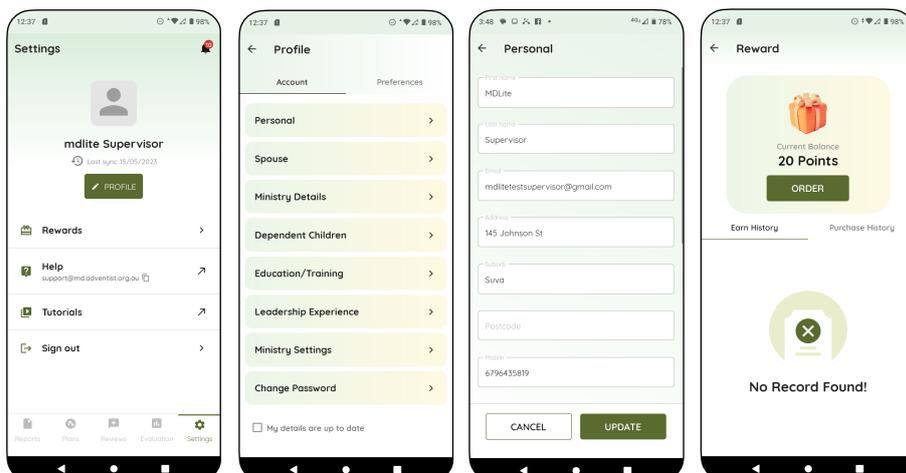
- Invite reviewers by adding First, Last names and email address. Your Reviewers must be elders or board members from your churches. Please note your Reviewers must be able to access email on a laptop or smart phone in order to complete the review. It is advised to invite at least 10 Reviewers, as this makes receiving at least 5 reviews easier. Each Reviewer receives an email invitation to support your development as a minister of the gospel by providing anonymous feedback. It is important to note that all reviews are completed anonymously and are not identified in the process.
- To Generate a Review Report, you need to complete a Self Review, your Supervisor needs to complete a Review, and you need at least 5 completed Reviews by elders.
- You can remind your Reviewers up to two times. Do this if you don't hear within a few days. If your Reviewers try and complete a review after you have generated your Review Report, they will be notified that the link has expired and their Review is no longer required.

Evaluations



- Once your Review has been moderated it will be published in your Evaluations tab for future reference. A copy is also made available to your Mission admin team. Your evaluation is designed to guide you and your admin team in shaping your development plan for the coming year. You can refer to it at any time.

Settings



Profile

- You will see a range of sections here where you can share key information with your Mission and Union teams. This greatly assists with staffing searches. Please note that this information is automatically cleared every 18 months if you do not refresh it within that time frame. For this reason you will receive a reminder to update it around the middle of each year. Please attend to this each year when you are asked, to avoid having to re-enter your data from scratch later!

RESET PASSWORD PROCESS:

For Android users:

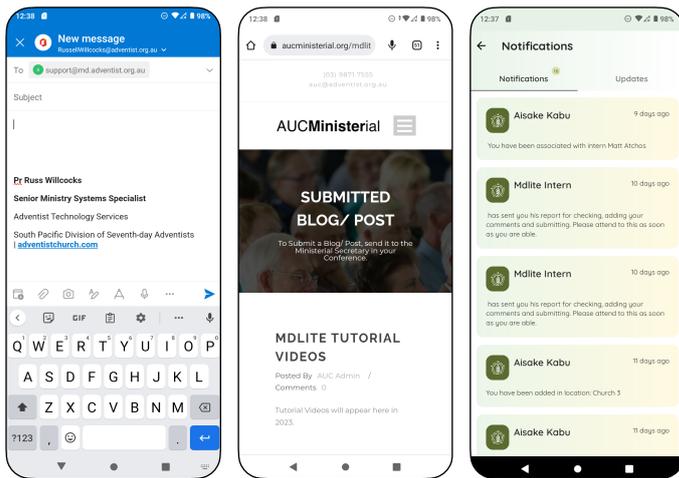
- Select "Change Password" and enter your registered email address to receive an email with a link to change your password.
- Enter your new password and confirm it.

For iPhone users:

- iPhone users who have forgotten their password need to access the "Forget Password" option in MDLite. From there, they will be prompted to enter their registered email address.
- You will receive an email containing a One-Time Password (OTP) code.
- Enter this OTP code in MDLite.
- Proceed and reset your password.

Rewards

- Access your Rewards here
- Help. If you have a technical issue with the app, use this link to contact Support. You will normally receive a reply within 2 hours.



Help

- This is where you can find tutorial videos for using MDLite.

Tutorials

- This is where you can find tutorial videos for using MDLite.

Sign Out

- Use this to sync your data to the cloud and sign out. This is not normally necessary.

Notifications bell

- Notifications bell (top right). This is for seeing notifications that come through from your Mission or Union Ministerial or admin teams. You will also see updates from MDLite Support regarding updates to the system.

A window into the Future

- We hope to see the value of leadership raised across the Pacific. Starting in Fiji and working our way out to all of the missions in the TPUM. This is a bold project that needs your prayers and your willingness to work together. Better equipped pastors and chaplains, together with more efficient and accurate administration at all levels, will only support discipleship and mission, as well as lifting our Missions toward Conference level.
- We are already working on exciting new features that will be integrated into MDLite - eg. Access to all of your policies, tools to help your Discipleship Ministry Leaders better support your ministry, and improvements to the way we oversee the discipleship and baptisms as a Mission.
- Discipleship tools - we are currently trialling some new initiatives in other parts of the South Pacific Division. If they go well, then we hope to bring them to the Pacific and integrate them with MDLite.