

MySardis

Servant Profile Instructions

AFTER YOU SIGN IN:

Under “I Want to View...” select “My complete profile.”

Below your address information (and possibly your photo if it is on file) you will see three tabs. Click on the “**servicing**” tab.

ENTERING YOUR SERVANT PROFILE:

There are three areas under your serving profile: availability, attributes, and serving commitments. You will be adding information to the first two of these three areas.

ENTERING YOUR AVAILABILITY:

Under availability you can enter the days and times you are generally available. If your availability varies from day to day, just make a note in the text box at the bottom.

ENTERING YOUR ATTRIBUTES:

Under “Attributes” you may enter your servant interests, skills, and past experiences, plus some special qualifications that may apply. There are four tabs in this section. Just click on each one, and check the applicable boxes. Tip: click on the pencil icons to edit.

QUESTIONS: Contact the church office, 704-366-1854.

CLICK THE MYSARDIS ICON TO GET STARTED!

