



HIBRET · ክብርት

Pastors and church owners

Set up your church, its staff and settings, the AI money and the balance.

How to use Hibret · 2026-10-30 · hibret.org/help

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Your church's name, language and address

Members see your church's names and contact details. Only the owner changes them.

The screenshot shows the Hibret app interface. On the left, a dark sidebar menu contains various options. The 'Church details' option is highlighted with a red circle and a red '1' icon. The main content area is titled 'Members' and shows a list of members. The first member is Mikias Fikru, with email mikias.fikru@example.org and address Lives in: Scarborough Village, Toronto, Ontario, Canada. He has not filled the join form yet. The second member is Saron Teshome, with email saron.teshome@example.org and address Hana Desta knows them. Both members have buttons to 'Approve' or 'Decline'.

Members

Approve the people who ask to join your church.

People who asked to join, the approved and the declined

Waiting Approved Declined

Search by name, email, phone or neighbourhood

PERSON	ASKED ON
MF Mikias Fikru mikias.fikru@example.org Lives in: Scarborough Village, Toronto, Ontario, Canada Has not filled the join form yet. Asked Daniel Tesfaye · Tikimt 16, 2019 E.C. · 8:42 p.m. · waiting for the answer sent again Tikimt 18, 2019 E.C. · 8:42 p.m.	Tikimt 17, 2019 E.C. ✓ Approve ✗ Decline
ST Saron Teshome saron.teshome@example.org Has not filled the join form yet. ✓ Hana Desta knows them	Tikimt 17, 2019 E.C. ✓ Approve ✗ Decline

What do these buttons do?
Approve only people you know belong to your church. Approved members can see the member directory.

1 In the menu on the left, click "Church details" 1 .

The screenshot shows the 'Church details' form in the Hibret application. The form is divided into several sections: 'Your church', 'Contact', and 'Address'. Annotations 1 through 4 highlight specific fields: 1 points to the 'Church name (English)' field, 2 points to the 'Church name (Amharic)' field, 3 points to the 'Language the church writes in' dropdown menu, and 4 points to the 'Is it an Ethiopian or Eritrean church' dropdown menu. The form includes fields for church phone, email, website, country, address, city, and province/territory. A sidebar on the left contains navigation links for various church management tasks.

- 2 Write the church's name in English 1 and in Amharic 2 . Choose the language the church writes in 3 : news, events and sermons are written in it. Say if it is an Ethiopian or Eritrean church 4 .

✓ Each person still chooses the language of their own menus.

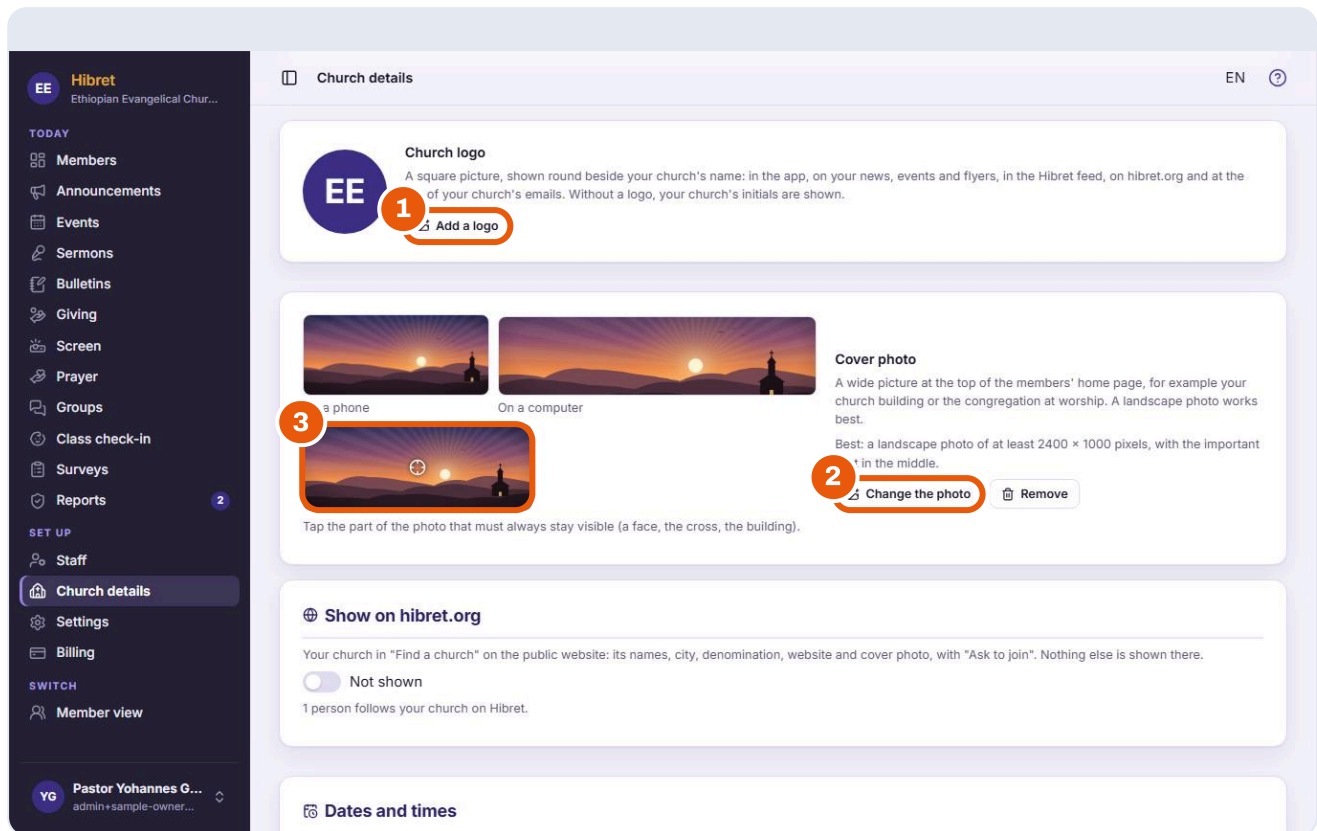
The screenshot shows the 'Church details' form in the Hibret application. The form is divided into two main sections: 'Contact' and 'Address'. The 'Contact' section includes fields for 'Church phone' (1), 'Church email' (2), and 'Website'. The 'Address' section includes a 'Country' dropdown (set to 'Canada'), an 'Address' field (3) with a search icon, 'Address line 2', 'City' (set to 'Toronto'), 'Province or territory' (set to 'Ontario'), 'Postal code' (set to 'M1B 0A1'), and a 'Time zone' dropdown (4) set to 'Eastern (Toronto, Ottawa)'. A 'Save' button (5) is located at the bottom of the form. Below the form, there is a 'Join link and QR code' section with a QR code, a shareable link, and buttons for 'Share on Telegram', 'WhatsApp', and 'Copy link'. The left sidebar shows the 'Church details' option is selected under the 'SET UP' section.

- 3 Add the church's phone 1 and email 2. Type the address 3 and choose a suggestion, so members get directions. Check the time zone 4. Click "Save" 5.

✓ Members see the new details at once.

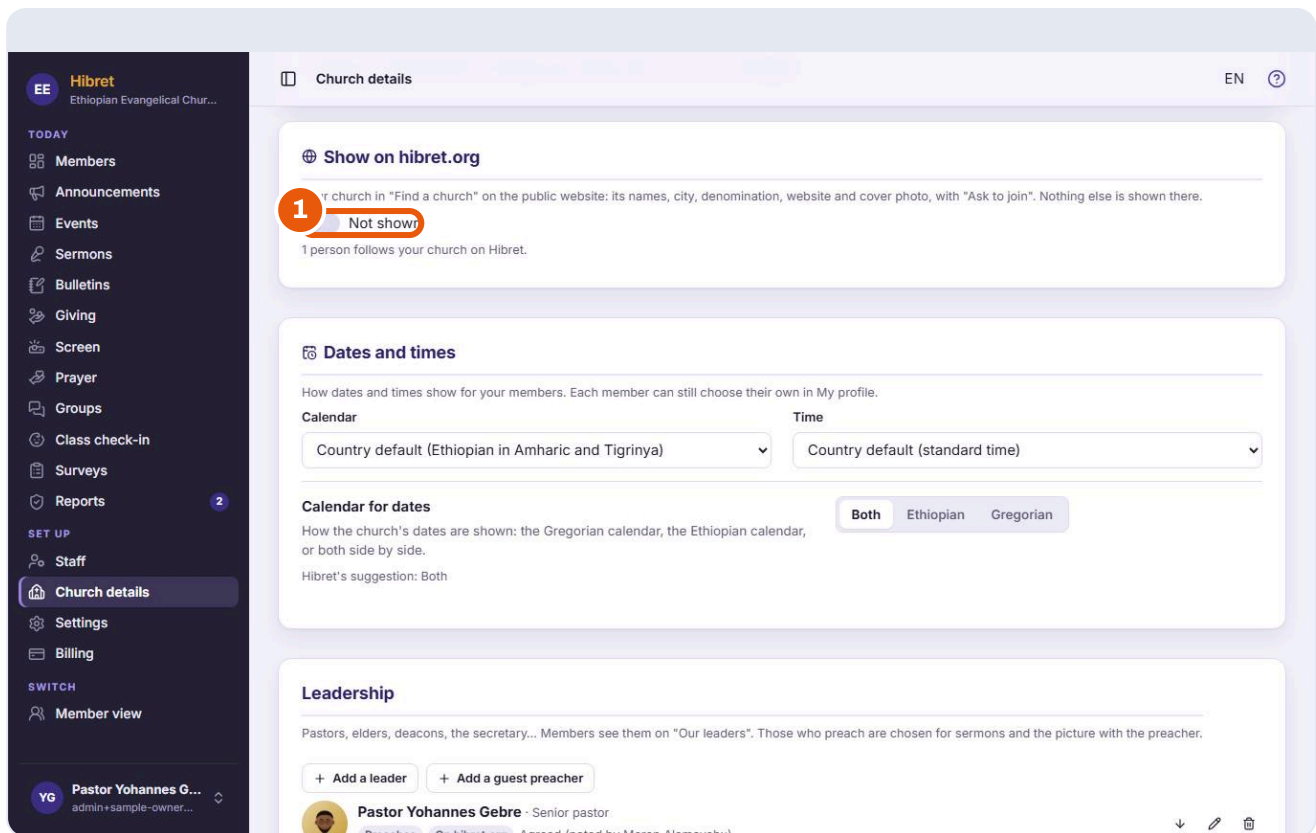
Logo, cover photo and your page on hibret.org

Give your church its own look, and choose if people can find it on the Hibret website.



- 1 On "Church details", click "Add a logo" 1 and choose a square picture. For the wide picture at the top of the members' home page, click "Change the photo" 2. Click the important part of the photo 3 (a face, the cross): it always stays in view.

✓ The logo shows next to your church's name in the app, on news and on emails.



- 2 Turn on "Show on hibret.org" 1. Your church is then listed in "Find a church" on hibret.org: its names, city, website and cover photo. Nothing else is shown.

✓ People who find you can press "Ask to join".

Ethiopian or Gregorian calendar

Choose how dates and times show for your members.

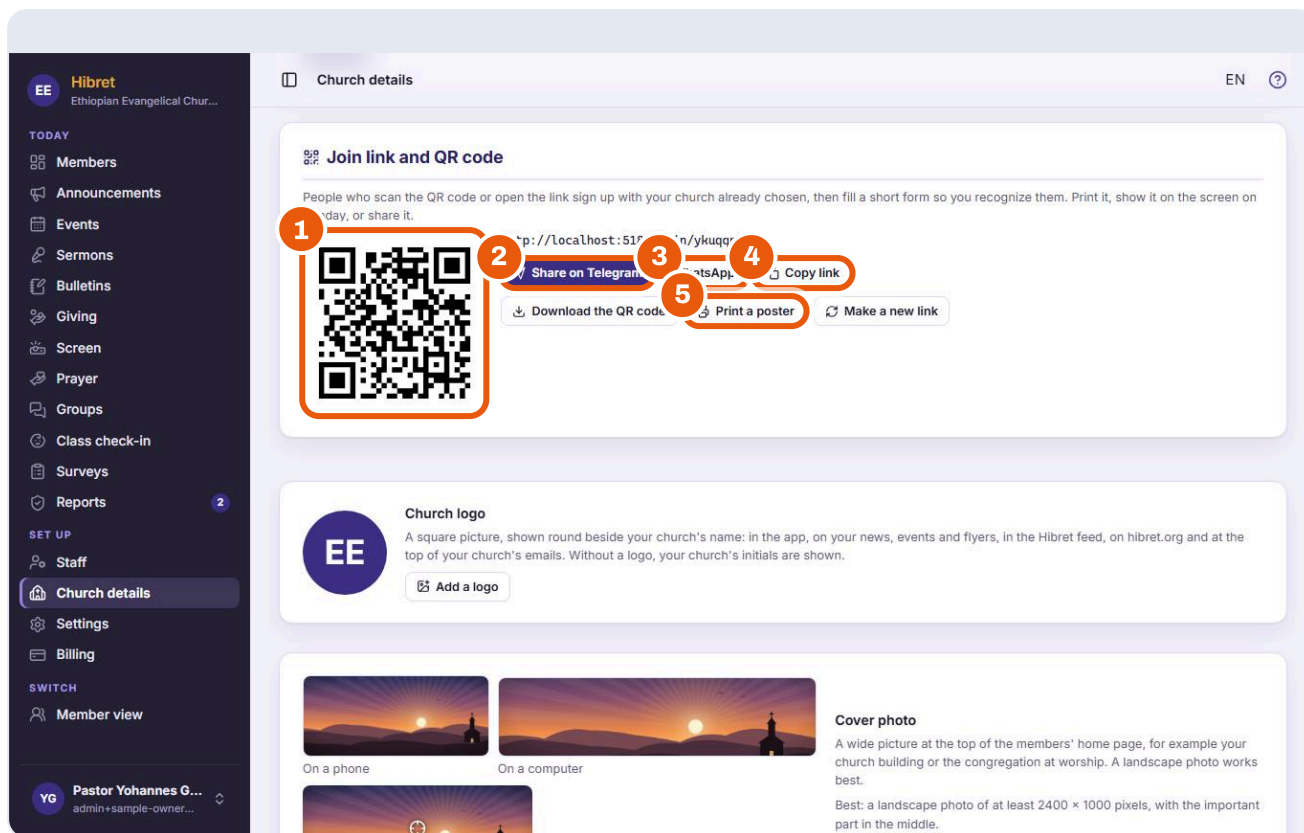
The screenshot shows the 'Church details' page in the Hibret app. The left sidebar contains navigation options like 'Members', 'Announcements', 'Events', 'Sermons', 'Bulletins', 'Giving', 'Screen', 'Prayer', 'Groups', 'Class check-in', 'Surveys', 'Reports', 'Staff', 'Church details' (selected), 'Settings', 'Billing', and 'Member view'. The main content area is divided into two sections: 'Dates and times' and 'Leadership'. The 'Dates and times' section has a title 'Dates and times' and a subtitle 'How dates and times show for your members. Each member can still choose their own in My profile.' It contains two dropdown menus: 'Calendar' (with a callout 1) and 'Country default (standard time)' (with a callout 2). Below these is a section 'Calendar for dates' with a subtitle 'How the church's dates are shown: the Gregorian calendar, the Ethiopian calendar, or both side by side.' and a suggestion 'Hibret's suggestion: Both'. There are three radio buttons: 'Both' (selected, with callout 3), 'Ethiopian', and 'Gregorian'. The 'Leadership' section has a title 'Leadership' and a subtitle 'Pastors, elders, deacons, the secretary... Members see them on "Our leaders". Those who preach are chosen for sermons and the picture with the preacher.' It includes two buttons: '+ Add a leader' and '+ Add a guest preacher'. Below are four entries: 'Pastor Yohannes Gebre' (Senior pastor), 'Pastor Natnael Berhanu' (English ministry pastor), 'Tefaye Gebremedhin' (Elder), and 'Getachew Assefa' (Elder and treasurer). Each entry has a photo, name, role, and a status (e.g., 'Agreed (noted by Meron Alemayehu)').

- 1 On "Church details", find "Dates and times". Choose the calendar 1 and the clock 2. Then choose how the church's dates show 3: Ethiopian, Gregorian or both side by side.

✓ A change is saved at once. Each member can still choose their own in My profile.

Invite members with the join link and QR code

People who scan the QR code or open the link sign up with your church already chosen.



- 1 On "Church details", find "Join link and QR code". Show the QR code 1 on the screen on Sunday. Send the link with "Share on Telegram" 2 or "WhatsApp" 3, or click "Copy link" 4. Click "Print a poster" 5 for a poster for the church door.

✓ New people fill a short form, and staff approve them on "Members".

EE

Hibret

Ethiopian Evangelical Chur...

TODAY

Members

Announcements

Events

Sermons

Bulletins

Giving

Screen

Prayer

Groups

Class check-in

Surveys

Reports

SET UP

Staff

Church details

Settings

Billing

SWITCH

Member view

YG

Pastor Yohannes G...

admin+sample-owner...

Church details

EN ?

Join link and QR code

People who scan the QR code or open the link sign up with your church already chosen, then fill a short form so you recognize them. Print it, show it on the screen on Sunday, or share it.

http://localhost:5184/join/ykuqqbgcc

Share on Telegram

WhatsApp

Copy link

Download the QR code

Print a poster

Make a new link

Church logo

EE

A square picture, shown round beside your church's name: in the app, on your news, events and flyers, in the Hibret feed, on hibret.org and at the top of your church's emails. Without a logo, your church's initials are shown.

Add a logo

On a phone

On a computer

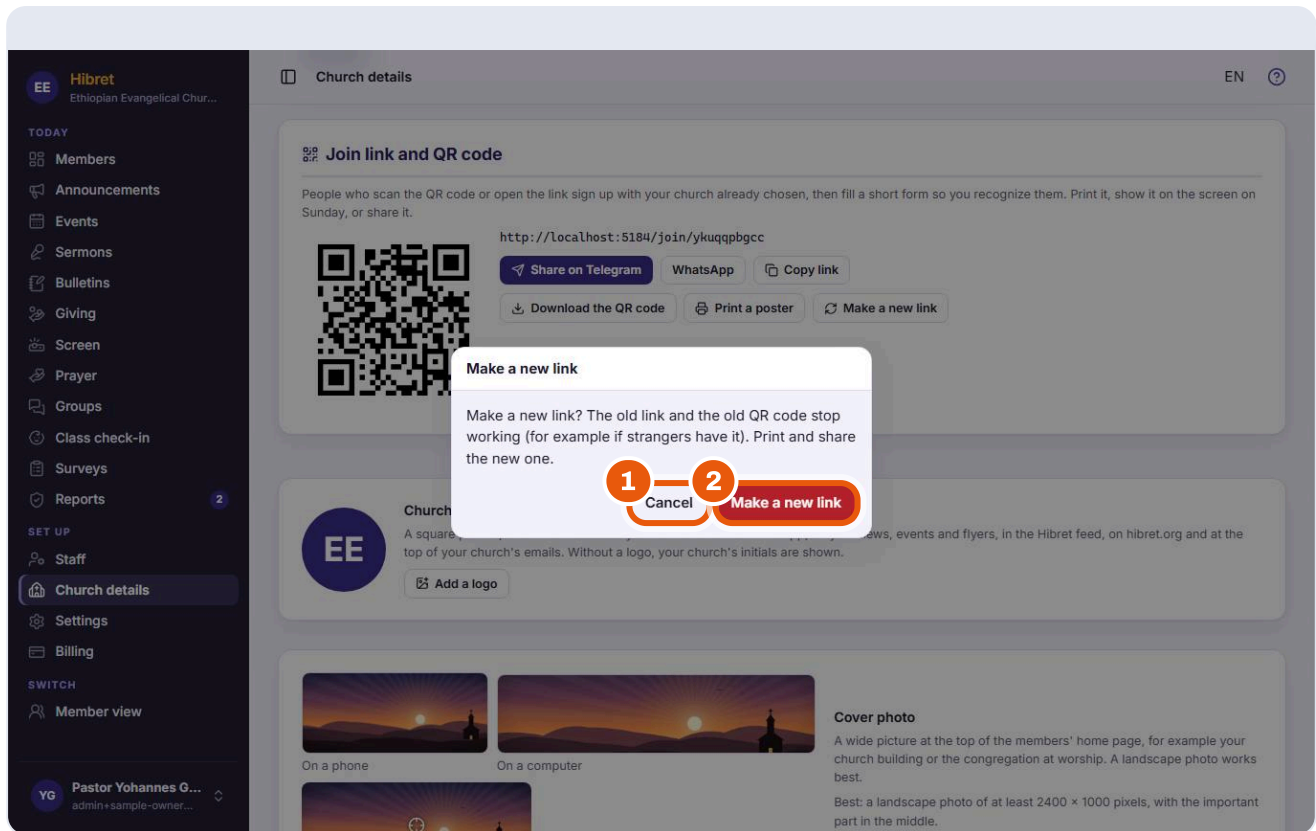
Cover photo

A wide picture at the top of the members' home page, for example your church building or the congregation at worship. A landscape photo works best.

Best: a landscape photo of at least 2400 × 1000 pixels, with the important part in the middle.

2 If strangers have the link, click "Make a new link" 1.

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- 3 Hibret asks first. Click "Cancel" 1 to keep the old link, or "Make a new link" 2 to make a new one.

✓ The old link and the old QR code stop working. Print and share the new ones.

Add a staff member or a viewer

Staff help you run the church on Hibret. A viewer can look at everything but changes nothing.

Hibret
Ethiopian Evangelical Church

Staff

The people who run your church on Hibret. Members are not listed here.

Invite a person

PERSON	ROLE	SIGN-IN	
Meron Alemayehu admin+sample-staff@hibret.test + Add phone	Staff	Two-step login off	Remove
Pastor Yohannes Gebre You admin+sample-owner@hibret.test	Owner	Two-step login off	
Getachew Assefa admin+sample-viewer@hibret.test + Add phone	Viewer	Two-step login off	Remove

Owner Everything, including settings and the staff list.
Staff Approves members and manages the church's content.
Viewer Can look at everything, but changes nothing.

What do these buttons do?

1 In the menu, click "Staff" 1. Then click "Invite a person" 2.

Staff

The people who run your church on Hibret. Members are not listed here.

[Invite a person](#)

Invite a person

- 1 Name: Selam Kebede
- 2 Email: selam.kebede@example.org
- 3 Role: Staff
- 4 Preferred language: English
- 5 [Send invitation](#) [Cancel](#)

Invites members and manages the church's content.

PERSON	ROLE	SIGN-IN	
Meron Alemayehu admin+sample-staff@hibret.test + Add phone	Staff	Two-step login off	Remove
Pastor Yohannes Gebre You admin+sample-owner@hibret.test	Owner	Two-step login off	
Getachew Assefa admin+sample-viewer@hibret.test + Add phone	Viewer	Two-step login off	Remove

Owner ... Everything, including settings and the staff list

2

Write the person's name **1** and email **2**. Choose the role **3**: "Staff" or "Viewer". Choose the language of their email **4**. Click "Send invitation" **5**.

- ✓ The person gets an email with a link. They set a password and two-step login, then they are on the list.

Change or remove a staff member

Give someone more or fewer rights, or remove them when they leave.

The screenshot shows the 'Staff' management page in the Hibret application. The left sidebar contains navigation options like 'Members', 'Announcements', 'Events', 'Sermons', 'Bulletins', 'Giving', 'Screen', 'Prayer', 'Groups', 'Class check-in', 'Surveys', 'Reports', 'Church details', 'Settings', 'Billing', and 'Member view'. The main content area is titled 'Staff' and includes a sub-header 'The people who run your church on Hibret. Members are not listed here.' and an 'Invite a person' button. Below this is a table of staff members:

PERSON	ROLE	SIGN-IN
Meron Alemayehu admin+sample-staff@hibret.test + Add phone	Staff	Two-step login off Remove
Pastor Yohannes Gebre (You) admin+sample-owner@hibret.test	Owner	Two-step login off
Getachew Assefa admin+sample-viewer@hibret.test + Add phone	Viewer	Two-step login off Remove

Below the table, a section titled '2' explains the roles:

- Owner** Everything, including settings and the staff list.
- Staff** Approves members and manages the church's content.
- Viewer** Can look at everything, but changes nothing.

A link 'What do these buttons do?' is also present.

- 1 On "Staff", choose a new role in the list 1. It is saved at once. The roles are explained below 2. If someone lost their phone, click "Reset two-step login" on their line (you see it when their two-step login is on).

EE

Hibret

Ethiopian Evangelical Chur...

TODAY

Members

Announcements

Events

Sermons

Bulletins

Giving

Screen

Prayer

Groups

Class check-in

Surveys

Reports

SET UP

Staff

Church details

Settings

Billing

SWITCH

Member view

YG

Pastor Yohannes G...

admin+sample-owner...

Staff

EN ?

Staff

The people who run your church on Hibret. Members are not listed here.

Invite a person

PERSON	ROLE	SIGN-IN	
Meron Alemayehu admin+sample-staff@hibret.test + Add phone	Staff	Two-step login off	Remove
Pastor Yohannes Gebre You admin+sample-owner@hibret.test	Owner	Two-step login off	
Getachew Assefa admin+sample-viewer@hibret.test + Add phone	Viewer	Two-step login off	Remove

Owner

Everything, including settings and the staff list.

Staff

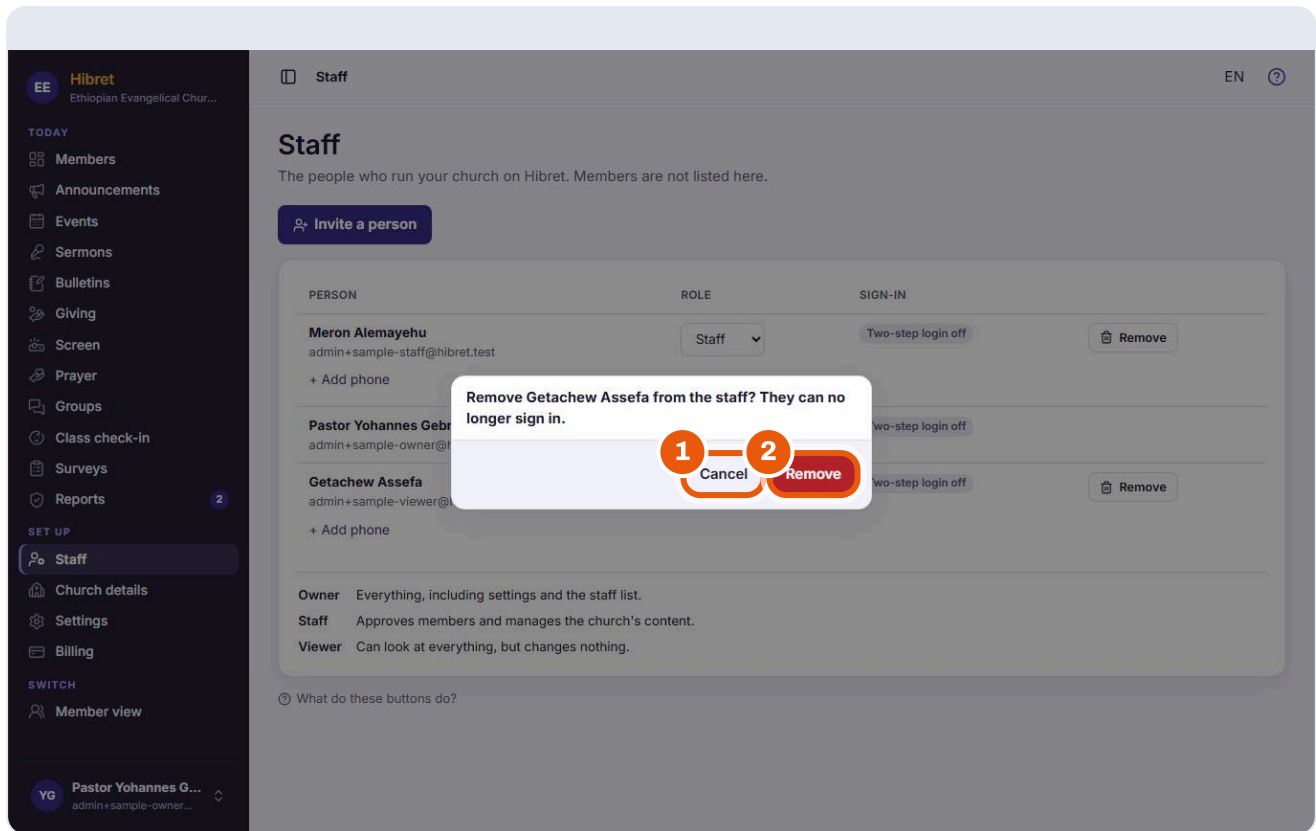
Approves members and manages the church's content.

Viewer

Can look at everything, but changes nothing.

What do these buttons do?

2 To take someone off the staff, click "Remove" 1 on their line.

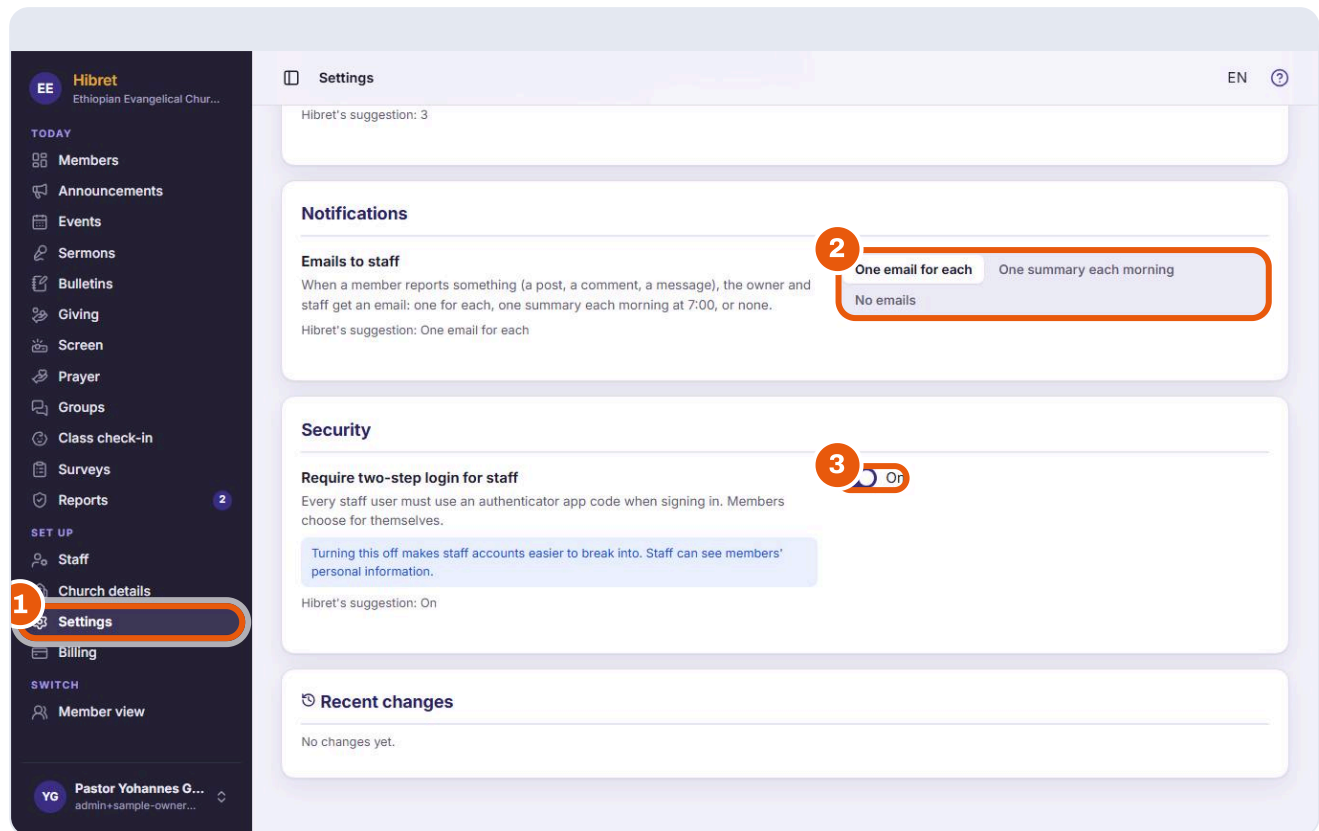


- 3 Hibret asks first. Click "Cancel" 1 to keep the person, or "Remove" 2 to remove them.

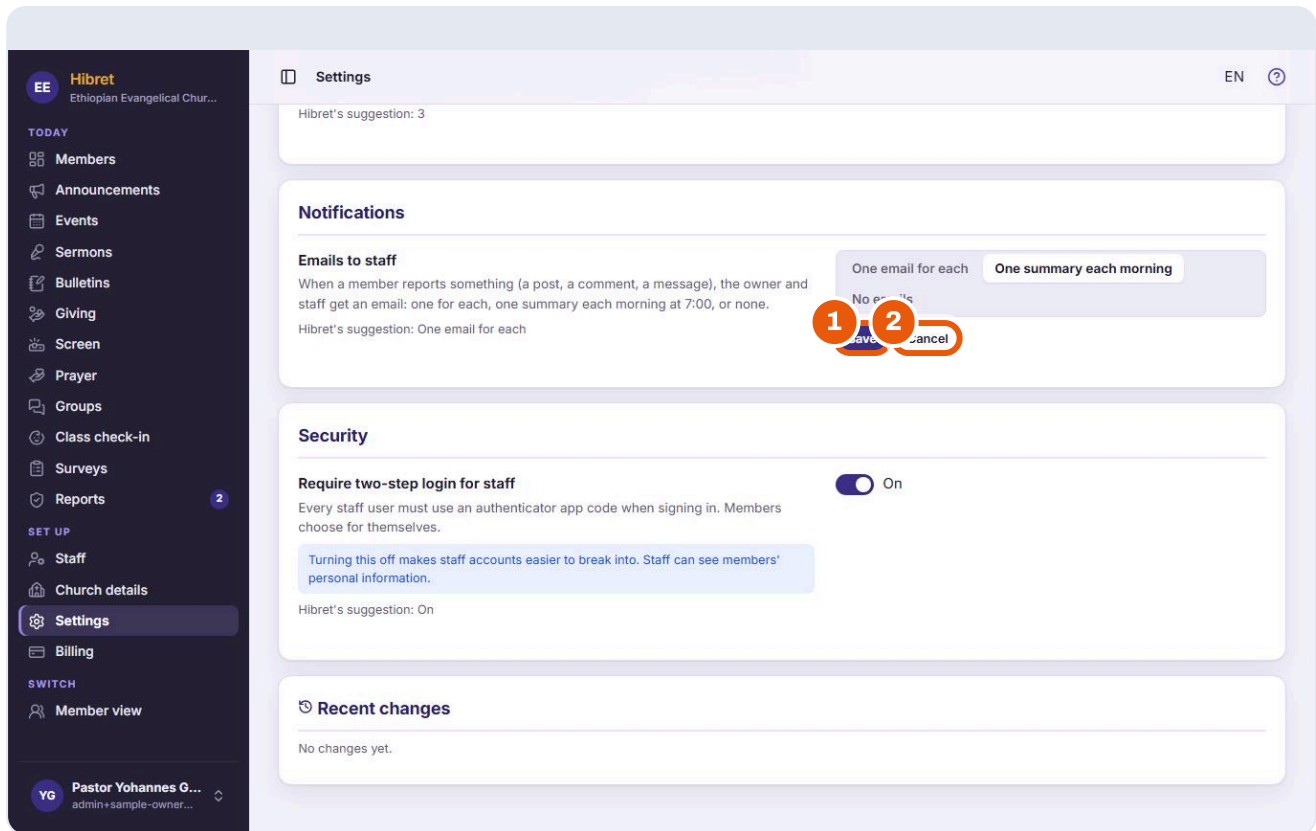
✓ A removed person can no longer sign in to the church portal.

Change a church setting

Each setting explains its rule. Every change is kept in a list, and you can undo it.

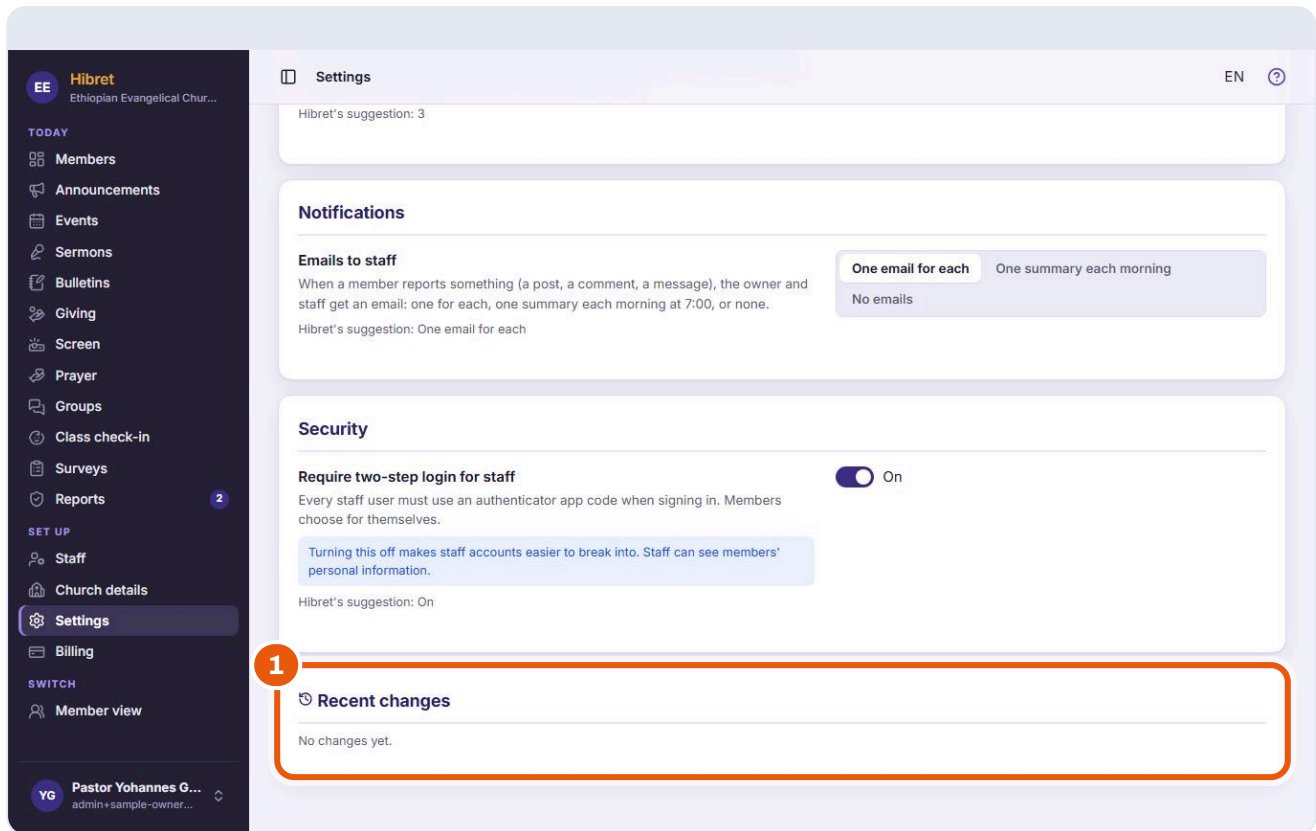


- 1 In the menu, click "Settings" 1 . For example, choose how staff get emails about reports 2 . Choose if staff must use two-step login 3 .



2 After a change, click "Save" 1 to keep it, or "Cancel" 2 to leave it as it was.

✓ The new rule works at once for the whole church.



- 3 At the bottom, "Recent changes" 1 shows who changed what and when. Click "Undo" on a line to go back.

Choose a plan and pay for it

Your plan sets how many members and how much space for photos your church has.

The screenshot shows the Hibret Billing interface. On the left is a dark sidebar menu with various options. The main content area is titled 'Billing' and includes a sub-header 'Choose a plan for your church's size and how much AI money you want each month.' Below this, there are two main sections: 'This month' and 'Plan'.

1 In the sidebar menu, 'Billing' is highlighted with a red circle and the number 1.

2 The 'This month' section is highlighted with a red circle and the number 2. It contains the following information:

- Limits now: Free start plan. The Small plan starts when its first payment arrives.
- Members: 13 / 100 members
- Photos and files: 0.00 GB / 5.0 GB
- AI money: US\$0.00 / US\$2.00

Below this section, a note states: 'At 80% and at 100% the owner gets an email. When the members are full, new members wait until the church moves to a bigger plan; nobody loses access.'

3 The 'Plan' section is highlighted with a red circle and the number 3. It contains a table with three columns: 'Small', 'Large', and 'Very large'.

Small	Large	Very large
up to 300 members	301 – 1,000 members	1,001 – 3,000 members
15 GB for photos and files	50 GB for photos and files	150 GB for photos and files
US\$50.00 / month	US\$100.00 / month	US\$150.00 / month

Below the table, a note states: 'The plan's limits count while the church is paid up (with 14 days of grace).'

Below the table, there is a section titled 'AI money' with a sub-header 'AI money each month' and a 'Max grow to' button.

- 1 In the menu, click "Billing" **1**. "This month" **2** shows your members, photos and AI money against the limits. Choose the plan for your church's size **3**.

✓ At 80% and at 100% you get an email. Nobody loses access.

Billing

TIRES US\$50.00 / month TIRES US\$100.00 / month and TIRES US\$150.00 / month

The plan's limits count while the church is paid up (with 14 days of grace).

AI money

Every church gets US\$2.00 of AI each month for free. Choose more for the church; it is shared by everyone in the church (pictures in the Fellowship feed, news, events, sermons, groups).

AI money each month Only the free US\$2.00 May grow to No more than that

When the AI money is used up, pictures stop until next month. Allowing it to grow lets pictures go on; you pay what was used, next month.

One picture costs US\$0.04 (each try). Writing a picture description costs less than US\$0.01.

Save

Next payment

Small	US\$50.00
money each month	US\$0.00
Total	US\$50.00

US dollars.

Pay by bank or app

Top-ups by bank or app open soon. Hibret will tell you where to send the money.

- 2 "Next payment" shows what to pay 1. Under "Pay by bank or app" 2 you see how to send the money (bank, Interac, telebirr...). After you sent it, choose how you sent it, write the bank reference and click the button to say you sent it.

✓ Hibret checks the payment. The plan starts when it arrives.

The AI money and its limit

AI draws pictures and helps to write. Every church gets some AI money each month for free; you choose if you want more.

The screenshot shows the 'Billing' page in the Hibret interface. The left sidebar contains a menu with options like Members, Announcements, Events, Sermons, Bulletins, Giving, Screen, Prayer, Groups, Class check-in, Surveys, Reports, Staff, Church details, Settings, and Billing (which is highlighted). The main content area is titled 'Billing' and shows three tabs for AI money: 'US\$50.00 / month', 'US\$100.00 / month', and 'US\$150.00 / month'. Below these tabs, there is a section for 'AI money' with a description: 'Every church gets US\$2.00 of AI each month for free. Choose more for the church; it is shared by everyone in the church (pictures in the Fellowship feed, news, events, sermons, groups)'. There are three numbered callouts: 1 points to the 'AI money each month' dropdown menu, 2 points to the 'May grow to' dropdown menu, and 3 points to the 'Save' button. Below the 'AI money' section, there is a 'Next payment' table showing the breakdown of costs. The table has two columns: 'Item' and 'Amount'. The items listed are 'Small', 'AI money each month', and 'Total'. The amounts are 'US\$50.00', 'US\$0.00', and 'US\$50.00' respectively. Below the table, there is a note 'In US dollars.' and a section for 'Pay by bank or app' with a message: 'Top-ups by bank or app open soon. Hibret will tell you where to send the money.'

Item	Amount
Small	US\$50.00
AI money each month	US\$0.00
Total	US\$50.00

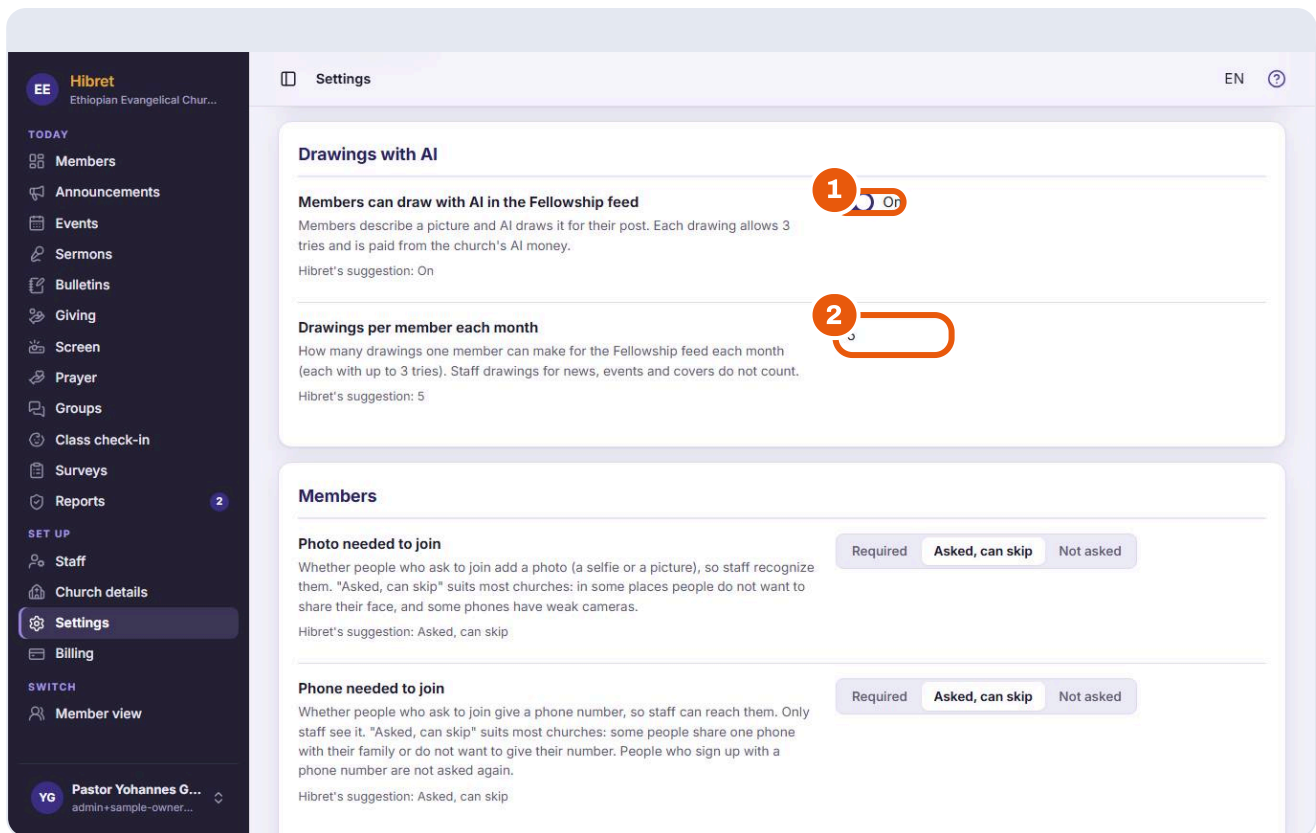
In US dollars.

Pay by bank or app

Top-ups by bank or app open soon. Hibret will tell you where to send the money.

- 1 On "Billing", choose the AI money each month 1. Choose if it may grow when it is used up 2. Click "Save" 3.

✓ When the AI money is used up and may not grow, pictures stop until next month.



- 2 On "Settings", choose if members may draw with AI in the Fellowship feed 1, and how many drawings each member may make in a month 2.

✓ Staff drawings for news, events and covers do not count in this limit.