



HIBRET · ህብረት

Church staff

The church portal on a laptop or tablet: members, news, events, sermons, slides and more.

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

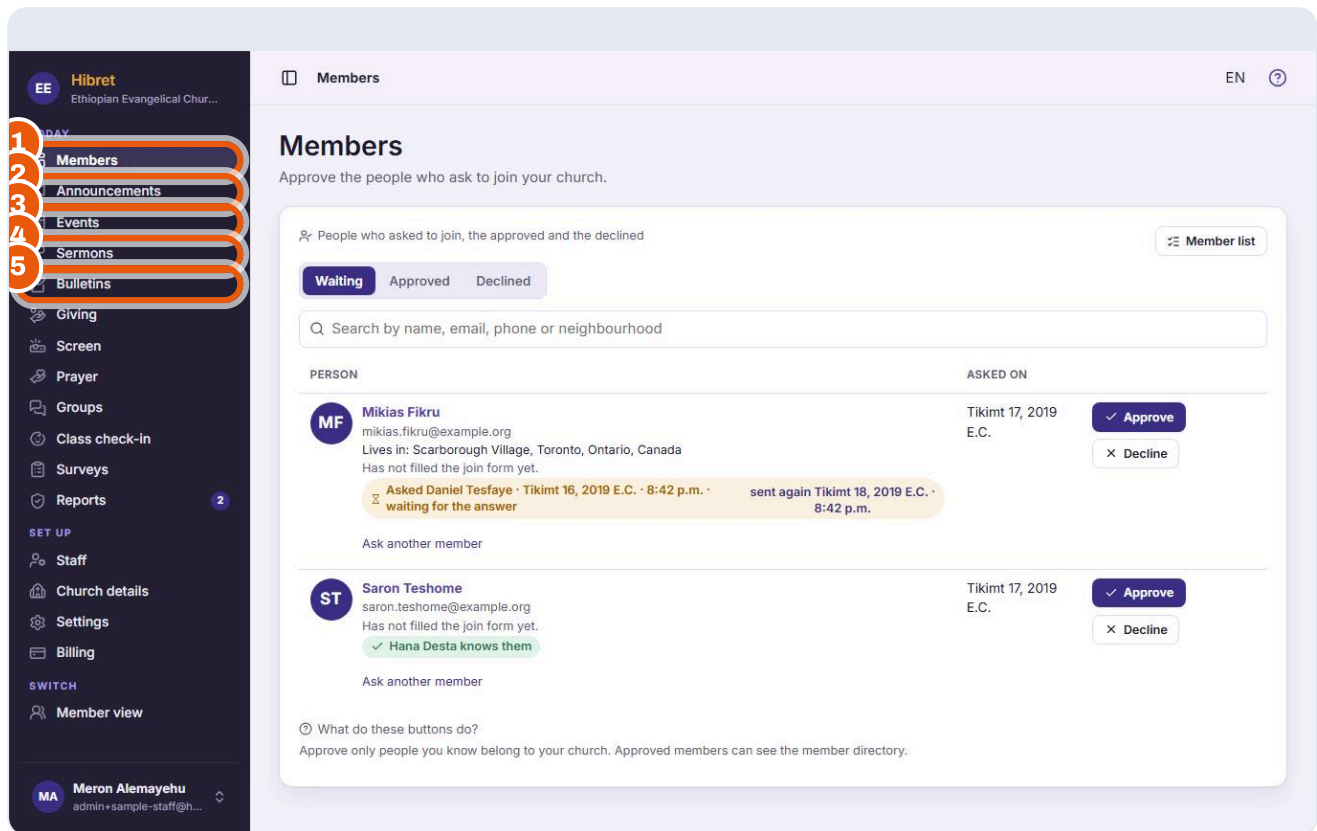
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Find your way in the church portal

The church portal is where staff look after the church on Hibret. The menu on the left opens every part.



- 1 The menu on the left has every part of the portal. "Members" 1 shows the people who ask to join. "Announcements" 2 is the church news, "Events" 3 the calendar, "Sermons" 4 the sermon library and "Bulletins" 5 the Sunday outline.

Hibret
Ethiopian Evangelical Church

Members

Approve the people who ask to join your church.

People who asked to join, the approved and the declined

Member list

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.	Tikimt 17, 2019 E.C.	<input checked="" type="button" value="Approve"/> <input type="button" value="Decline"/>
<p>Asked Daniel Tesfaye · Tikimt 16, 2019 E.C. · 8:42 p.m. · waiting for the answer</p> <p>sent again Tikimt 18, 2019 E.C. · 8:42 p.m.</p> <p>Ask another member</p>		
ST Saron Teshome saron.teshome@example.org Has not filled the join form yet.	Tikimt 17, 2019 E.C.	<input checked="" type="button" value="Approve"/> <input type="button" value="Decline"/>
<p>✓ Hana Desta knows them</p> <p>Ask another member</p>		

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

- 2 "Giving" 1 holds the ways to give. "Screen" 2 is the slideshow for the projector. "Prayer" 3 is the prayer board. "Groups" 4 holds the groups and classes, and "Class check-in" 5 the children's check-in.

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Ask another member

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

- 3 "Surveys" 1 asks the church questions. "Reports" 2 shows what members reported; the number says how many wait. "Staff" 3 lists who runs the church on Hibret. "Member view" 4 shows Hibret as your members see it.

✓ In the member view, "Church portal" brings you back here.

Approve or decline a person who asks to join

People who sign up for your church wait until staff approve them. Approve only people you know belong to your church.

The screenshot shows the 'Members' section of the Hibret application. The sidebar on the left contains navigation links for various church activities. The main content area is titled 'Members' and includes a sub-header 'Approve the people who ask to join your church.' Below this, there's a filter bar with 'Waiting', 'Approved', and 'Declined' tabs. A search bar is provided for finding members. The list of members shows two entries: Mikias Fikru and Saron Teshome. Mikias Fikru's entry is highlighted with a red box and a red circle with the number 1, indicating the 'Waiting' status. A red circle with the number 2 points to the 'Asked Daniel Tesfaye' comment. A red circle with the number 3 points to the 'Approve' button. Saron Teshome's entry is also visible with an 'Approve' button. The interface includes a search bar and a 'Member list' toggle.

1 "Waiting" 1 lists the people who asked to join. Under a name you see what other members said about them 2 . Press "Approve" 3 when you know the person belongs to your church.

✓ The person becomes a member and can see the member directory.

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

MA

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admin+sample-staff@h...

Members

EN ?

Members

Approve the people who ask to join your church.

People who asked to join, the approved and the declined

Member list

Waiting

Approved

Declined

Search by name, email, phone or neighbourhood

PERSON	ASKED ON
<div>MF</div> <div>Mikias Fikru</div> <div>mikias.fikru@example.org</div> <div>Lives in: Scarborough Village, Toronto, Ontario, Canada</div> <div>Has not filled the join form yet.</div> <div> <div>1</div> <div>Asked Daniel Tesfaye · Tikimt 16, 2019 E.C. · 8:42 p.m. · waiting for the answer</div> <div>sent again Tikimt 18, 2019 E.C. · 8:42 p.m.</div> </div> <div>Ask another member</div>	<div>Tikimt 17, 2019 E.C.</div> <div> <div>✓ Approve</div> <div>✗ Decline</div> </div>
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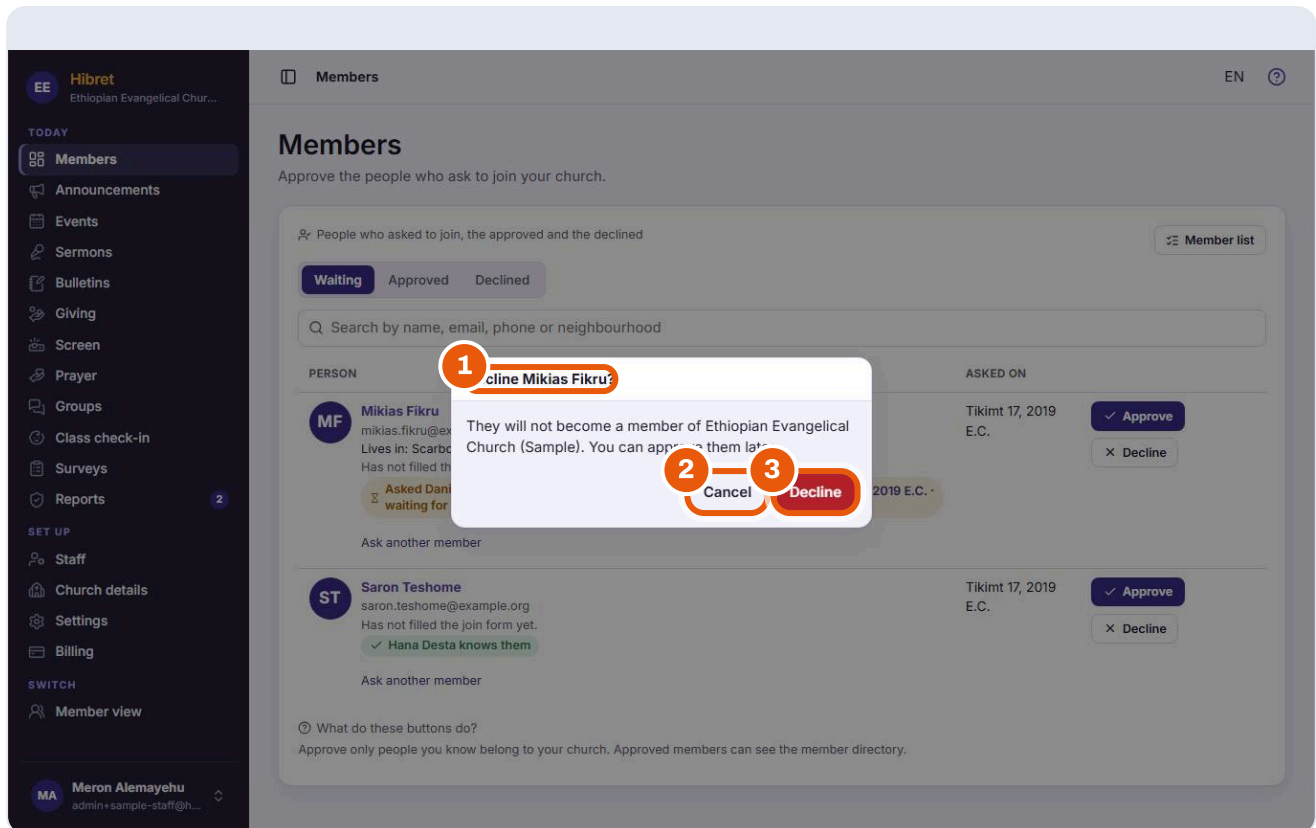
What do these buttons do?

Approve only people you know belong to your church. Approved members can see the member directory.

2

Not sure? Press "Ask another member" 1 and choose a member who may know the person. Hibret asks that member for you.

✓ The answer shows under the name: "knows them" or "does not know them".

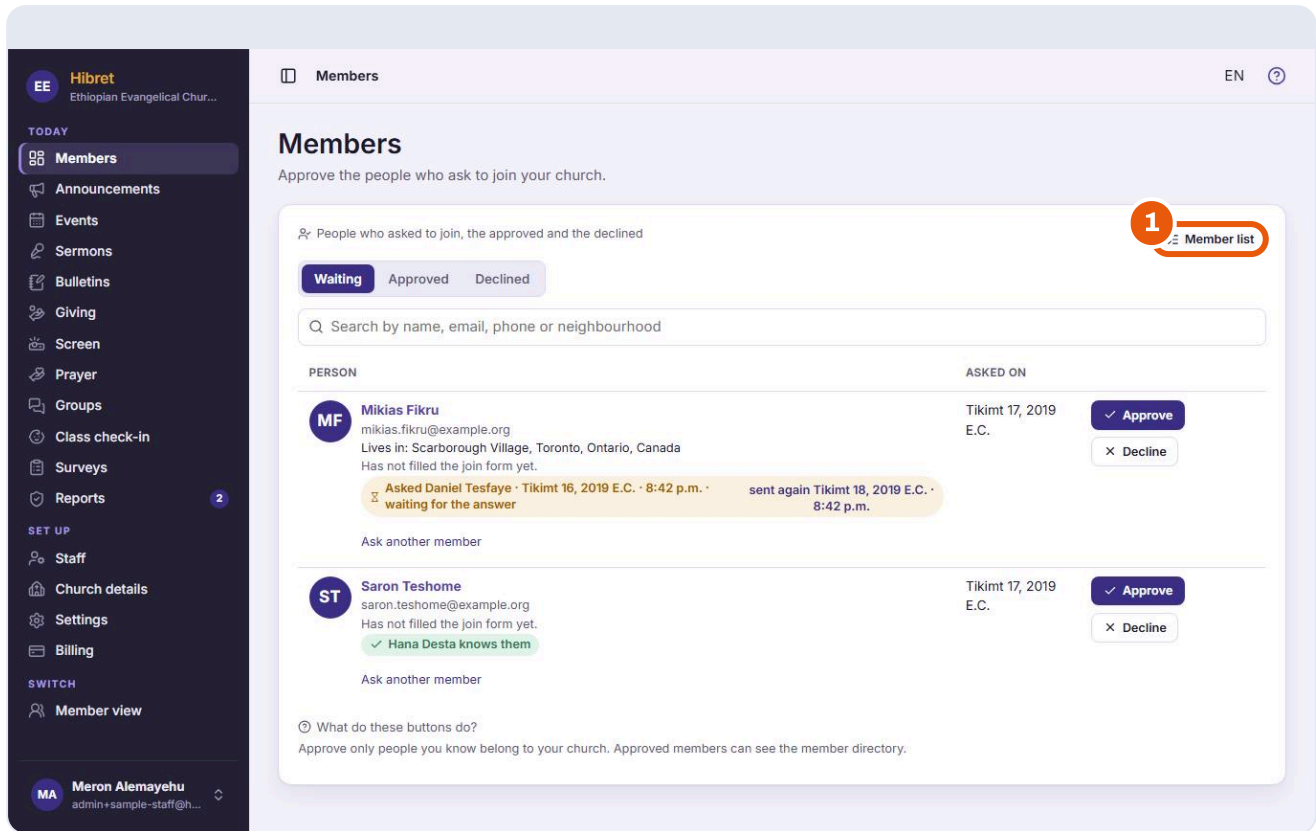


- 3 To turn someone away, press "Decline". Hibret asks first 1. Press "Cancel" 2 if you changed your mind, or "Decline" 3 to decline.

✓ A declined person can still be approved later, under "Declined".

Add the people your church already knows

Put your church's list into Hibret and invite the people. When they sign up with their own link, or with the phone number on the list, they are approved at once.



The screenshot shows the Hibret web application interface. On the left is a dark sidebar with a menu. The main content area is titled 'Members' and includes a sub-header 'Approve the people who ask to join your church.' Below this is a tabbed interface with 'Waiting', 'Approved', and 'Declined' tabs. The 'Waiting' tab is active, showing a list of members. A red circle with the number '1' highlights a 'Member list' button in the top right corner of the main content area. The member list has two columns: 'PERSON' and 'ASKED ON'. The first member is Mikias Fikru, with a status of 'waiting for the answer' and a timestamp of 'Tikimt 16, 2019 E.C. · 8:42 p.m.'. The second member is Saron Teshome, with a status of 'Hana Desta knows them' and a timestamp of 'Tikimt 17, 2019 E.C.'. Both members have 'Approve' and 'Decline' buttons next to them.

Members

Approve the people who ask to join your church.

People who asked to join, the approved and the declined

Waiting Approved Declined

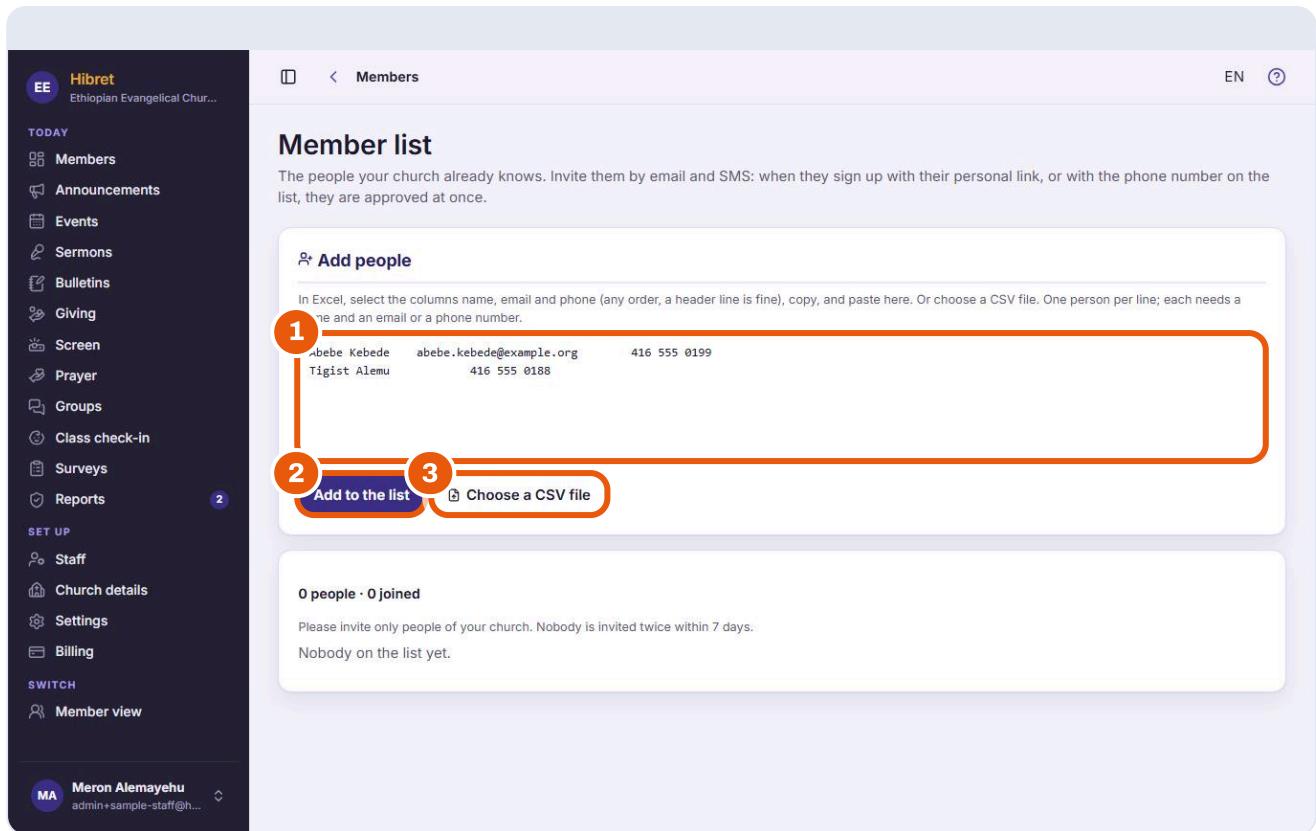
Search by name, email, phone or neighbourhood

PERSON	ASKED ON
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Ask another member

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

1 On "Members", press "Member list" 1.



- 2 In Excel, copy the columns name, email and phone, and paste them here 1. Then press "Add to the list" 2. You can also press "Choose a CSV file" 3 to choose a file.

- ✓ The people are on the list, ready to invite by email and SMS. Nobody is invited twice within 7 days.

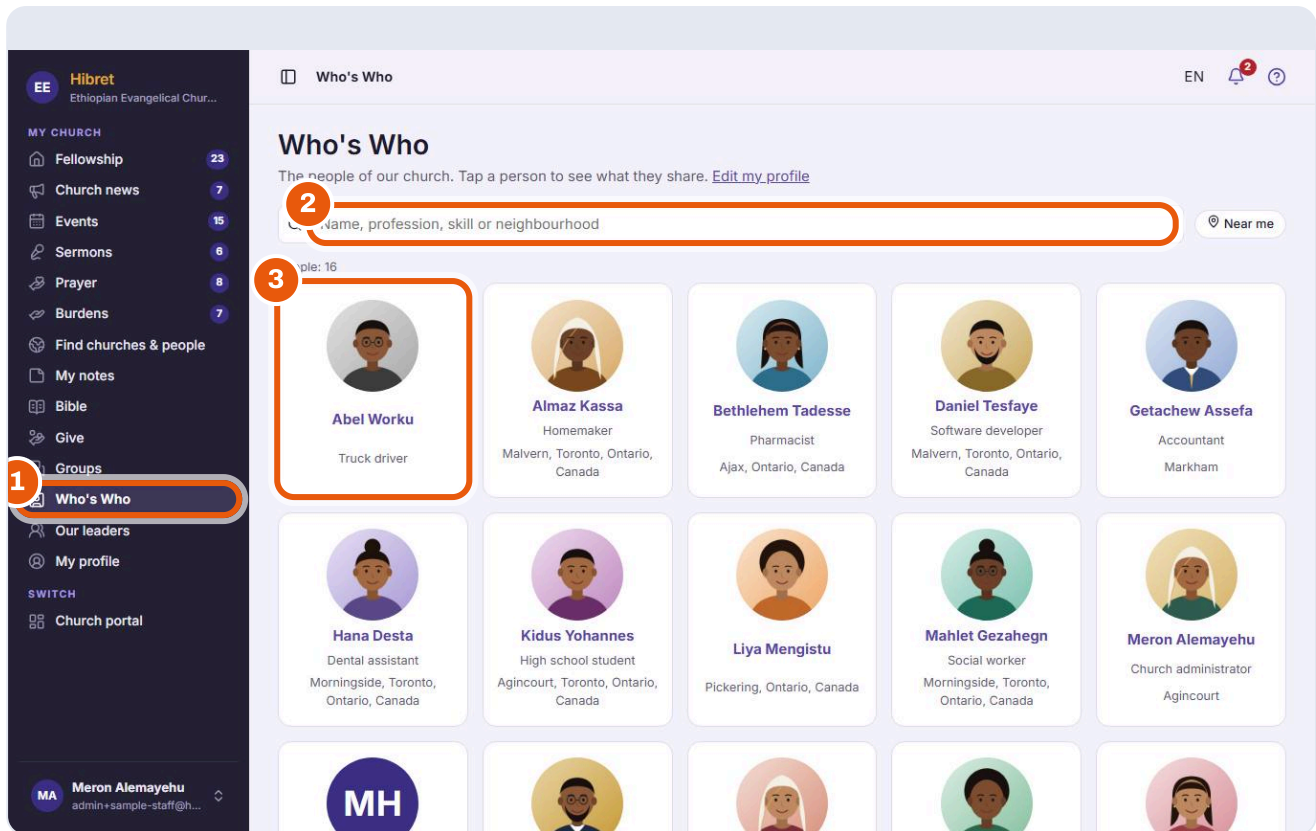
Find a person in Who's Who

Who's Who shows the approved members of your church, with what each person chose to share. It is in the member view.

The screenshot shows the Hibret Members page. The sidebar on the left has a 'Member view' tab highlighted with a red circle and the number 1. The main content area is titled 'Members' and includes a search bar and a list of members. The members are listed in a table with columns for 'PERSON' and 'ASKED ON'. The first member, Mikias Fikru, is in the 'Waiting' state and has a message from Daniel Tesfaye. The second member, Saron Teshome, is in the 'Approved' state and has a message from Hana Desta. The page also includes a 'What do these buttons do?' section at the bottom.

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

1 Press "Member view" 1.



- 2 Open "Who's Who" 1. Search by name, profession, skill or neighbourhood 2. Press a person 3 to see what they share.

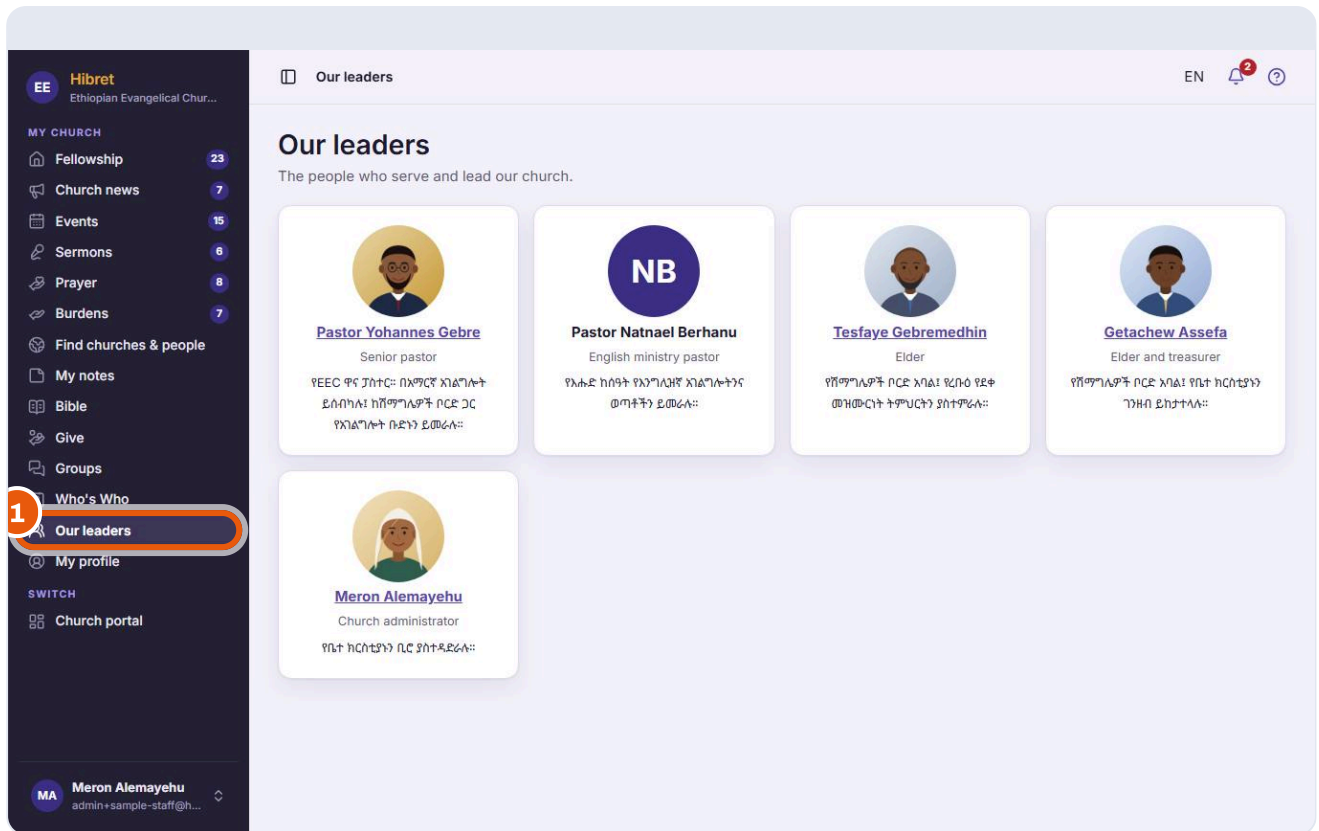
✓ "Church portal" at the bottom of the menu brings you back to the portal.

Show your church's leaders

Our leaders shows the pastors, elders and other leaders to your members. Staff add them under Church details.

The screenshot displays the Hibret app interface. On the left, a dark sidebar menu lists various church management options. The 'Church details' option is highlighted with a red circle and the number 1. The main content area is titled 'Church details' and includes a 'Calendar for dates' section with tabs for 'Both', 'Ethiopian', and 'Gregorian'. Below this is the 'Leadership' section, which lists church leaders. Two buttons at the top of the leadership list are highlighted with red circles and numbers: 'Add a leader' (2) and 'Add a guest preacher' (3). The leadership list includes entries for Pastor Yohannes Gebre, Pastor Natnael Berhanu, Tesfaye Gebremedhin, Getachew Assefa, Meron Alemayehu, and Pastor Mesfin Tadesse, each with a profile picture, name, role, and status.

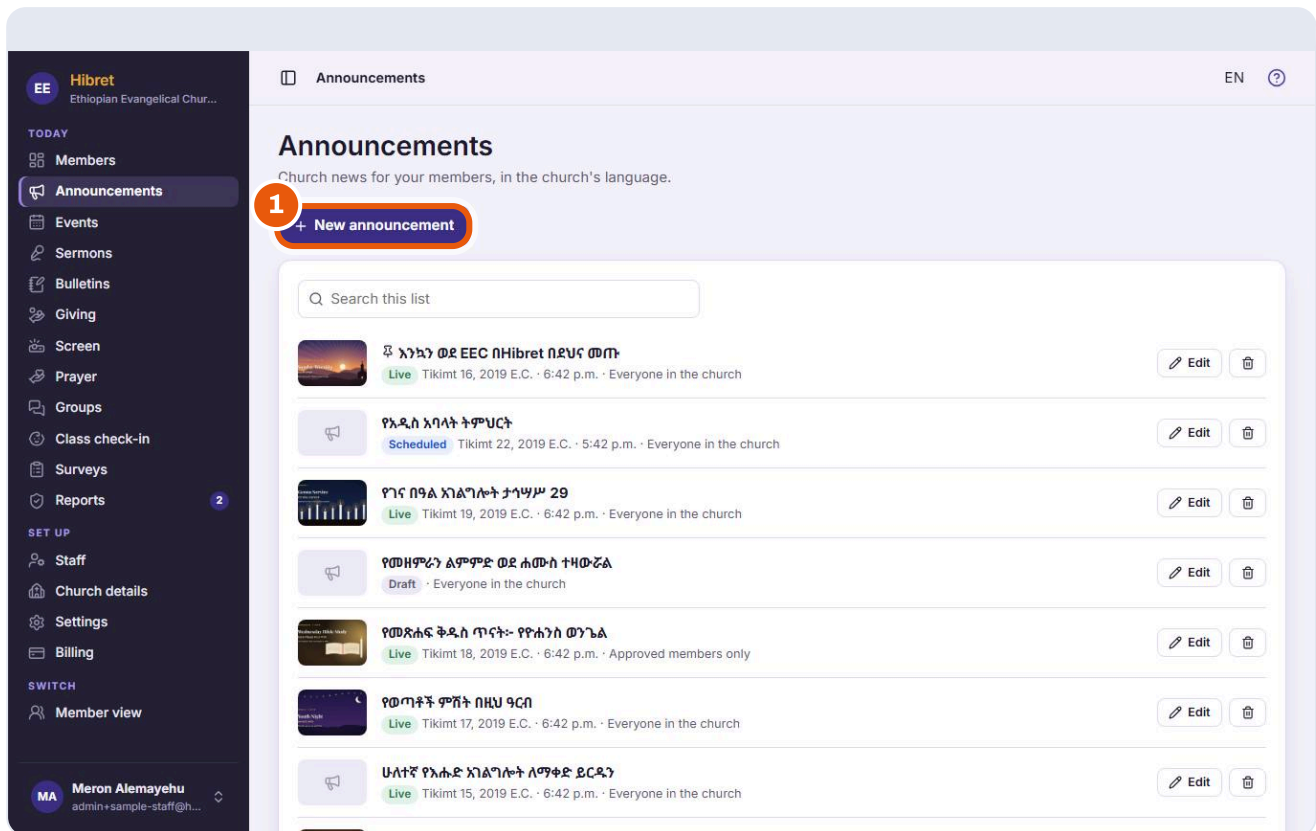
- 1 In "Church details" 1, find the leaders. Press "Add a leader" 2 for a pastor, an elder or another leader. Press "Add a guest preacher" 3 for a preacher from outside.



- 2 Members see them in "Our leaders" 1 , with their role and a short word about them.

Write church news

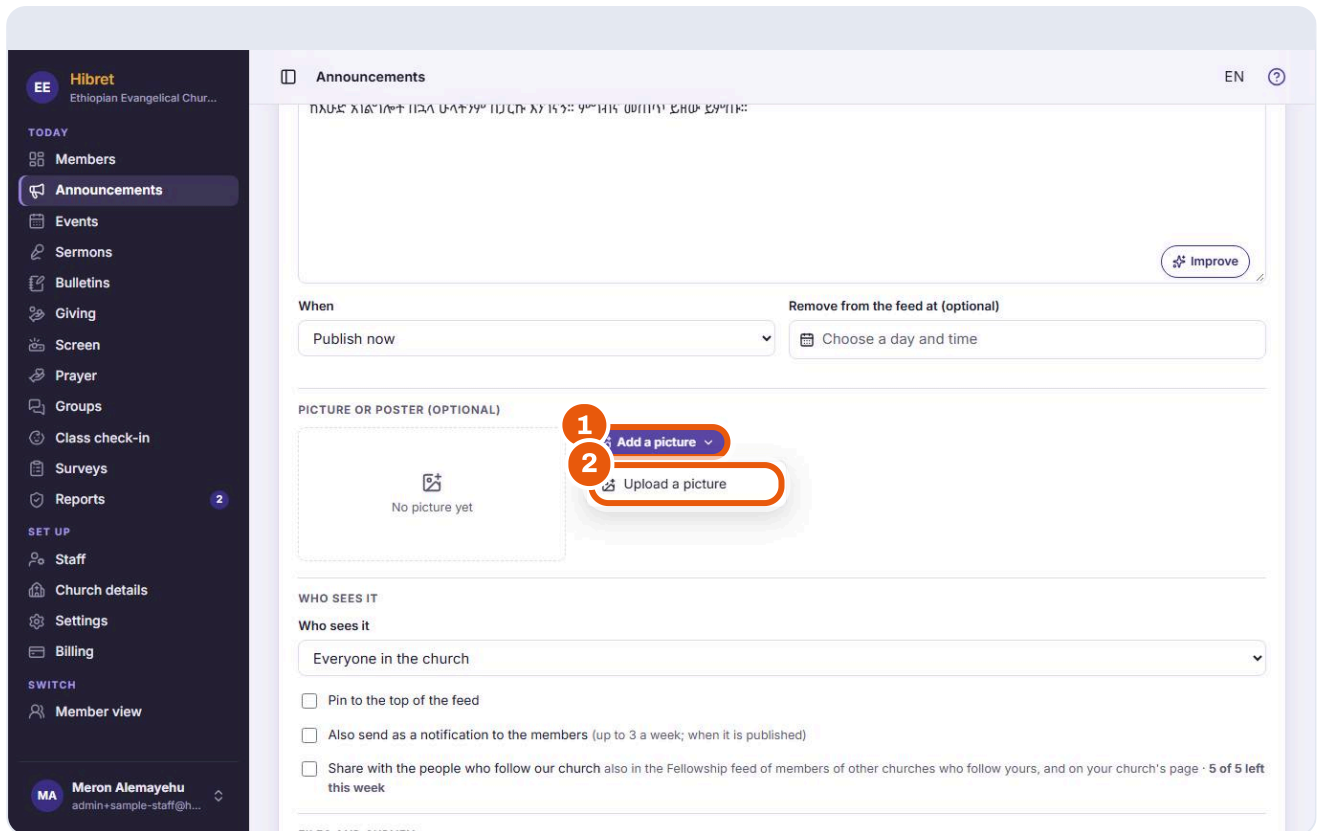
News goes to your members' Church news and Fellowship. Write it in the church's language; everyone sees it exactly as you write it.



1 In "Announcements", press "New announcement" 1 .

The screenshot shows the 'Announcements' page in the Hibret system. On the left is a dark sidebar with navigation options like 'Members', 'Events', 'Sermons', etc. The main area is titled 'New announcement'. It contains a text input for the title (1), a larger text area for the main content (2), a 'Publish now' dropdown menu (4), and an 'improve' button (3). Below the text area is a section for 'PICTURE OR POSTER (OPTIONAL)' with an 'Add a picture' button. The user's name 'Meron Alemayehu' is visible at the bottom left of the sidebar.

- 2 Write the title 1 and the text 2. "Improve" 3 suggests better words; you choose to use them or keep yours. In "When" 4 choose now, later, or a draft.



- 3 To add a picture or a poster, press "Add a picture" 1, then "Upload a picture" 2.

✓ The picture shows on top of the news.

The screenshot shows the 'Announcements' form in the Hibret system. The form is titled 'Announcements' and has a language selector 'EN' in the top right. On the left is a sidebar with navigation options: TODAY (Members, Announcements, Events, Sermons, Bulletins, Giving, Screen, Prayer, Groups, Class check-in, Surveys, Reports), SET UP (Staff, Church details, Settings, Billing), and SWITCH (Member view). The main form area has a header 'Announcements' and a button 'Add a picture'. Below this is a section 'WHO SEES IT' with four radio button options: 'Who sees it' (selected), 'Everyone in the church', 'Pin to the top of the feed', 'Also send as a notification to the members (up to 3 a week; when it is published)', and 'Share with the people who follow our church also in the Fellowship feed of members of other churches who follow yours, and on your church's page'. Below this is a section 'FILES AND SURVEY' with a 'Files' subsection containing an 'Attach files' button and a description: 'PDF, Word, Excel, PowerPoint, text or pictures; up to 10 MB each, 5 per item. Members download them.' There is also a 'Survey (optional)' subsection with a 'No survey' dropdown and a '+ Make a new survey' link. At the bottom of the form are two buttons: 'Save and publish' and 'Cancel'. Numbered steps 1 through 5 are overlaid on the form: 1 points to the 'Who sees it' radio button, 2 points to the 'Pin to the top of the feed' radio button, 3 points to the 'Also send as a notification to the members' radio button, 4 points to the 'Share with the people who follow our church' radio button, and 5 points to the 'Save and publish' button.

- 4 Choose "Who sees it" 1. Tick "Pin to the top of the feed" 2 to keep it first. Tick "Also send as a notification to the members" 3 for important news. Tick "Share with the people who follow our church" 4 so people who follow your church see it too. Press "Save and publish" 5.

✓ Your members see the news in Church news and on Fellowship.

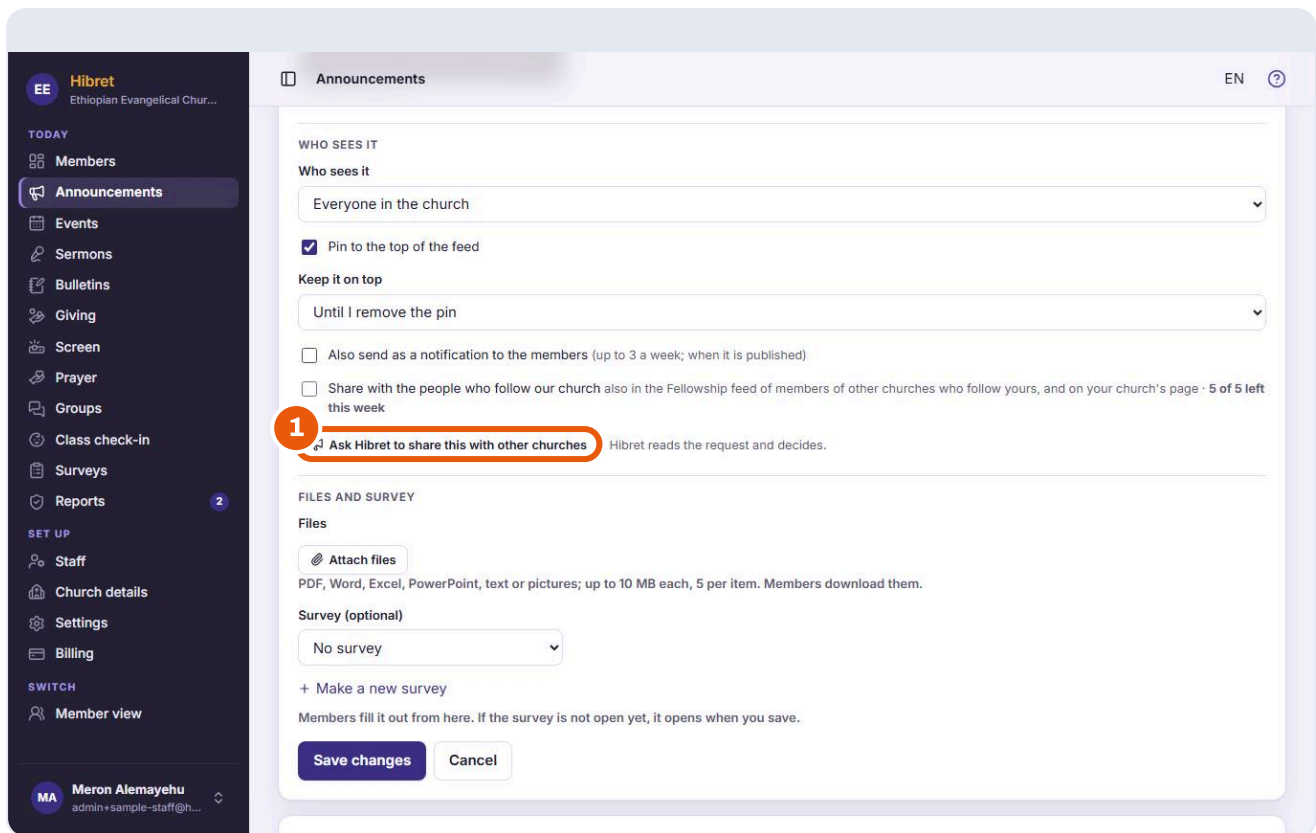
Ask Hibret to share news with other churches

Some news is for more than your church: a conference, a day of prayer. Ask Hibret to show it to other churches too.

The screenshot shows the Hibret web application interface. On the left is a dark sidebar with navigation links. The main content area is titled 'Announcements' and contains a list of church news items. Each item has a status (Live, Scheduled, Draft), a date, time, and audience. An orange circle with the number '1' highlights the 'Edit' button next to the first announcement.

Announcement Title	Status	Date & Time	Audience	Action
የእንኳን ወደ EEC በHibret በደህና መጡ	Live	Tikimt 16, 2019 E.C. · 6:42 p.m.	Everyone in the church	Edit
የአዲስ አበባ ትምህርት	Scheduled	Tikimt 22, 2019 E.C. · 5:42 p.m.	Everyone in the church	Edit
የገና በዓል አገልግሎት ታኅሣሥ 29	Live	Tikimt 19, 2019 E.C. · 6:42 p.m.	Everyone in the church	Edit
የመዘምራን ልምምድ ወደ ሐሙስ ተዛውሯል	Draft		Everyone in the church	Edit
የመድሐኔ ቅዱስ ጥናት- የየሐንስ ወንጌል	Live	Tikimt 18, 2019 E.C. · 6:42 p.m.	Approved members only	Edit
የወጣቶች ምሽት በዚህ ዓርብ	Live	Tikimt 17, 2019 E.C. · 6:42 p.m.	Everyone in the church	Edit
ሁለተኛ የአሐድ አገልግሎት ለማቀድ ይርዳን	Live	Tikimt 15, 2019 E.C. · 6:42 p.m.	Everyone in the church	Edit

1 In "Announcements", press "Edit" 1 next to the news.



2 Under "Who sees it", press "Ask Hibret to share this with other churches" 1.

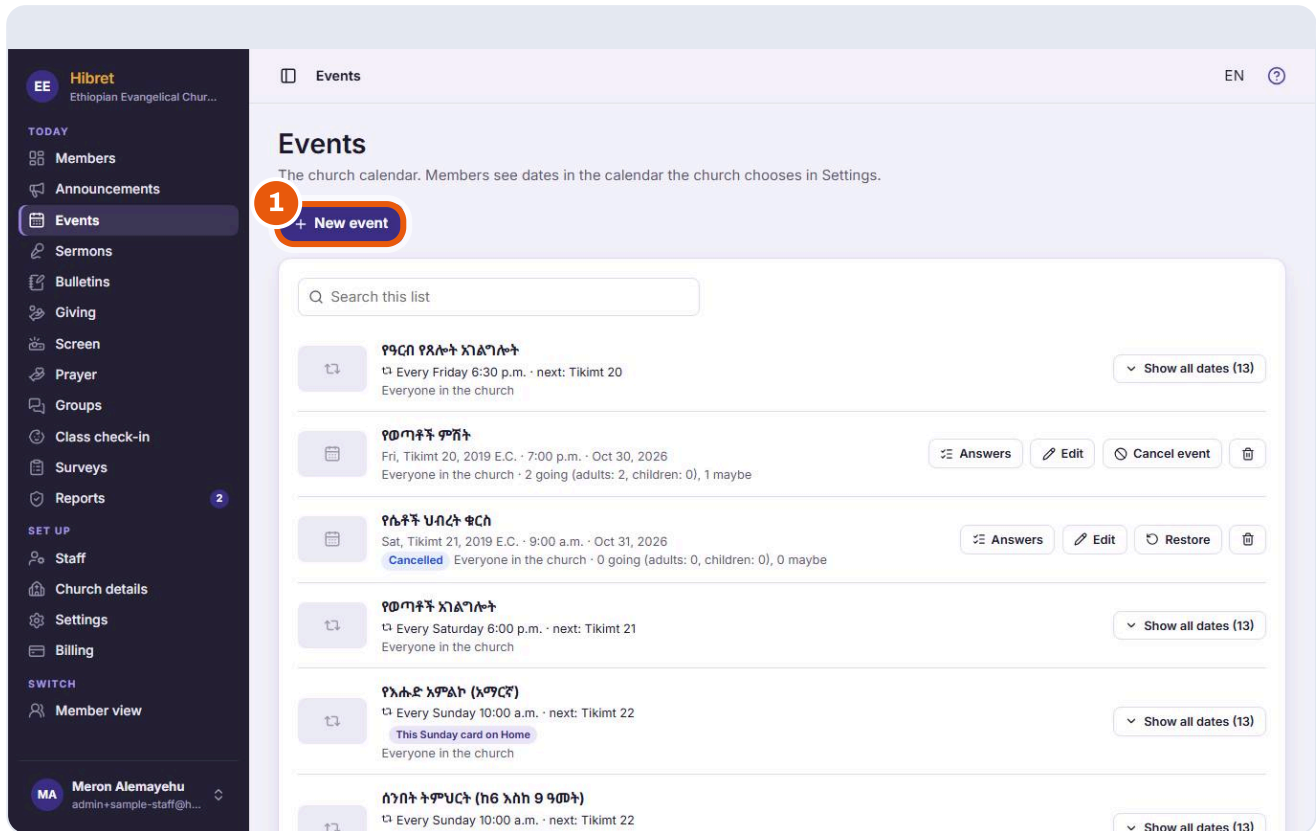
The screenshot shows the 'Announcements' form in the Hibret system. The left sidebar contains navigation links: EE Hibret, Ethiopian Evangelical Chur..., TODAY, Members, Announcements (highlighted), Events, Sermons, Bulletins, Giving, Screen, Prayer, Groups, Class check-in, Surveys, Reports, SET UP, Staff, Church details, Settings, Billing, SWITCH, and Member view. The main form area is titled 'Announcements' and includes a language selector 'EN'. The form contains several sections: a dropdown for 'Until I remove the pin', checkboxes for 'Also send as a notification to the members' and 'Share with the people who follow our church...', a text input for 'Which churches is it for? (optional)' with a hint 'For example: Ethiopian churches in Canada', a dropdown for 'at kind' with a hint 'For the community (a conference, prayer...)', and a 'Send the request' button. Below these is a 'FILES AND SURVEY' section with an 'Attach files' button, a survey dropdown set to 'No survey', and a '+ Make a new survey' link. At the bottom are 'Save changes' and 'Cancel' buttons. Three numbered steps are overlaid on the form: 1 points to the 'Which churches is it for?' input, 2 points to the 'at kind' dropdown, and 3 points to the 'Send the request' button.

3 Say which churches it is for 1 and what kind of news it is 2 . Press "Send the request" 3 .

✓ Hibret reads the request and decides. You get an email at each step.

Add an event or a weekly service

Events go into your members' calendar. A service that repeats every week is one event with "Repeats".



1 In "Events", press "New event" 1 .

The screenshot shows the 'Events' creation page in the Hibret system. The left sidebar contains navigation links under 'TODAY' (Members, Announcements, Events, Sermons, Bulletins, Giving, Screen, Prayer, Groups, Class check-in, Surveys, Reports) and 'SET UP' (Staff, Church details, Settings, Billing). The main form area is titled 'Events' and includes a language selector (EN). The form fields are annotated with numbered orange circles:

- 1**: Event name (for example Sunday worship) - The input field contains Amharic text: የወጣቶች የእግዚአብሔር ምሽት (ኃይማኖት)
- 2**: Place - The input field contains '100 Sample Street, Scarborough, Toronto'. A search icon is to the right.
- 3**: Starts - Under the 'WHEN' section, the 'Starts' field is highlighted. It contains a calendar icon and the text 'Choose a day and time'. Below it is an unchecked checkbox for 'All day (no time shown)'.
- 4**: Repeats - Under the 'WHEN' section, the 'Repeats' dropdown menu is highlighted. It shows 'Every week' with a downward arrow.

Other form fields include:

- Notes**: A large text area for additional information.
- Online link (optional)**: An input field containing 'https://youtube.com/live/...'.
- Ends (optional)**: An input field with a calendar icon and the text 'Choose a day and time'.
- Until (optional)**: An input field with a calendar icon and the text 'Choose a day'.
- PICTURE (OPTIONAL)**: A section at the bottom with a dashed box and a button that says 'Add a picture'.

The bottom of the sidebar shows the user profile: MA Meron Alemayehu, admin+sample-staff@h...

- 2 Write the name 1 and the place 2 . Choose the day and time it "Starts" 3 .
For a weekly service, choose it in "Repeats" 4 .

The screenshot shows the 'Events' management page in the Hibret system. The left sidebar contains navigation options: TODAY (Members, Announcements, Events, Sermons, Bulletins, Giving, Screen, Prayer, Groups, Class check-in, Surveys, Reports) and SET UP (Staff, Church details, Settings, Billing). The main content area is titled 'Events' and includes a 'No picture yet' placeholder. Below this, there are several sections with numbered callouts: 1. 'SWERS' section with a checkbox 'Ask members if they are coming'. 2. 'WHO SEES IT' section with a dropdown menu 'a group or class' (selected 'The whole church') and a 'Who sees it' dropdown (selected 'Everyone in the church'). 3. 'Publish: show in the calendar (untick to keep it as a draft)' checkbox and a text field 'Main service: show on Home as "This Sunday" in the week before'. 4. 'Share with the people who follow our church also in the Fellowship feed of members of other churches who follow yours, and on your church's page' checkbox. Below these are 'FILES AND SURVEY' sections: 'Files' with an 'Attach files' button and a note about file types and size; 'Survey (optional)' with a 'No survey' dropdown and a '+ Make a new survey' link. At the bottom, there is a 'Save' button and a 'Cancel' button. The user profile at the bottom left is 'Meron Alemayehu'.

- 3 Tick "Ask members if they are coming" 1 to know who comes. Choose a group or class 2 if it is only for them. Tick "Main service: show on Home as "This Sunday" in the week before" 3 for the main Sunday service. Press "Save" 4.

✓ The event is in the members' calendar. A weekly service shows every date.

See who is coming

When an event asks members if they are coming, you see the answers and the number of adults and children.

- 1 Under each event you see how many are going **1** . Press "Answers" **2** to see the names.

EE

Hibret

Ethiopian Evangelical Chur...

TODAY

Members

Announcements

Events

Sermons

Bulletins

Giving

Screen

Prayer

Groups

Class check-in

Surveys

Reports

2

SET UP

Staff

Church details

Settings

Billing

SWITCH

Member view

MA

Meron Alemayehu

admin+sample-staff@h...

Events

EN

?

Events

The church calendar. Members see dates in the calendar the church chooses in Settings.

+ New event

Q Search this list

የዓርብ የጸሎት አገልግሎት

Every Friday 6:30 p.m. · next: Tikimt 20

Everyone in the church

Show all dates (13)

የወጣቶች ምሽት

Fri, Tikimt 20, 2019 E.C. · 7:00 p.m. · Oct 30, 2026

Everyone in the church · 2 going (adults: 2, children: 0), 1 maybe

1

Kidus Yohannes	Going	Adults: 1, children: 0
Selam Haile	Going	Adults: 1, children: 0
Bethlehem Tadesse	Maybe	Adults: 1, children: 0
Abel Worku	Not going	

Answers

Edit

Cancel event

የሌቶች ህብረት ቁርባና

Sat, Tikimt 21, 2019 E.C. · 9:00 a.m. · Oct 31, 2026

Cancelled Everyone in the church · 0 going (adults: 0, children: 0), 0 maybe

Answers

Edit

Restore

የወጣቶች አገልግሎት

Every Saturday 6:00 p.m. · next: Tikimt 21

Everyone in the church

Show all dates (13)

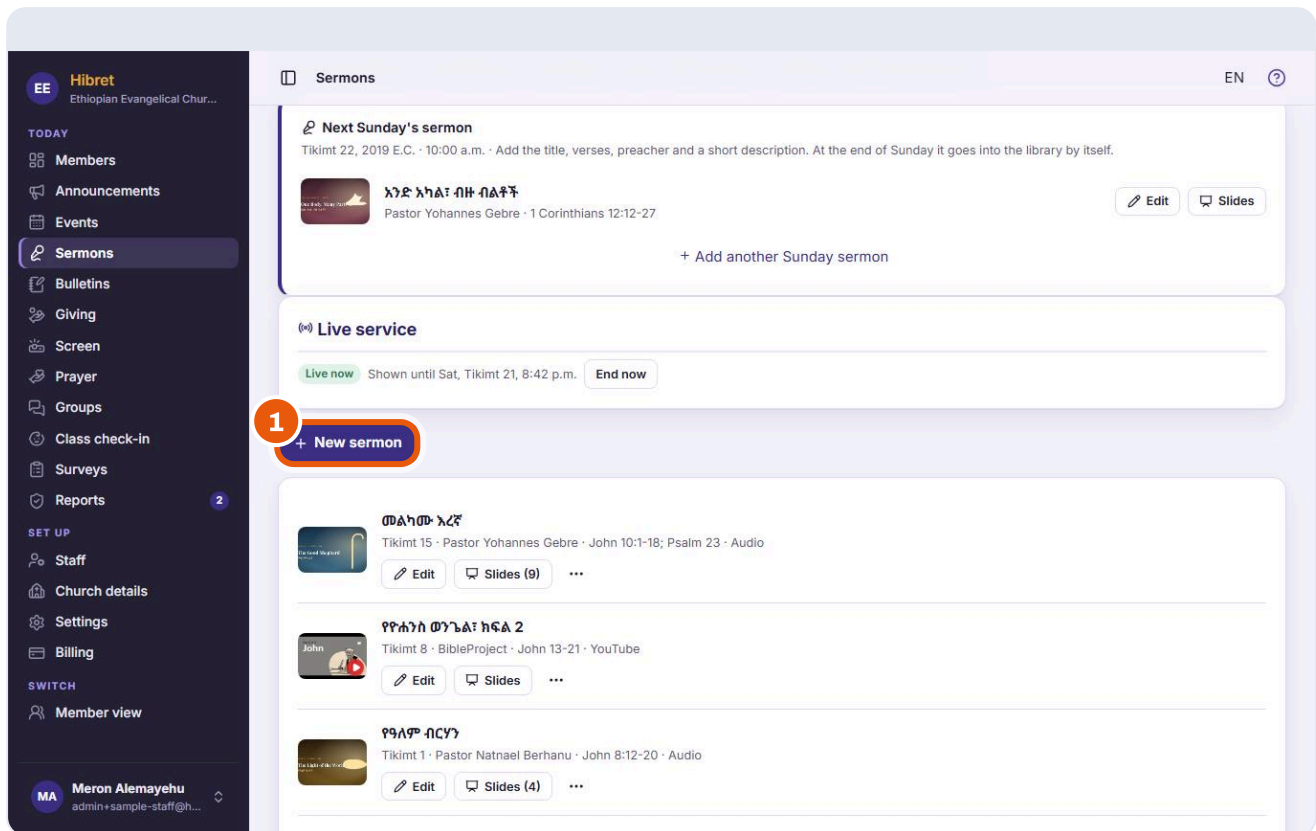
2

The list 1 shows each person's answer: going, maybe or not going, with adults and children.

Hibret · hibret.org/help · 26 / 57

Add a sermon

The sermon library keeps each sermon with its Bible passages, the preacher, a YouTube link or a recording.



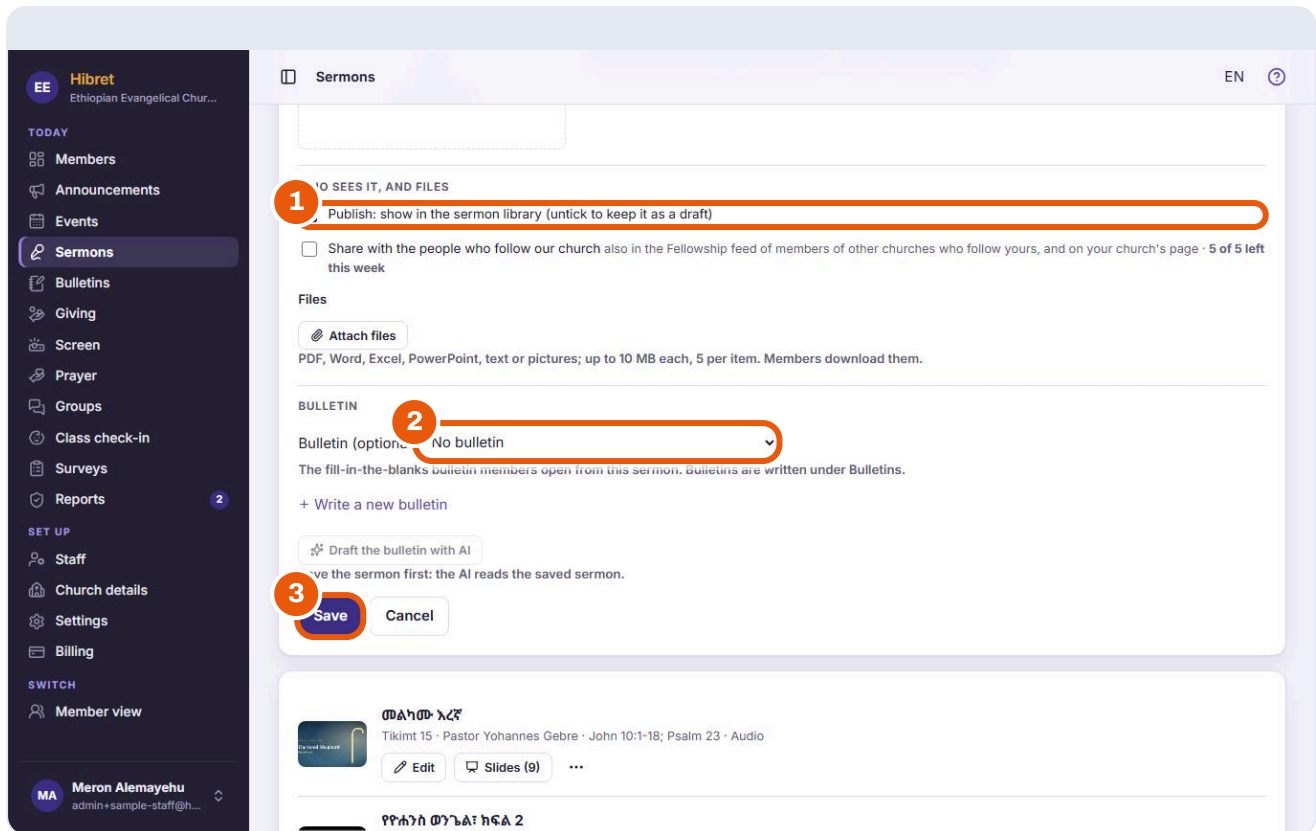
1 In "Sermons", press "New sermon" 1.

The screenshot shows the 'Sermons' form in the Hibret system. The form is divided into several sections with numbered callouts indicating where to enter information:

- 1**: Sermon title: what the message is about. The input field contains Amharic text: ጥበቃ የምንገኛለን (ናጡና).
- 2**: Bible passages. The input field contains Romans 5:1-5.
- 3**: Preacher. A dropdown menu is open showing 'Choose the preacher'. Recent preachers listed are Pastor Yohannes Gebre, BibleProject, Pastor Natnael Berhanu, and Pastor Mesfin Tadesse.
- 4**: YouTube link (optional). The input field contains a partial URL: https://youtu.be/...
- 5**: Add a recording (optional). A button labeled 'Add a recording' is highlighted.

Other visible elements include a sidebar menu with options like Members, Announcements, Events, Sermons, Bulletins, Giving, Screen, Prayer, Groups, Class check-in, Surveys, Reports, Staff, Church details, Settings, Billing, and Member view. The bottom of the form has a 'COVER PICTURE' section with an 'Add a cover picture' button.

- 2 Write the title 1 and the Bible passages 2. Choose the "Preacher" 3. Paste the YouTube link 4, or press "Add a recording" 5 for a recording.

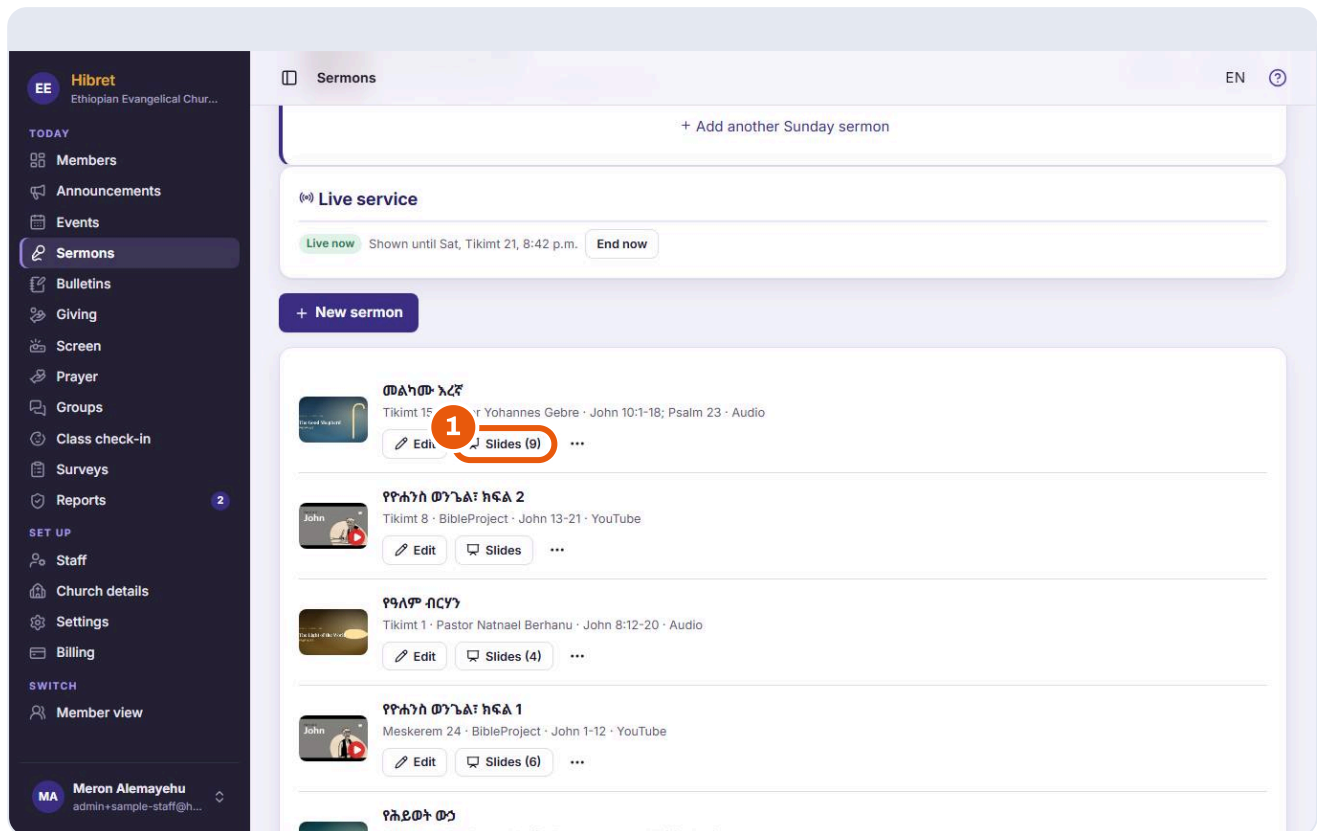


- 3 Keep "Publish: show in the sermon library (untick to keep it as a draft)" 1 ticked. Choose the Sunday bulletin 2 if there is one. Press "Save" 3.

✓ The sermon is in the library. Members can watch or listen, and open the slides and the bulletin.

Prepare the sermon slides

Slides for the big screen: titles, Bible verses, points and pictures. Prepare them any time before Sunday.



- 1 In "Sermons", press "Slides" **1** next to the sermon. The number says how many slides it has.

- 2 Press "Add a slide" 1 for a new slide. Move a slide up or down with the arrows 2 . Press "Edit" 3 to change one.

Slides

መልካሙ እረኛ · Tikimt 15

Slides for the big screen. Prepare them any time before Sunday, also from your phone. Bible verses on a slide become buttons: a tap opens the verse on the side. After the service, every member sees the slides with the sermon.

+ Add a slide 1 Present here 2 Show on church screen 3 Download for offline

☐ Start with the cover

The show starts on the sermon's cover picture. Next goes to slide 1.

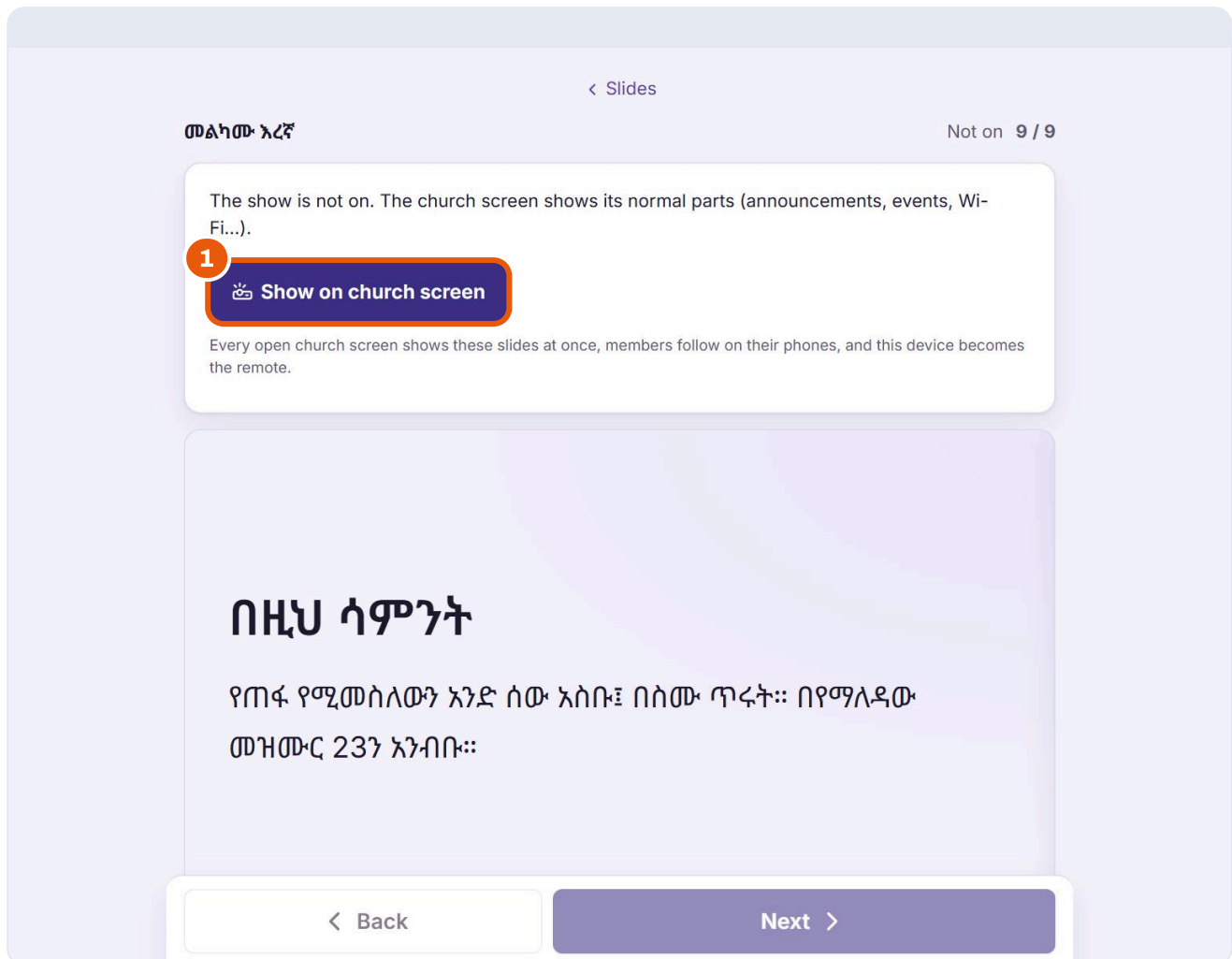
Slide Number	Icon	Title	Notes	Actions
1	H	መልካሙ እረኛ	Title · speaker notes	↑ ↓ Edit Duplicate
2	📖	እኔ መልካም እረኛ ነኝ	Bible verse · speaker notes	↑ ↓ Edit Duplicate
3	☰	1. በስማኝን ያውቀናል	Title and text · speaker notes	↑ ↓ Edit Duplicate
4	🖼️	2. ቀድሞን ይሄዳል	Picture and text	↑ ↓ Edit Duplicate
5	📖	እግዚአብሔር እረኛዬ ነው	Bible verse	↑ ↓ Edit Duplicate
6	☰	3. ነፍሱን ያዋራል	Title and text · speaker notes	↑ ↓ Edit Duplicate
7	📖	እኔ ራሴ በገጄን አፈልጋለሁ	Bible verse	↑ ↓ Edit Duplicate
8	🖼️	(no title)		↑ ↓ Edit Duplicate

3 "Present here" 1 shows the slides on this computer. "Show on church screen" 2 shows them on the church screen. "Download for offline" 3 keeps them for a church without internet.

✓ After the service, every member sees the slides with the sermon.

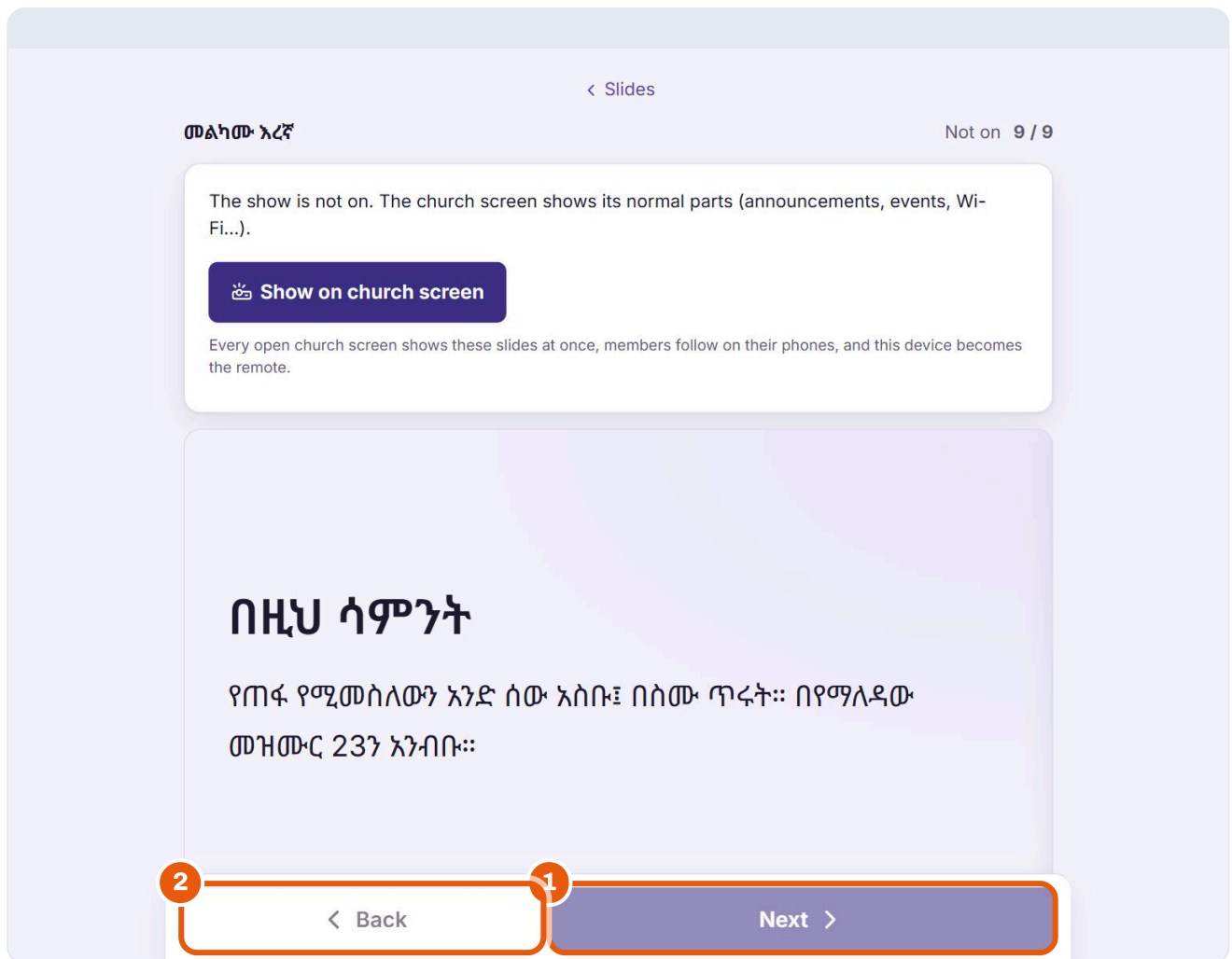
Move the slides from a tablet

During the sermon, the remote moves the slides on the church screen. Use it on a tablet or a phone, signed in as staff.



- 1 Open the sermon's slides and the remote. Press "Show on church screen" 1 when the sermon starts.

- ✓ The church screen shows the first slide. The remote shows the slide that is on the screen now, and the next one.

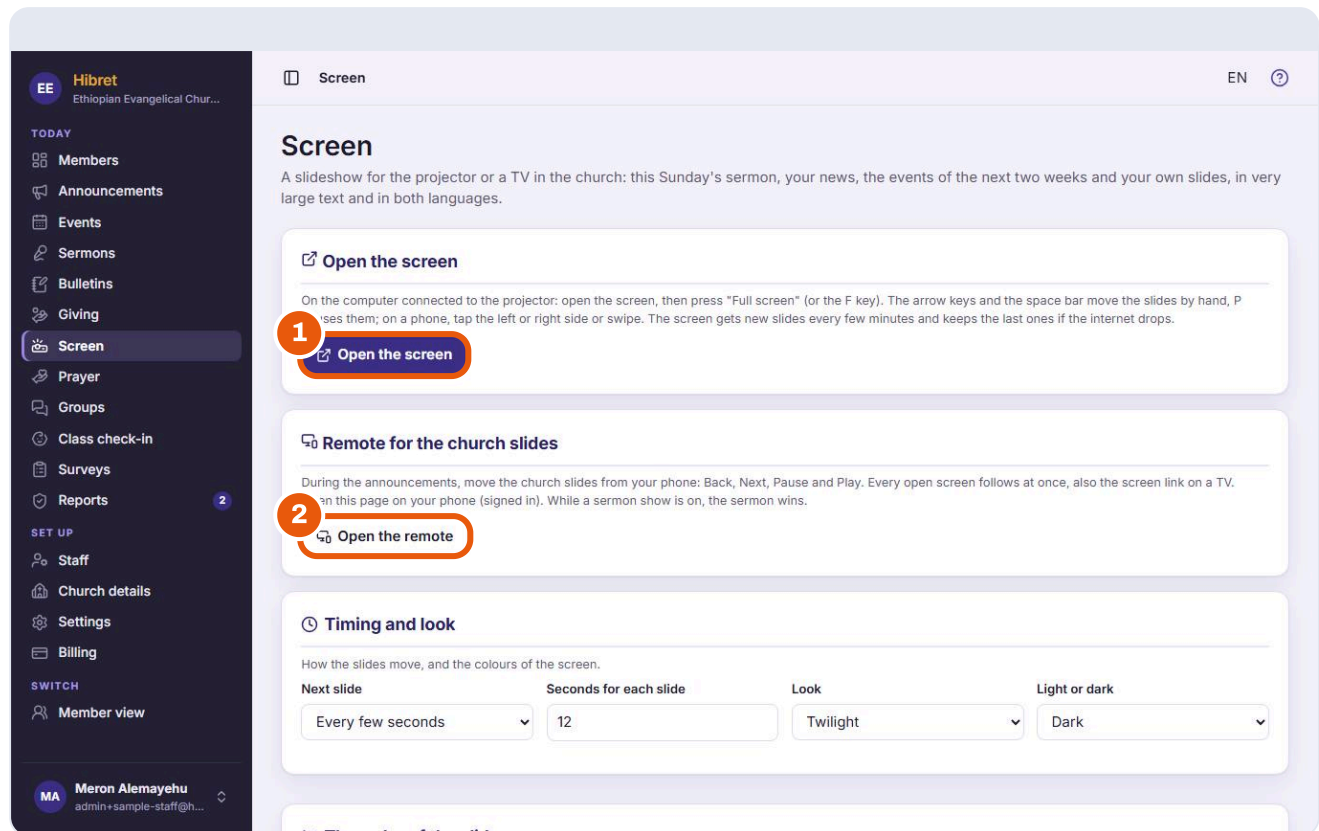


- 2 While the show is on, press "Next" 1 for the next slide and "Back" 2 for the one before. Every open church screen follows at once.

✓ No internet in the church? Use "Present here" on the computer that is connected to the projector.

Show the church slideshow on the projector

The screen shows this Sunday's sermon, your news, the events of the next two weeks and your own slides, in very large letters.



- 1 In "Screen", on the computer connected to the projector, press "Open the screen" **1**. On your phone, "Open the remote" **2** moves the slides during the announcements.

✓ Press the F key for full screen. The screen gets new slides every few minutes.

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

MA

Meron Alemayehu

admin+sample-staff@h...

Screen

EN ?

Open this page on your phone (signed in). While a sermon show is on, the sermon wins.

Open the remote

1

Timing and look

How the slides move, and the colours of the screen.

Next slide

Every few seconds

Seconds for each slide

12

Look

Twilight

Light or dark

Dark

2

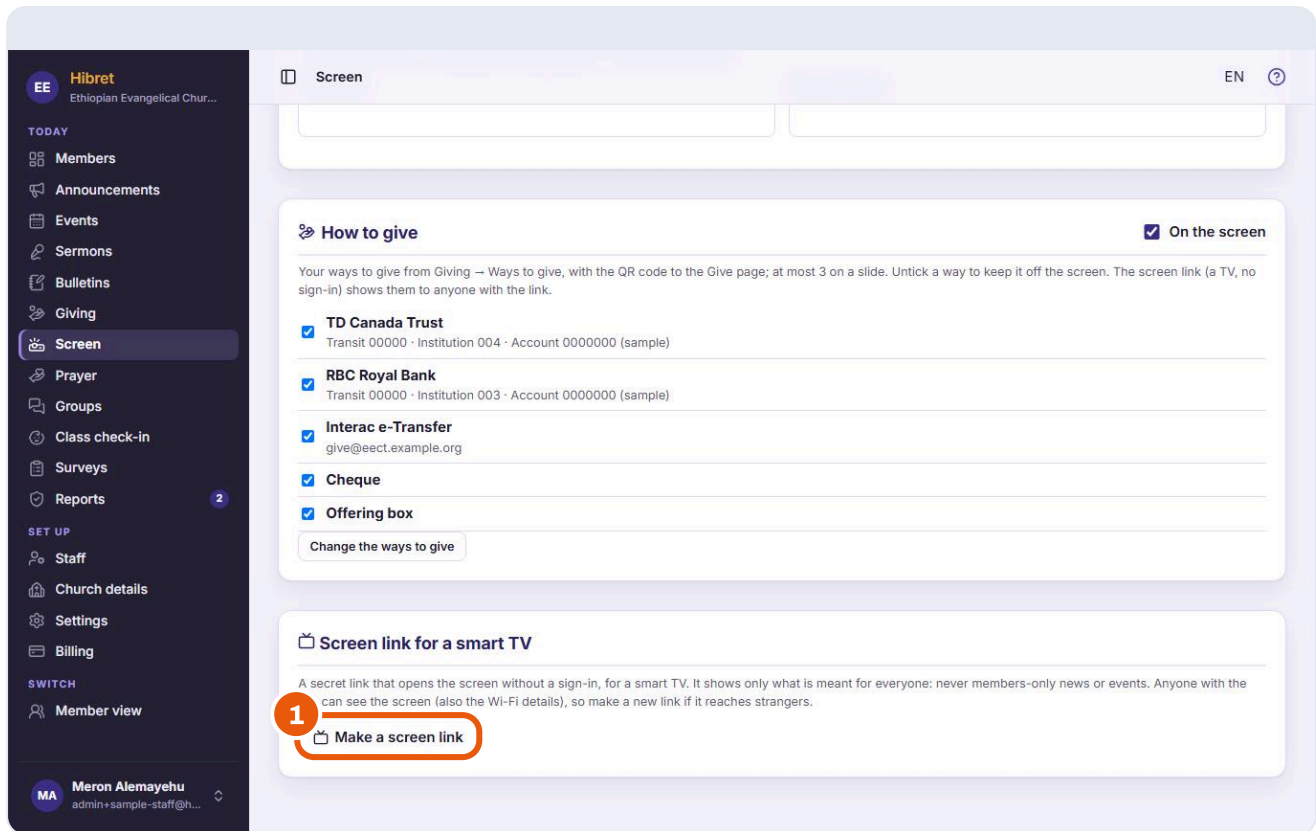
The order of the slides

Switch a part on or off, and use the arrows to move it up or down. The screen shows the parts in this order.

☒	This Sunday	↑	↓
☒	Welcome, guests	↑	↓
☒	News	↑	↓
☒	Bible verse	↑	↓
☒	Events	↑	↓
☒	Wi-Fi	↑	↓
☒	How to give	↑	↓

2

In "Timing and look" 1 choose how fast the slides move and the colours. In "The order of the slides" 2 switch a part on or off and move it up or down.

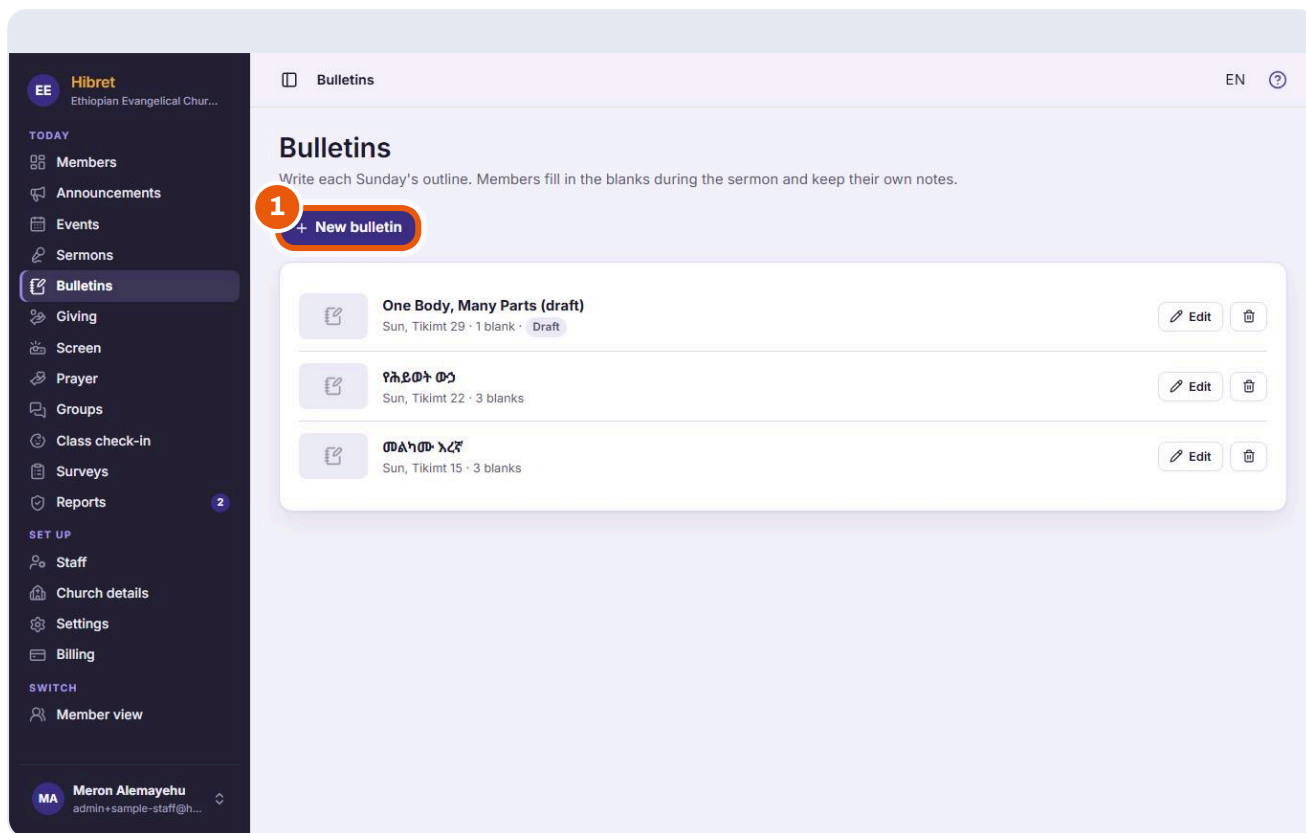


3 For a smart TV without a sign-in, press "Make a screen link" 1.

- ✓ The link shows only what is meant for everyone. Make a new link if it reaches strangers.

Write the Sunday bulletin

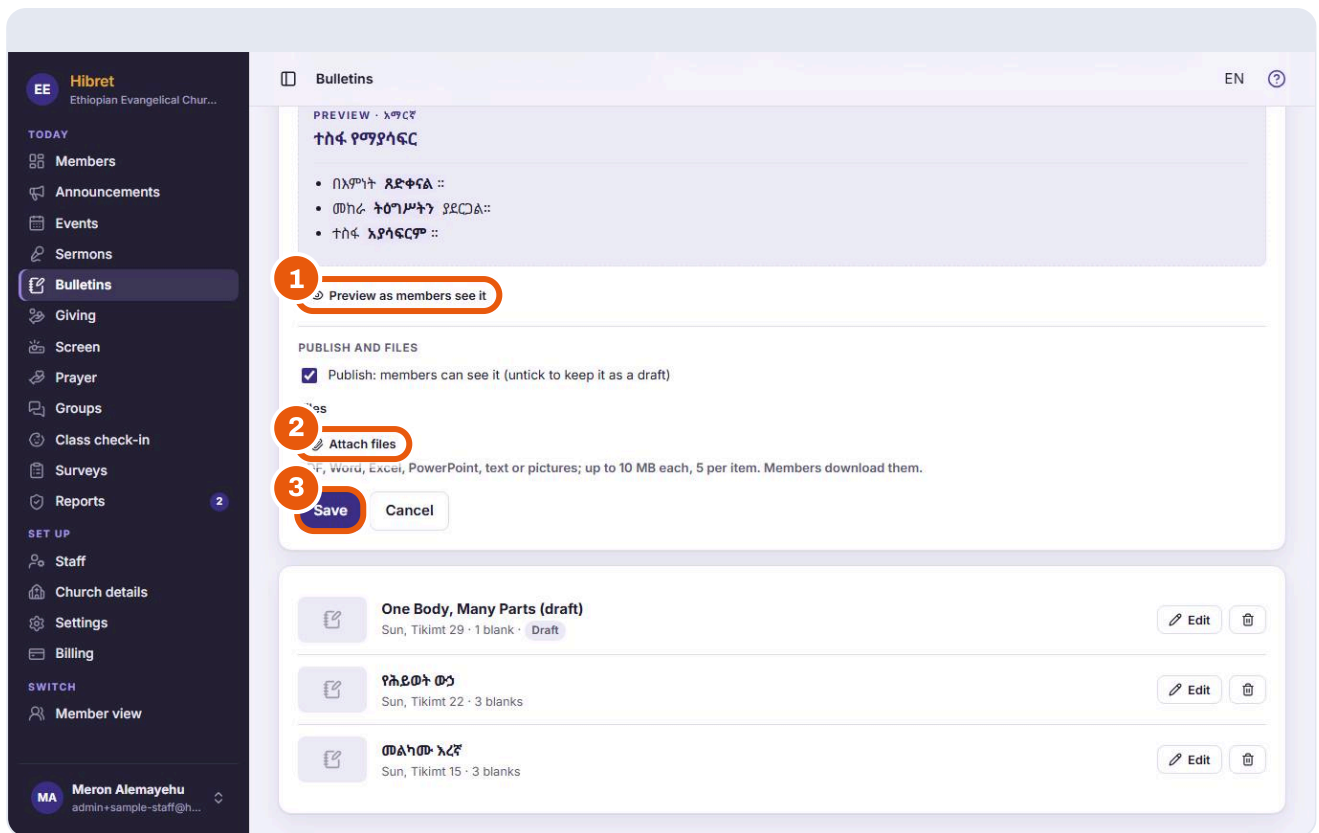
The bulletin is the sermon outline. Members fill in the blanks during the sermon and keep their own notes.



- 1 In "Bulletins", press "New bulletin" 1 .

The screenshot shows the 'New bulletin' form in the Hibret app. The form is divided into two main sections: 'THE SERVICE' and 'THE BULLETIN'. The left sidebar contains navigation options like Members, Announcements, Events, Sermons, Bulletins (highlighted), Giving, Screen, Prayer, Groups, Class check-in, Surveys, Reports, Staff, Church details, Settings, Billing, and Member view. The top right shows 'EN' and a help icon. The form fields are annotated with numbered circles: 1 points to the 'Day of the service' field, 2 points to the 'Sermon (optional)' dropdown, 3 points to the 'Title' field, 4 points to the 'Outline' field, and 5 points to the 'Make a blank' button. The 'Outline' field contains a list of items: '# ተስፋ የማያሳፍር', '- በእምነት [[ጸድቀናል]]::', '- መከራ [[ትዕግሥትን]] ያደርጋል::', and '- ተስፋ [[እያሳፍርም]]::'. A 'Make a blank' button is visible above the outline field. An 'Improve' button is at the bottom right of the form. A preview section at the bottom shows the rendered bulletin text.

- 2 Choose the day of the service 1 and the sermon 2 . Write the title 3 and the outline 4 : one point per line. Select a word and press "Make a blank" 5 ; members fill it in.



- 3 Press "Preview as members see it" 1 to see it as members do. Add files to download 2, like a song sheet. Press "Save" 3.

✓ Members open the bulletin from Sunday's sermon.

Add files to download

News, events, sermons and bulletins can carry files: PDF, Word, Excel, PowerPoint or pictures. Members download them.

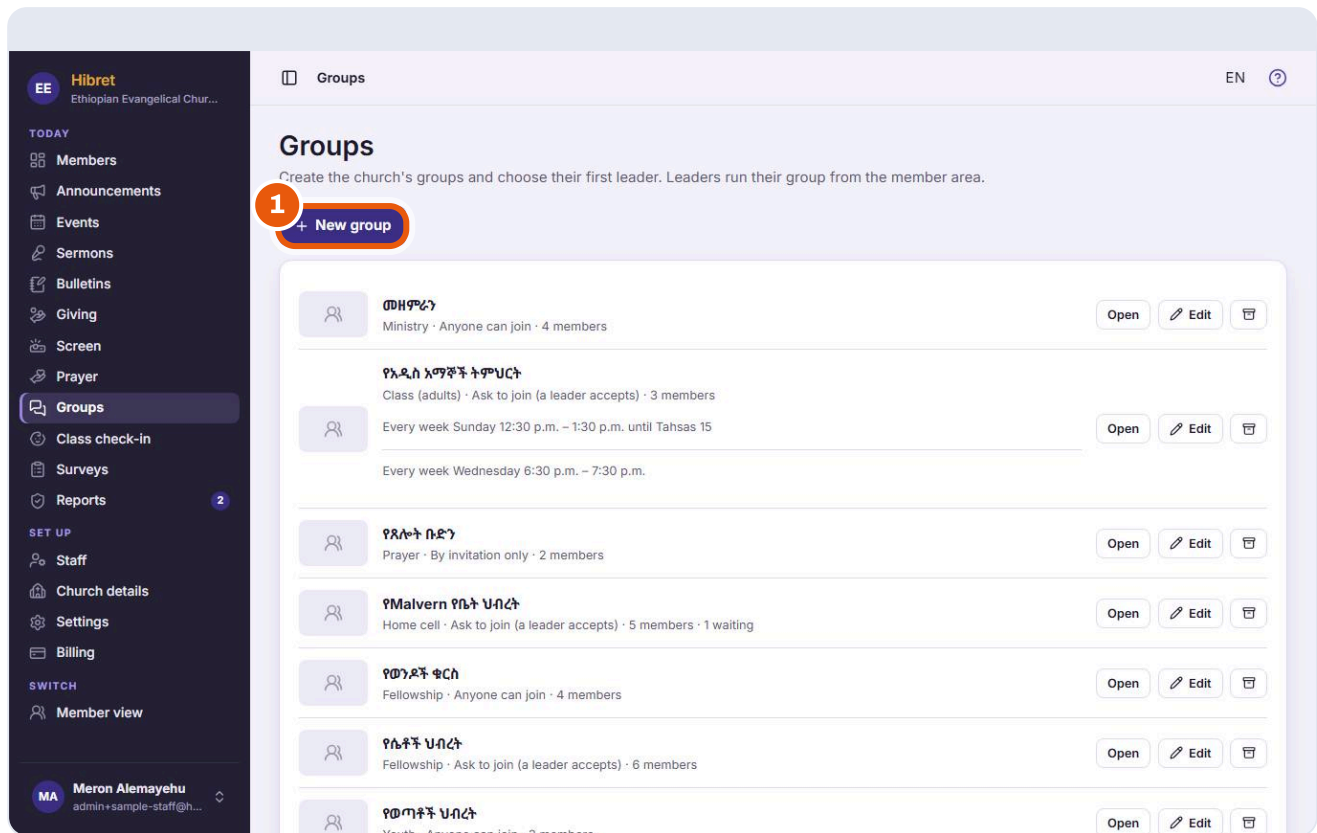
The screenshot shows the Hibret Announcements editor. The left sidebar lists various church management tools. The main editor area is titled 'Announcements' and includes a language selector (EN) and a help icon. The 'WHO SEES IT' section allows users to select who can view the announcement (currently 'Everyone in the church') and offers options to pin to the top of the feed, send as a notification, or share with followers. The 'FILES AND SURVEY' section features an 'Attach files' button (circled in orange with a red '1') and a 'Survey (optional)' dropdown menu (circled in orange with a red '2'). Below these are buttons for 'Save and publish' and 'Cancel'. At the bottom, there is a search bar and a list of announcements, including one titled 'ጳጳሳዊ ወደ EEC በHibret በደህና መጡ' (Live) with a thumbnail image and a 'Live' status indicator.

- 1 In the editor, press "Attach files" 1 and choose up to 5 files of 10 MB each. You can also add a survey 2 that members fill out from here.

✓ The files show under the news. Members tap one to download it.

Create a group

Groups have their own chat and news: a choir, a home cell, the youth. Staff create them and choose the first leader.



1 In "Groups", press "New group" 1.

The screenshot shows the 'New group' form in the Hibret application. The form is titled 'New group' and contains several fields and dropdown menus. Numbered callouts indicate the following steps:

- 1**: Name field (containing Amharic text).
- 2**: Kind of group dropdown menu (set to Fellowship).
- 3**: Who can join dropdown menu (set to Ask to join (a leader acceptance...)).
- 4**: First leader field (set to No leader yet).
- 5**: Save button.

Other fields include 'About the group', 'When it meets' (with example text 'For example: Fridays 7 pm, church hall'), and a 'PICTURE' section with an 'Add a picture' button and a note: 'Shown on the group list and at the top of the group. JPEG, PNG or WebP.'

- 2 Write the name **1**. Choose the "Kind of group" **2** and "Who can join" **3**. Choose the "First leader" **4**. Press "Save" **5**.

✓ The leader runs the group from the member area: members, chat and news.

Create a class with class times

A class is a group that meets at set times, like Sunday school. Its times go into the calendar, and children can be checked in.

The screenshot shows the 'Groups' screen in the Hibret app. The left sidebar contains navigation options: Members, Announcements, Events, Sermons, Bulletins, Giving, Screen, Prayer, Groups (selected), Class check-in, Surveys, Reports, Staff, Church details, Settings, Billing, and Member view. The main content area is titled 'Groups' and shows a form to create a new group. The form has several sections: 'Kind of group' with a dropdown menu set to 'Class' (callout 1); 'Who can join' with a dropdown menu set to 'Ask to join (a leader acce...)'; 'When the class meets' with a section for adding times. This section includes a dropdown for the day (set to 'Sunday', callout 2), a time range selector (set to '10:00' to '11:00', callout 3), and a frequency selector (set to 'Every week'). Below this is an 'Add another time' button (callout 4). A summary box shows 'Members will read: Every week Sunday 10:00 a.m. – 11:00 a.m.'. The bottom section is titled 'More (optional): first and last date, where' and includes fields for 'Who learns in this class' (set to 'children'), 'Children's ages' (with 'From age' and 'To age' fields), and 'First teacher' (set to 'No leader yet'). At the bottom, there is a 'PICTURE' section with an 'Add a picture' button.

- 1 In "New group", choose "Class" as the kind 1. Press "Add a time", then choose the day 2 and the hours 3 the class meets. A class that meets twice a week has two rows: press "Add another time" 4.

Groups

When the class meets

Add each time the class meets. A class that meets twice a week has two rows.

Sunday

10 ... : 00 - 11 ... : 00 ☒ Every week

+ Add another time

Members will read:

Every week Sunday 10:00 a.m. – 11:00 a.m.

► More (optional): first and last date, where

Who learns in this class

children

Children are enrolled by a parent from their Family; adults ask to join themselves. The class leaders are its teachers.

Children's ages

From age

To age

Leave empty for any age. The age comes from the birth year in the family.

First teacher

Q No leader yet

PICTURE

No picture yet

Add a picture

Shown on the group list and at the top of the group. JPEG, PNG or WebP.

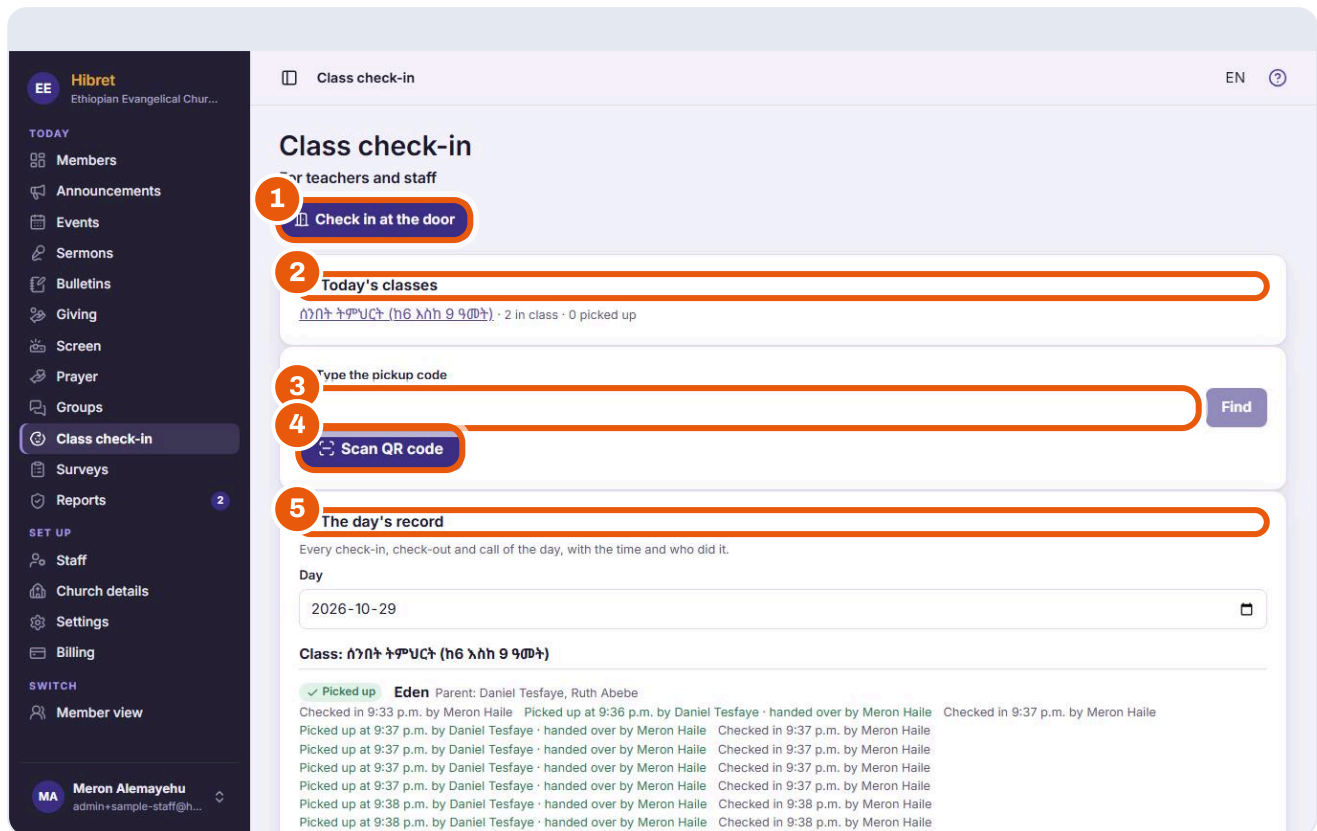
Save Cancel

2 Choose "Who learns in this class" 1 : children or adults. Press "Save" 2 .

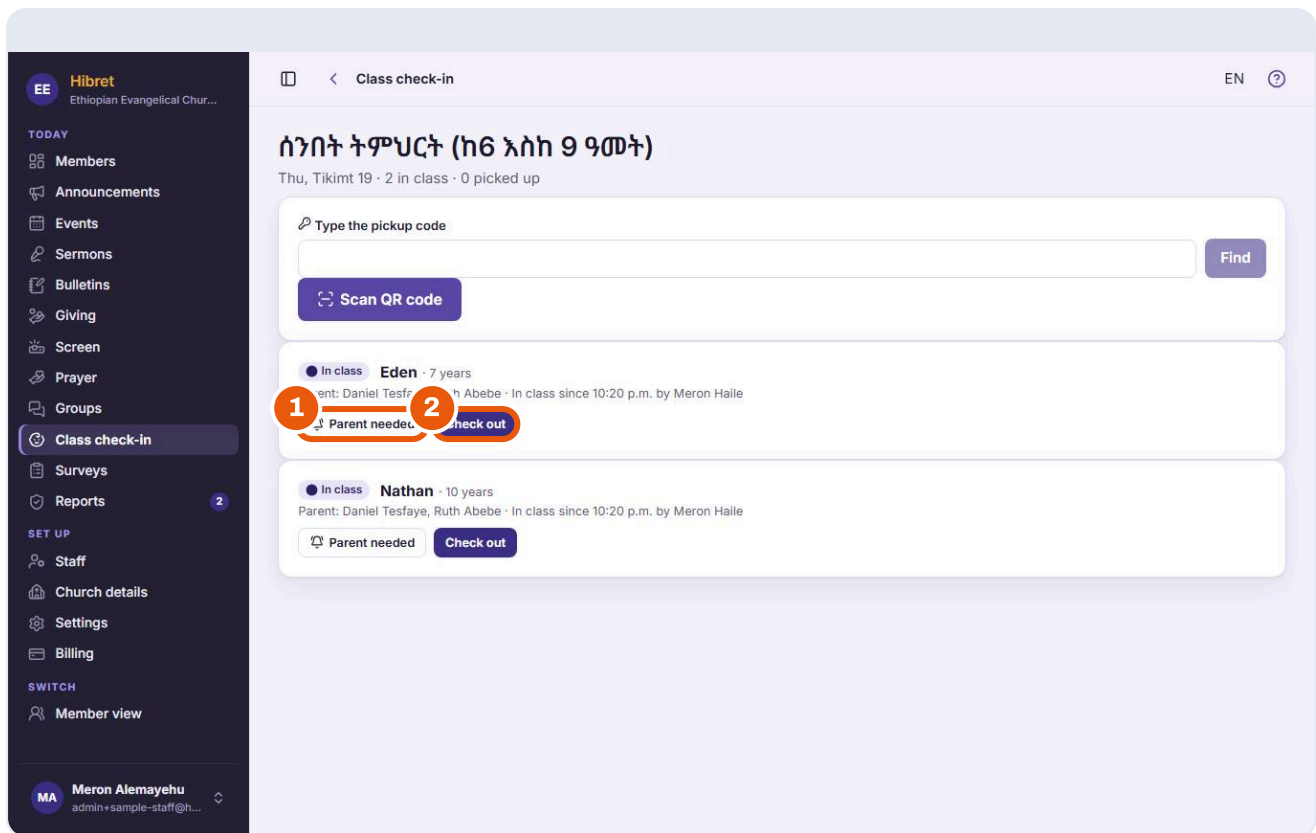
- ✓ Parents enroll their children from their Family. The class leaders are its teachers.

Children's check-in: the overview

Class check-in shows today's classes, who is in class and who was picked up. Teachers and staff use it.



- 1 "Check in at the door" 1 checks children in when families arrive. "Today's classes" 2 lists each class with the number in class. For pickup, type the code 3 or press "Scan QR code" 4. "The day's record" 5 shows every check-in of a day.



- 2 Open a class. Press "Parent needed" 1 to call a parent. Press "Check out" 2 when the child is picked up.

✓ The parent gets a message at once.

Make a survey

Ask the whole church, or one group or class. Members answer in Hibret.

Surveys

Ask the whole church, or one group or class. Members answer in Hibret; you see the counts and can download the answers for Excel.

1 + New survey

Survey Title	Status	Target Audience	Closing Time	Actions
ለአዲስ ዓመት የበጎ ፈቃድ ምዝገባ	Draft	The whole church	0 answers	Answers, Edit, Open, Delete
የወጣቶች ህብረት ቀጣሎ ምን እናድርግ?	Open	የወጣቶች ህብረት	1 answer · Closes Hidar 3, 2019 E.C. · 7:42 p.m.	Answers, Edit, End the survey, Delete
ሁለተኛ የእሑድ አገልግሎት?	Open	The whole church	5 answers · Closes Tikimt 29, 2019 E.C. · 7:42 p.m.	Answers, Edit, End the survey, Delete
ምን ይዘው ይመጣሉ?	Open	The whole church	2 answers	Answers, Edit, End the survey, Delete

► Ended surveys (1)

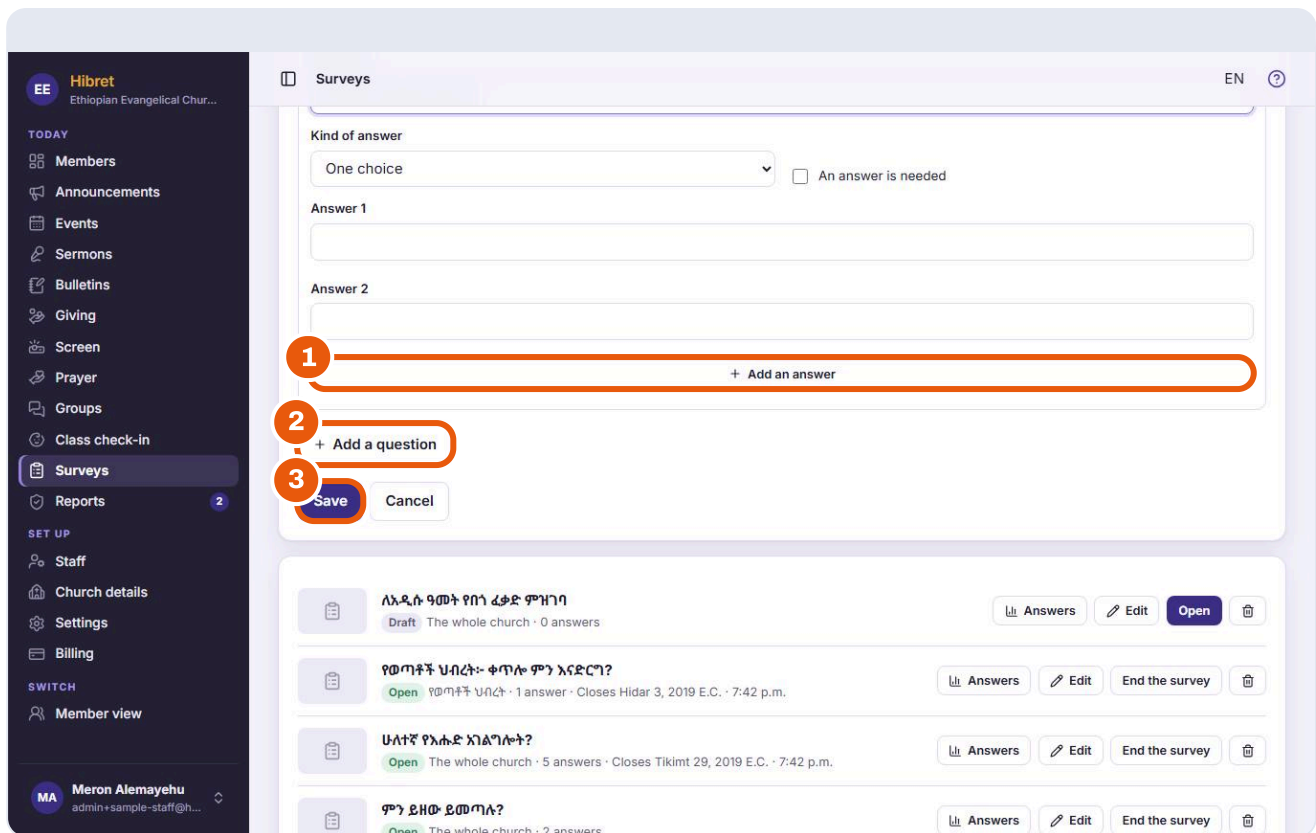
1 In "Surveys", press "New survey" **1**.

The screenshot shows the 'New survey' form in the Hibret application. The form is divided into several sections: 'Title', 'Introduction (optional)', 'Closes (optional)', 'Anonymous answers', 'Questions', and 'Kind of answer'. Numbered annotations are placed as follows:

- 1**: Points to the 'Title' input field, which contains the text 'የገና በዓል ዝግጅት (ናጡና)'.
- 2**: Points to the 'Closes (optional)' dropdown menu, which is set to 'The whole church'.
- 3**: Points to the 'Anonymous answers' checkbox, which is checked. The text below it reads: 'Anonymous answers Nobody, not even the staff, sees who gave which answers.'
- 4**: Points to the 'Question 1' input field, which contains the text 'በየትኛው ቀን ጠርዶት ይችላሉ?'.
- 5**: Points to the 'Kind of answer' dropdown menu, which is set to 'One choice'. There is also an unchecked checkbox labeled 'An answer is needed'.

The left sidebar shows the 'Surveys' menu item is selected. The bottom of the sidebar shows the user 'Meron Alemayehu' with the email 'admin+sample-staff@h...'.

- 2 Write the title 1 . Choose who it is "For" 2 . Tick "Anonymous answers" 3 if nobody should see who answered what. Write the question 4 and choose the "Kind of answer" 5 .



- 3 Press "Add an answer" 1 for more answers, and "Add a question" 2 for the next question. Press "Save" 3.

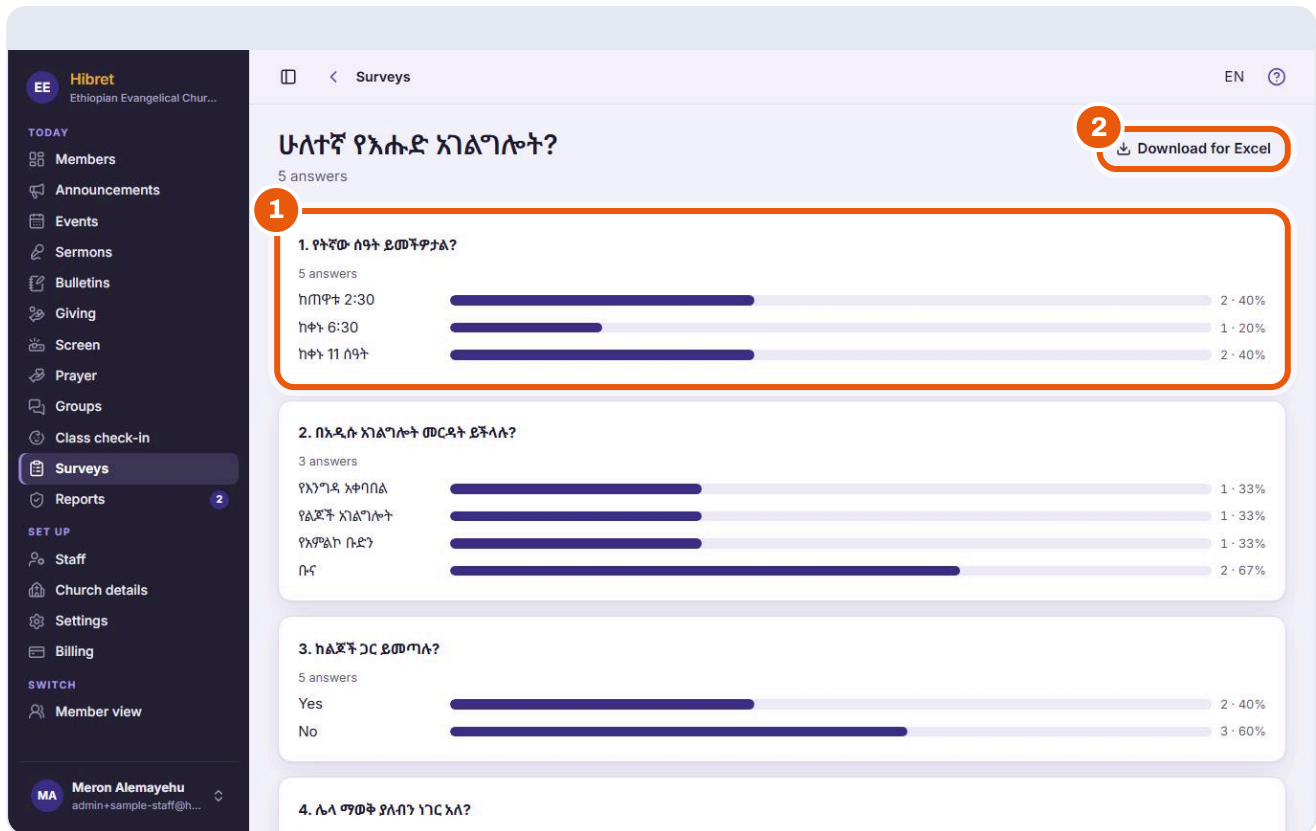
✓ The survey is saved as a draft. Press "Open" in the list when members may answer.

See the answers of a survey

You see the counts for each question and can download all the answers for Excel.

The screenshot shows the Hibret Surveys interface. On the left is a dark sidebar with navigation options: Members, Announcements, Events, Sermons, Bulletins, Giving, Screen, Prayer, Groups, Class check-in, Surveys (highlighted), Reports, Staff, Church details, Settings, Billing, and Member view. The main content area is titled 'Surveys' and includes a '+ New survey' button. Below this is a list of surveys. The first survey, 'ለአዲስ ዓመት የበጎ ፈቃድ ምዝገባ', is in 'Draft' status with 0 answers. The 'Answers' button for this survey is circled in orange with a red '1' next to it. Other surveys in the list include 'የወጣቶች ህብረት፡ ቀጥሎ ምን እናድርግ?' (1 answer), 'ሁለተኛ የእሴድ አገልግሎት?' (5 answers), and 'ምን ይዘው ይመጣሉ?' (2 answers). Each survey entry has buttons for 'Answers', 'Edit', 'End the survey', and a trash icon. At the bottom, there is a section for 'Ended surveys (1)'.

1 In "Surveys", press "Answers" 1 next to the survey.

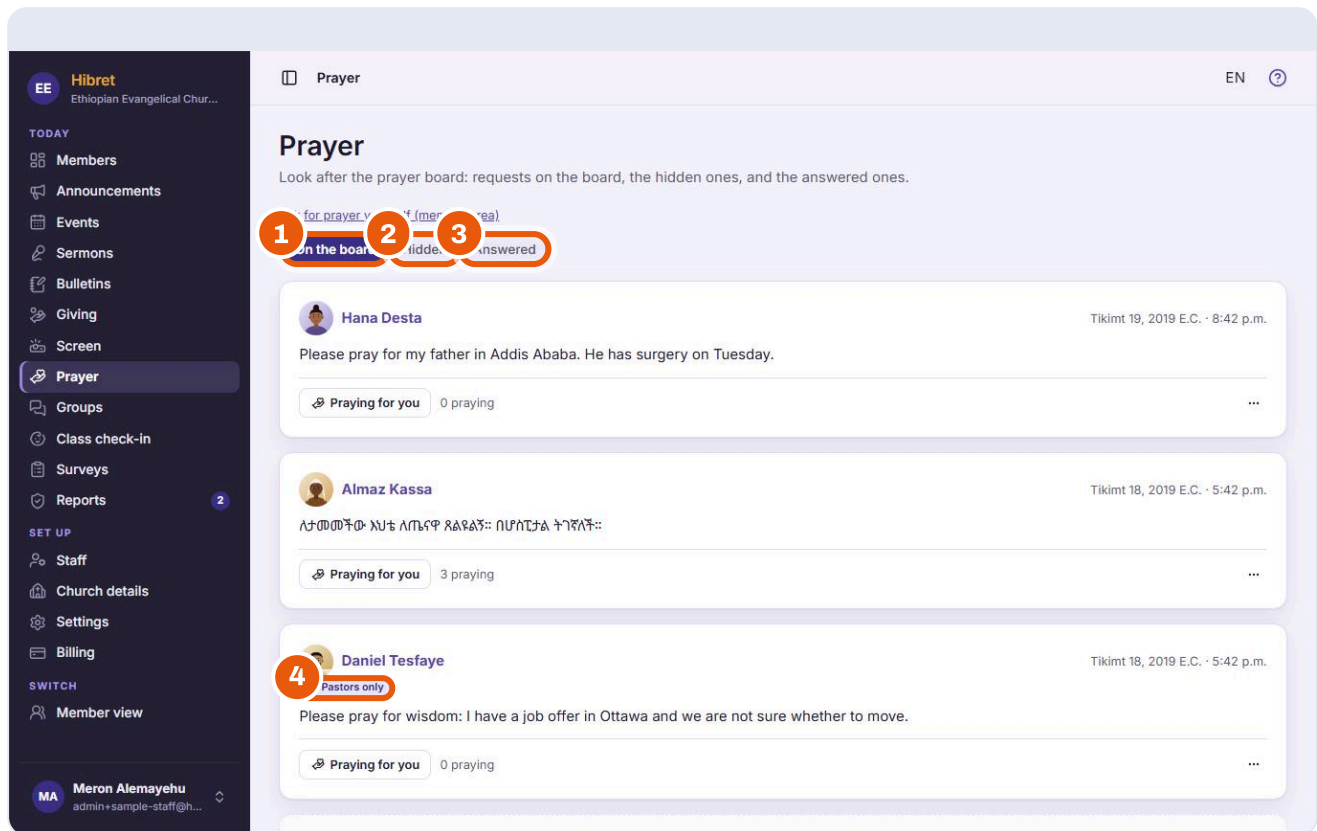


2 Each question shows the answers and how many chose each one 1. Press "Download for Excel" 2 for Excel.

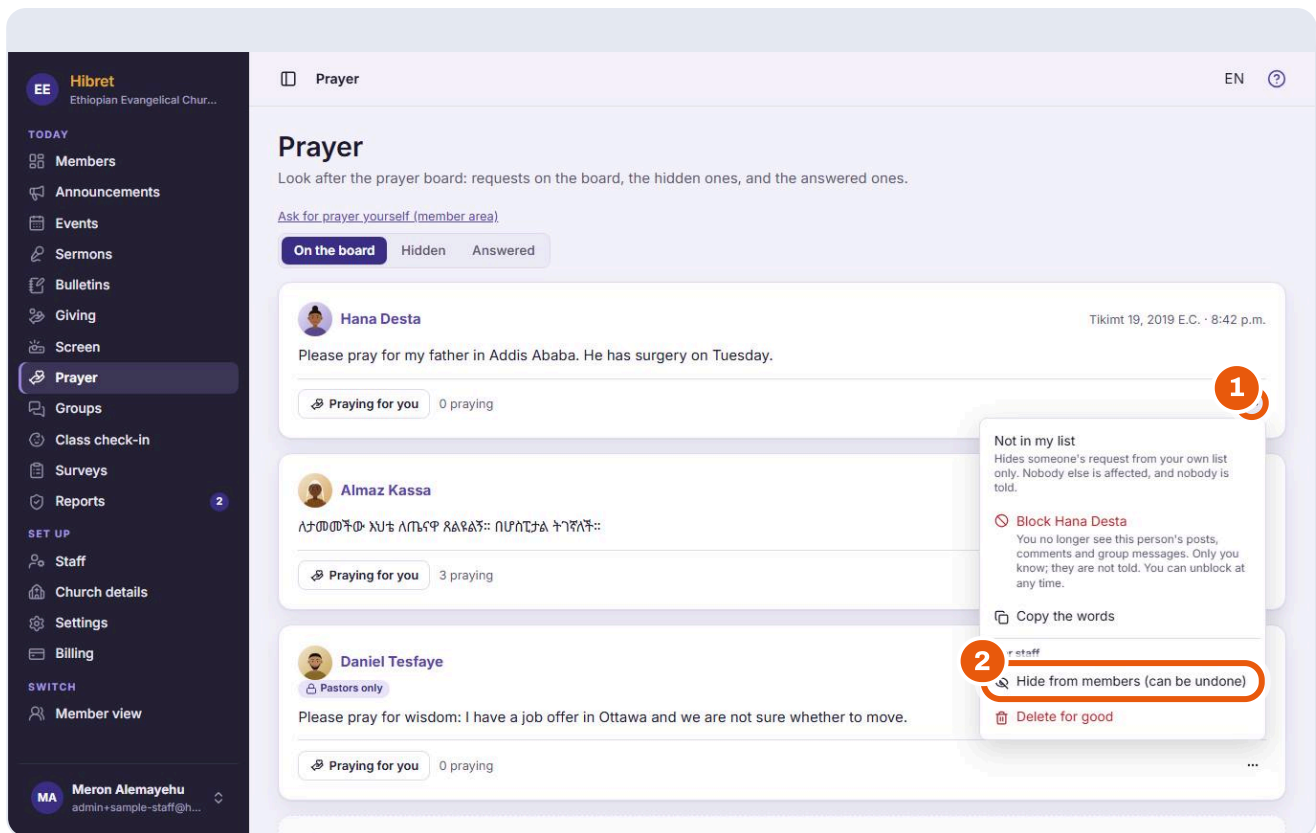
✓ At the bottom, "Who answered" lists the people (not for anonymous surveys).

Look after the prayer board

Staff see every prayer request, also the ones for pastors only. Hide a request that does not belong on the board.



- 1 "On the board" 1 shows what members see now. "Hidden" 2 holds what staff hid, and "Answered" 3 the answered prayers. Requests for pastors only 4 are not shown to members.

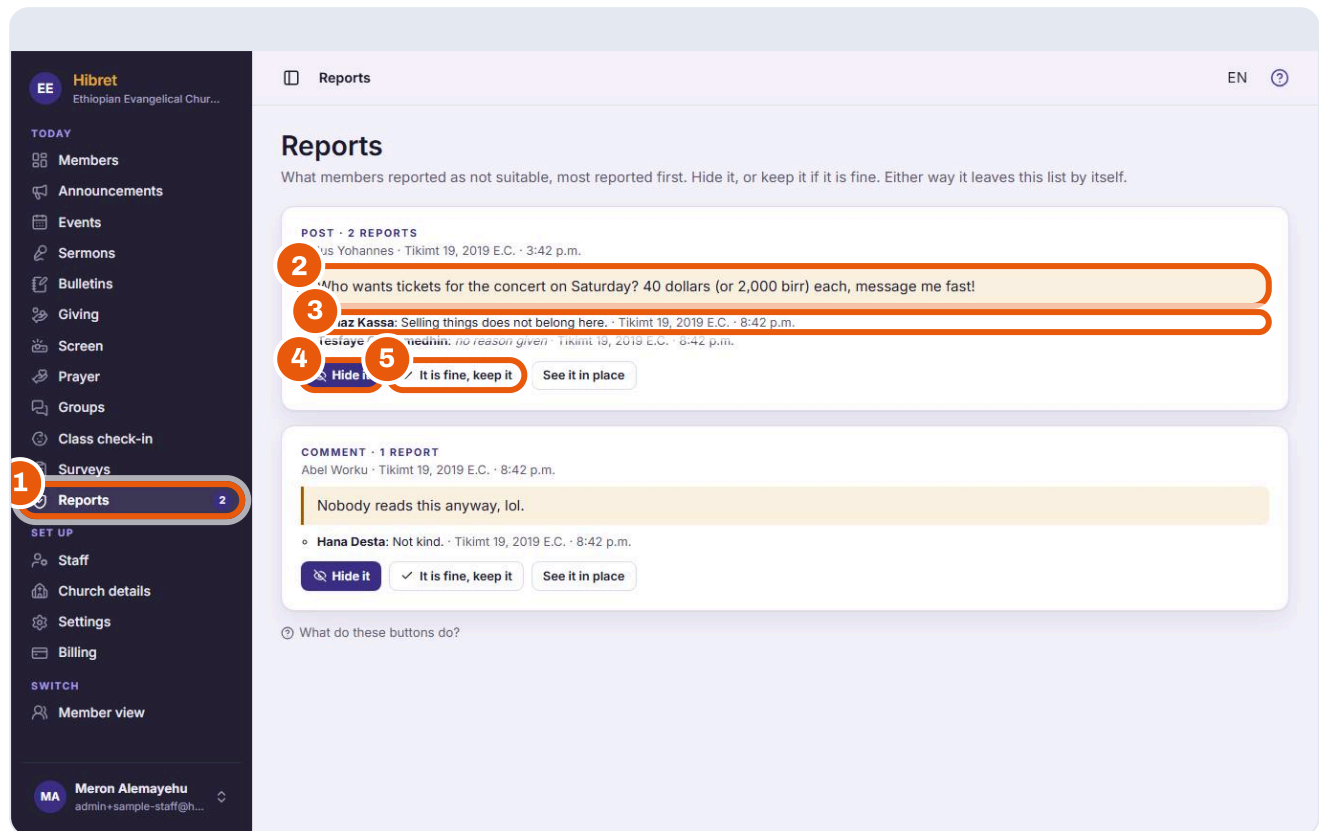


2 Press ... 1 on a request. "Hide from members (can be undone)" 2 takes it off the board; you can undo it.

✓ "Delete for good" always asks first.

Answer what members reported

Members can report a post, a comment, a prayer or a burden that does not belong in Hibret. Staff decide.

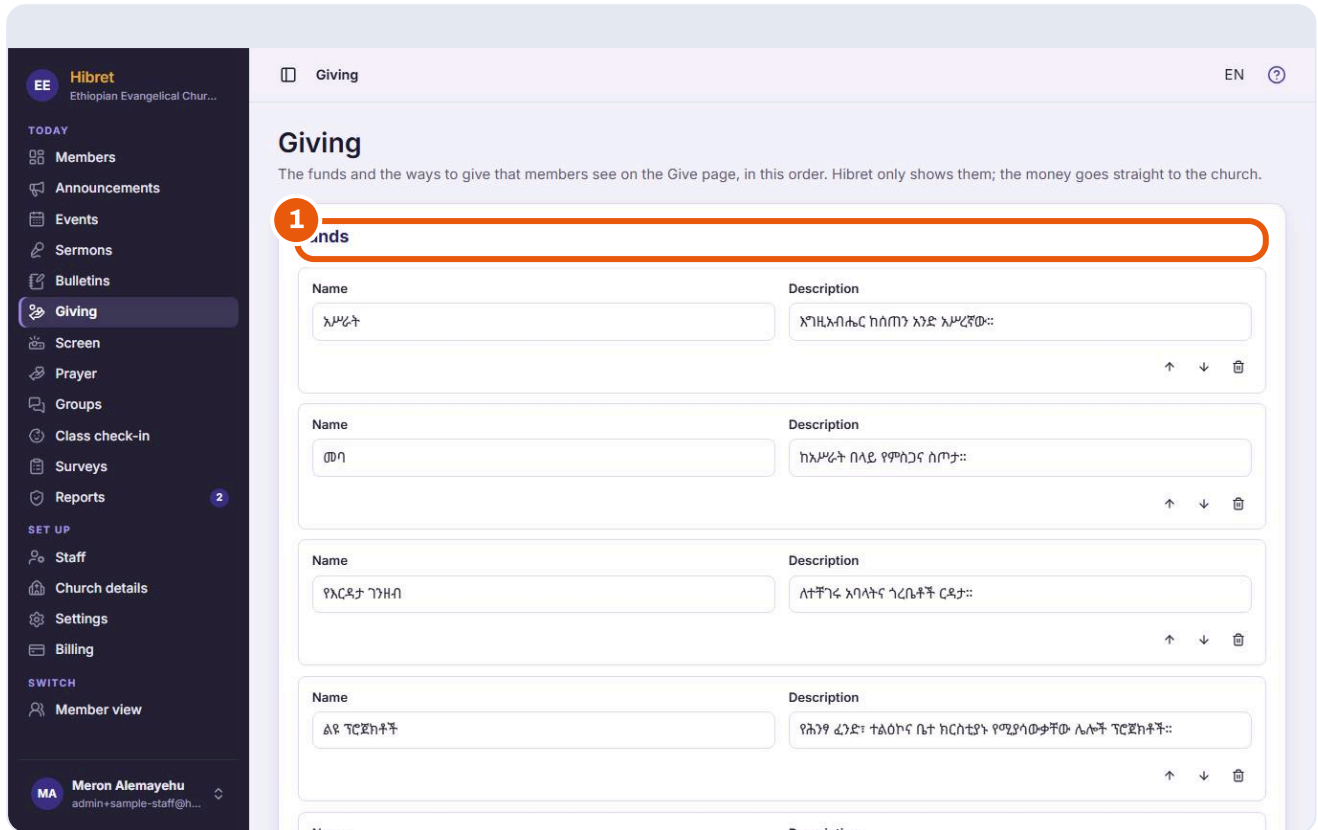


- 1 "Reports" 1 shows the reported items, most reported first. You see the words 2 and why members reported them 3 . Press "Hide it" 4 , or "It is fine, keep it" 5 if it is fine.

✓ Either way it leaves this list. "See it in place" shows it where members see it.

Add a way to give

The Give page shows your funds and the ways to give: bank accounts, telebirr, e-Transfer and more. Hibret only shows them; the money goes straight to the church.



The screenshot shows the Hibret Giving page. On the left is a dark sidebar with a menu. The main content area is titled "Giving" and contains a list of funds. A red circle with the number "1" highlights the "Funds" header. A red circle with the number "2" highlights the "Add a fund" button in the sidebar.

Hibret
Ethiopian Evangelical Church...

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

MA Meron Alemayehu
admin+sample-staff@h...

Giving

The funds and the ways to give that members see on the Give page, in this order. Hibret only shows them; the money goes straight to the church.

1 Funds

Name	Description
አሥራት	እግዚአብሔር ከሰጠን እንደ አሥረኛው።
ጠባ	ከአሥራት በላይ የምስጋና ሰጦታ።
የእርዳታ ገንዘብ	ለተቸገሩ አባላትና ጎረቤቶች ርዳታ።
ልዩ ፕሮጀክቶች	የሕጋዊ ፈንድ፣ ተልዕኮና ቤተ ክርስቲያን የሚያገዛውቃቸው ሌሎች ፕሮጀክቶች።

- 1 In "Giving", the "Funds" 1 are what members give for: tithe, offering, building. Press "Add a fund" 2 for another one.

The screenshot shows the 'Giving' page in the Hibret system. On the left is a dark sidebar with navigation options like Members, Announcements, Events, Sermons, Bulletins, Giving (selected), Screen, Prayer, Groups, Class check-in, Surveys, Reports, Staff, Church details, Settings, Billing, and Member view. The main content area is titled 'Giving' and contains a form for adding a new giving method. The form has a header section with instructions, followed by a 'Bank account' section with a dropdown for 'Kind' (set to 'Bank account'), a 'Bank' field (set to 'Commercial Bank of Ethiopia'), an 'Account name' field, an 'Account number' field, a 'Notes' text area, and a 'Use this account for' dropdown (set to 'All funds'). At the bottom of the form is a button labeled 'Add a way to give'. Below the form is an 'Unsaved changes' section with 'Save' and 'Undo' buttons. Numbered callouts are present: '1' points to the 'Add a way to give' button, '2' points to the 'Kind' dropdown, and '3' points to the 'Save' button.

- 2 Press "Add a way to give" 1. Choose the "Kind" 2 : bank account, telebirr, e-Transfer, cheque... Fill in the account details. Press "Save" 3.

✓ Members see the new way on the Give page and can copy the number or scan a QR code.