

St. Peter the Apostle Catholic Church

11000 W Southwest Blvd. | Wichita, KS 67215 | 316-522-4728

STEP-BY-STEP HOW TO GUIDE: ONLINE STEWARDSHIP RENEWAL



September 2026

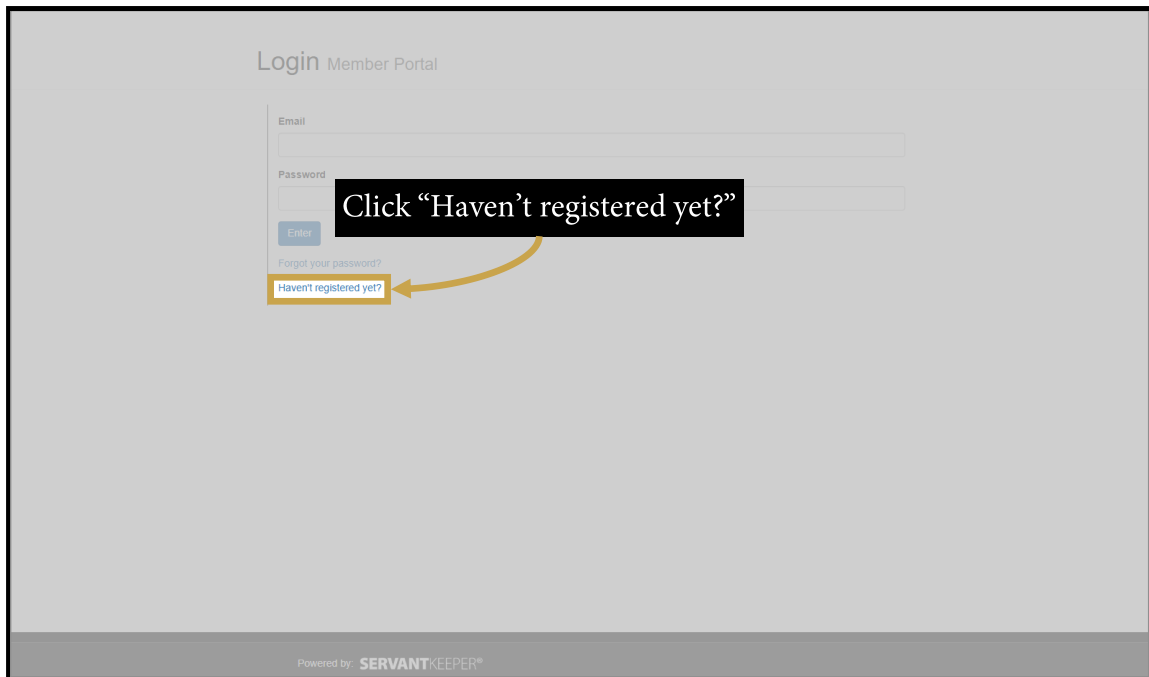
01 Scan QR Code to access SK Member Portal Login
Or Visit: <https://office.servantkeeper.com/member-portal/>



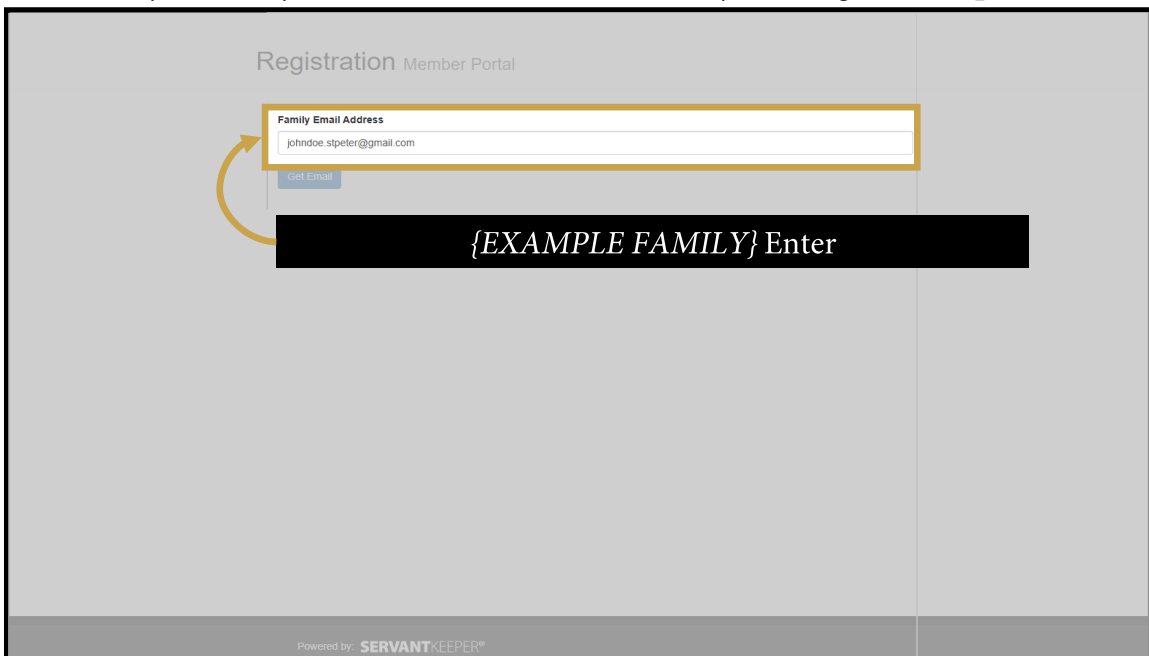
If you completed the stewardship renewal online last year, you may use the same account information that was created last year.

If account has already been created, skip to STEP 10.

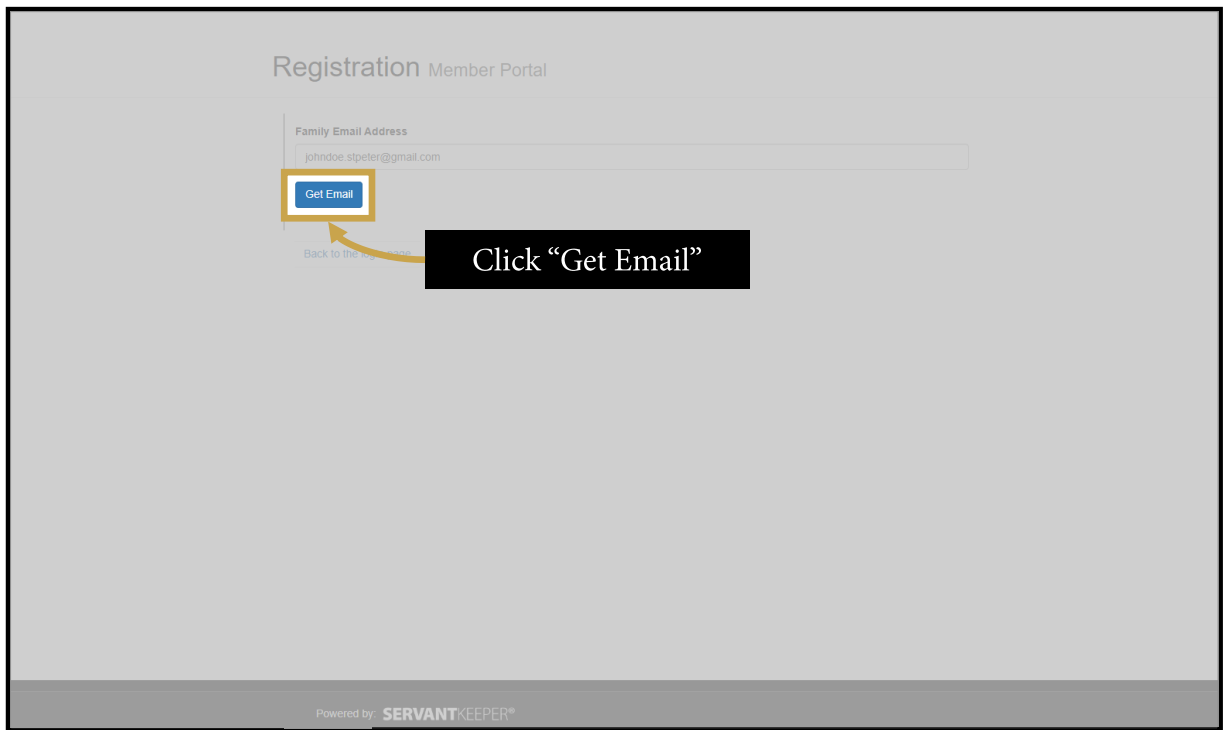
02 Click “Haven’t registered yet?” link to begin the registration process.



03 Enter Family Primary Email Address — found on your large envelope



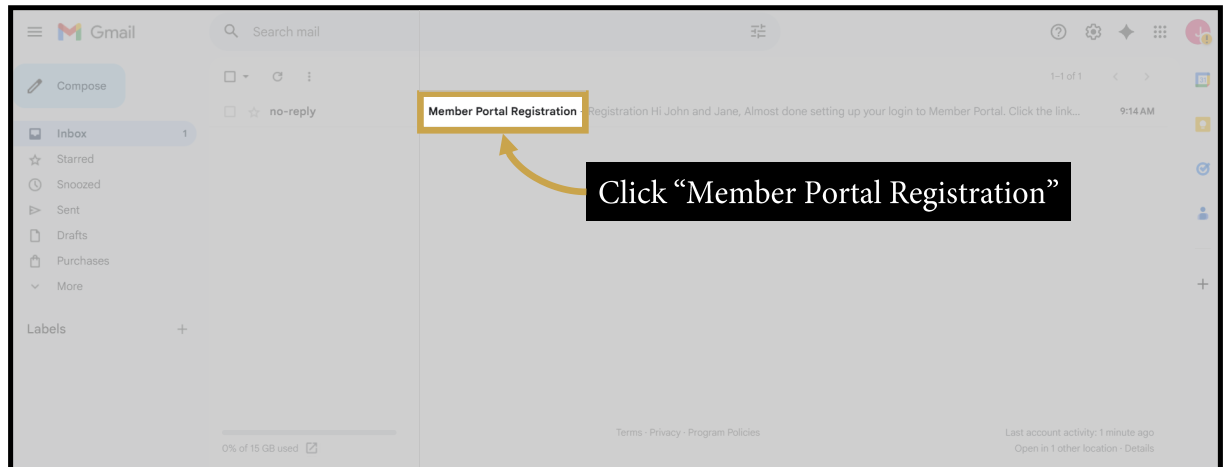
04 Click “Get Email” button to request the registration email.



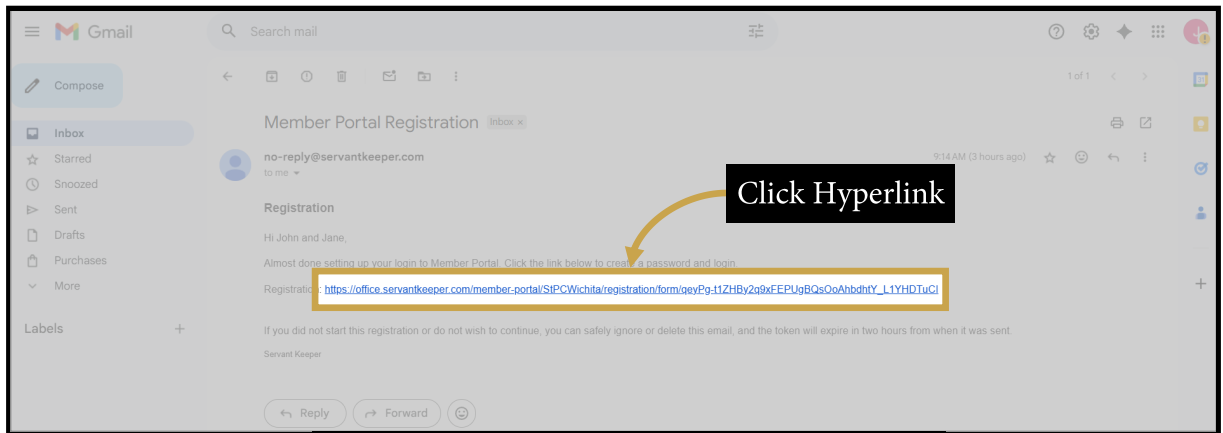
The screenshot shows a web form titled "Registration Member Portal". It contains a text input field labeled "Family Email Address" with the value "john.doe.stpeter@gmail.com". Below the input field is a blue button labeled "Get Email". A yellow box highlights the button, and a yellow arrow points from a black callout box containing the text "Click 'Get Email'" to the button. At the bottom of the form, it says "Powered by SERVANTKEEPER®".

05 Switch to Email Application — check inbox (or junk folder) for registration email.

06 Open Member Portal Registration Email



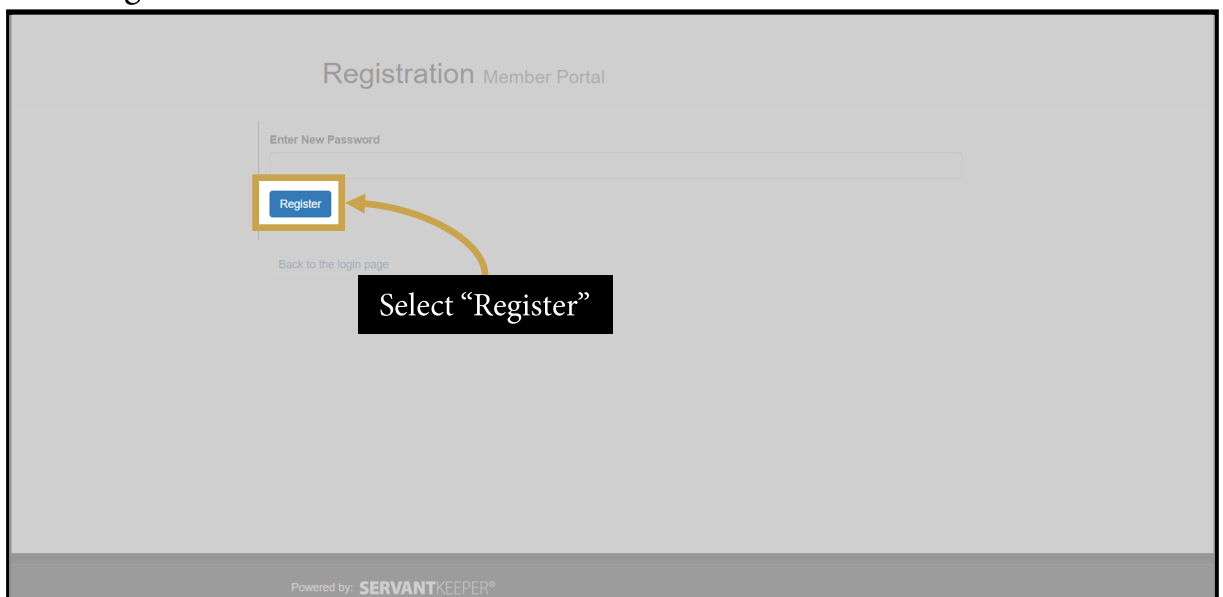
07 Click registration link provided in the email finish registration.



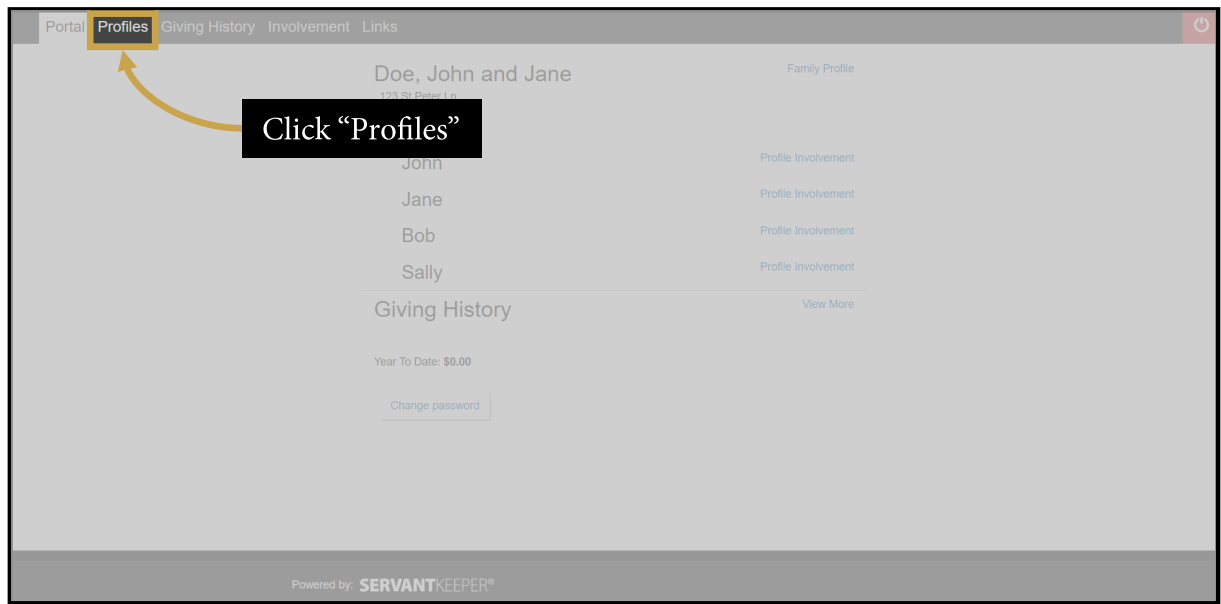
08 Create New Password



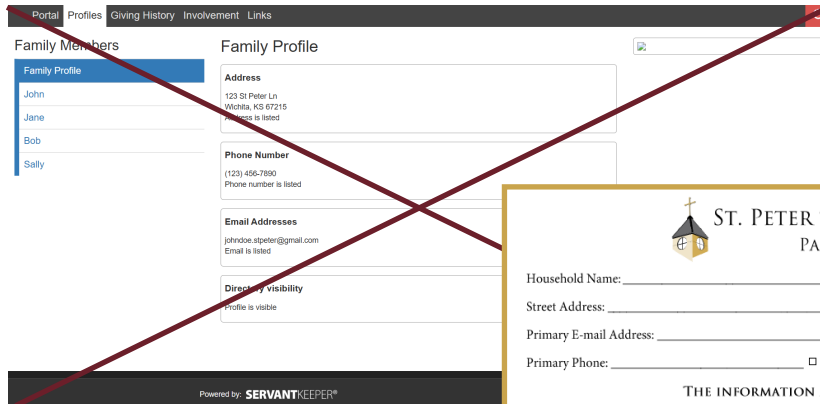
09 Select "Register"



10 Navigate to Profile Selections — Click “Profiles” to access family member profiles.



Parishioners are NOT able to update personal information in the ServantKeeper Member Portal. If any of the personal information on file is out of date or wrong, please fill out a NEW member registration form! SKIP to STEP 23 for assistance.



 **ST. PETER THE APOSTLE CATHOLIC CHURCH**
PARISHIONER REGISTRATION FORM

For Office Use Only
Env # _____
Date Entered _____

Household Name: _____ Have you previously been a parishioner at St. Peter? ☐ Yes ☐ No
Street Address: _____ City/State: _____ Zip: _____ ☐ Unlisted
Primary E-mail Address: _____ Opt In for Parish Wide Emails? ☐ Yes ☐ No
Primary Phone: _____ ☐ Unlisted Previous Parish: _____

THE INFORMATION ABOVE WILL BE YOUR CONTACT AND DIRECTORY LISTING.
FOR EACH MEMBER OF THE FAMILY, PLEASE COMPLETE THE INFORMATION BELOW. CHILDREN INFORMATION ON BACK.

Head of Household Name: _____ Preferred Name: _____
Religion: ☐ Catholic ☐ Other _____ Marital Status: ☐ Married - Wedding Date _____ ☐ Single ☐ Separated ☐ Divorced ☐ Widow/er
Date of Birth: _____ Cell Phone: _____ Email: _____
Occupation: _____ Place of Employment: _____

Sacraments Received
Baptism: ☐ No ☐ Yes - Date/ Place _____ 1st Communion: ☐ No ☐ Yes - Date/Place _____
Confirmation: ☐ No ☐ Yes - Date/Place _____ Married in the Catholic Church: ☐ No ☐ Yes - Place _____

Spouse's Full Name: _____ Preferred Name: _____
Religion: ☐ Catholic ☐ Other _____ Maiden Name: _____
Date of Birth: _____ Cell Phone: _____ Email: _____
Occupation: _____ Place of Employment: _____

Sacraments Received
Baptism: ☐ No ☐ Yes - Date/ Place _____ 1st Communion: ☐ No ☐ Yes - Date/Place _____
Confirmation: ☐ No ☐ Yes - Date/Place _____

Comments: _____

To access this form,
reference STEP 23!



If you do not have any children, SKIP to Step 14.

11 Navigate through each child's profile to update/confirm "School Grade"

Portal Profiles Giving History Involvement Links

Family Members

Family Profile

John

Jane

Bob

Sally

Family Profile

Address

123 St Peter Ln
Wichita, KS 67215
Address is listed

Phone Number

(123) 456-7890
Phone number is listed

Email is listed

Directory visibility

Profile is visible

Powered by: SERVANTKEEPER®

Select Child's Name

12 Select "Edit" under "Birthdate, Gender, and Education" section.

Portal Profiles Giving History Involvement Links

Family Members

Family Profile

John

Jane

Bob

Sally

Bob

Name

Mr. Bob (Bob) Doe

Address

123 St Peter Ln
Wichita, KS 67215
Address is listed

Phone Numbers

(123) 456-7890
Phone number is listed

Email Addresses

Birthdate, Gender, and Education

01/01/2010
Male
9th

Directory visibility

Profile is visible

Select "Edit"

Edit

13 Confirm "School Grade" is current and correct—Select "Save"

Birthdate, Gender, and Education

Birth Date

01/01/2010

Gender

Male

School Grade

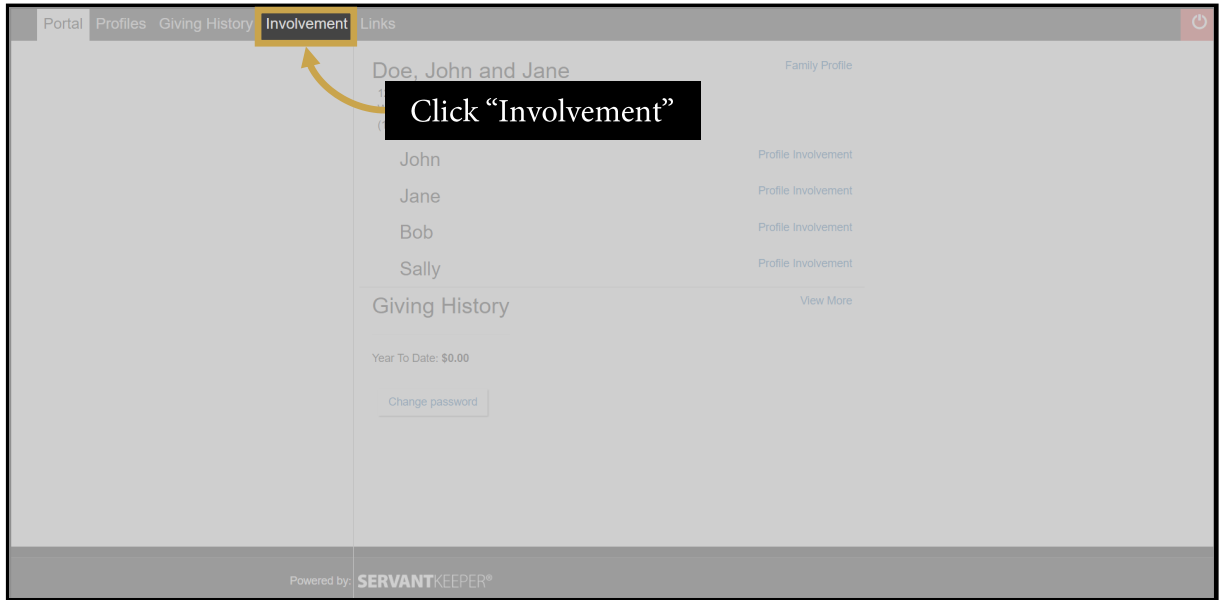
9th

Save Cancel

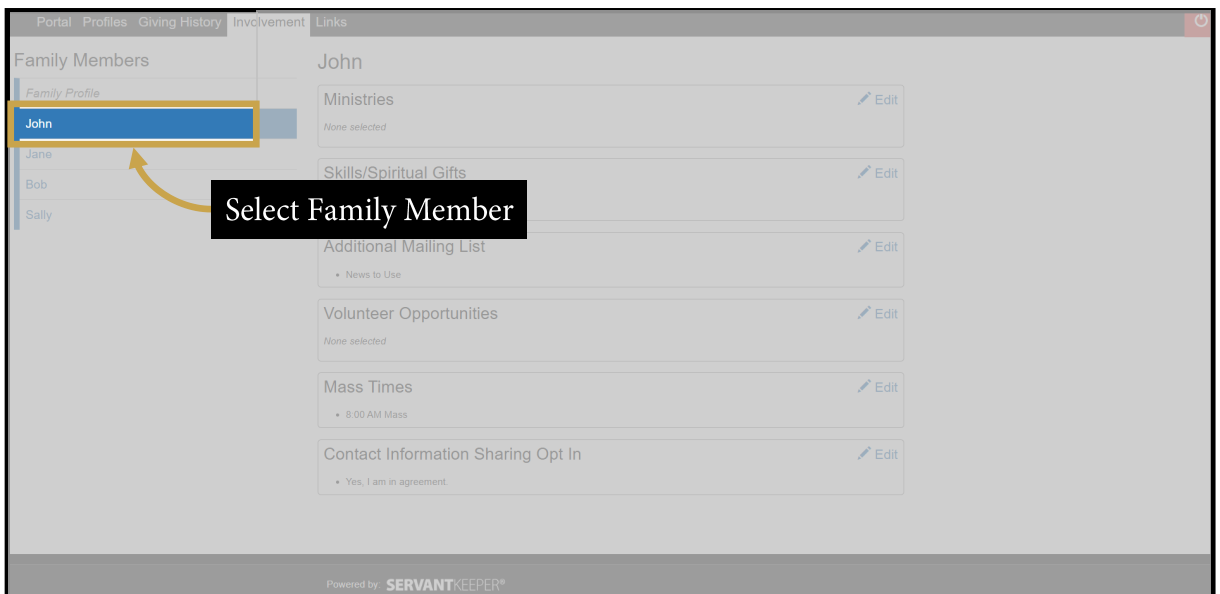
Confirm "School Grade" and Select "Save"



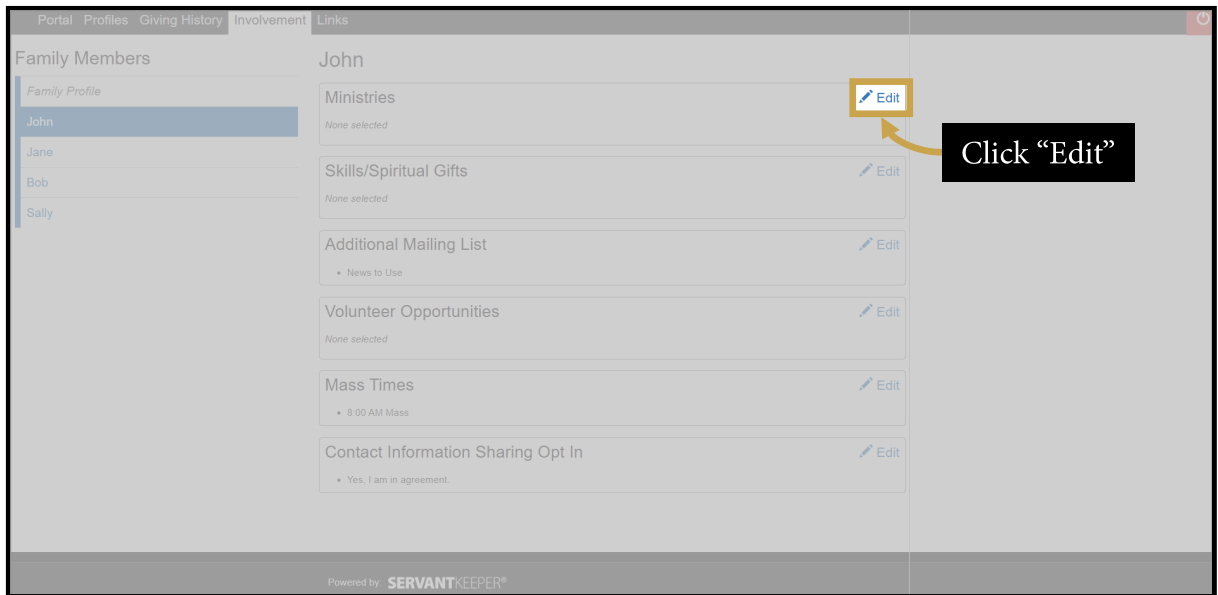
14 Navigate to Involvement Selections — Click “Involvement” to access and change each individual family member’s involvement.



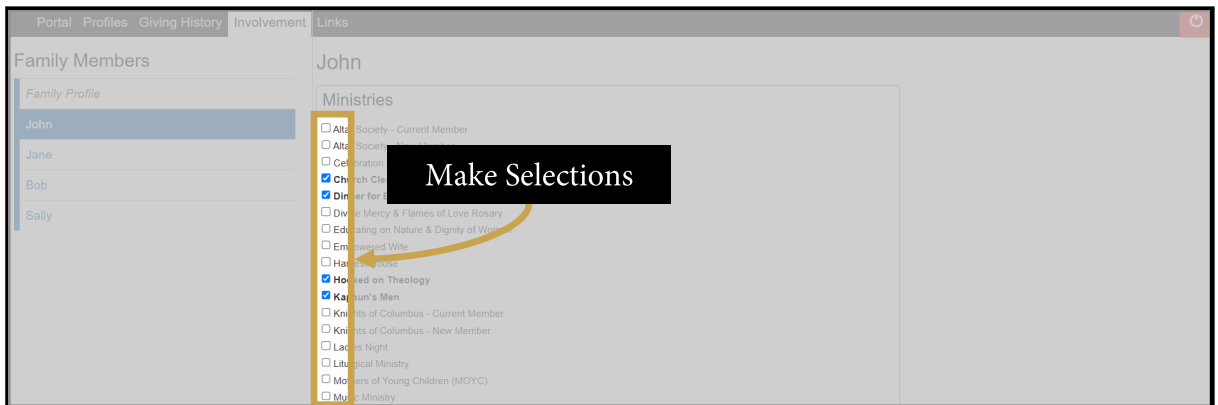
15 Select Family Member



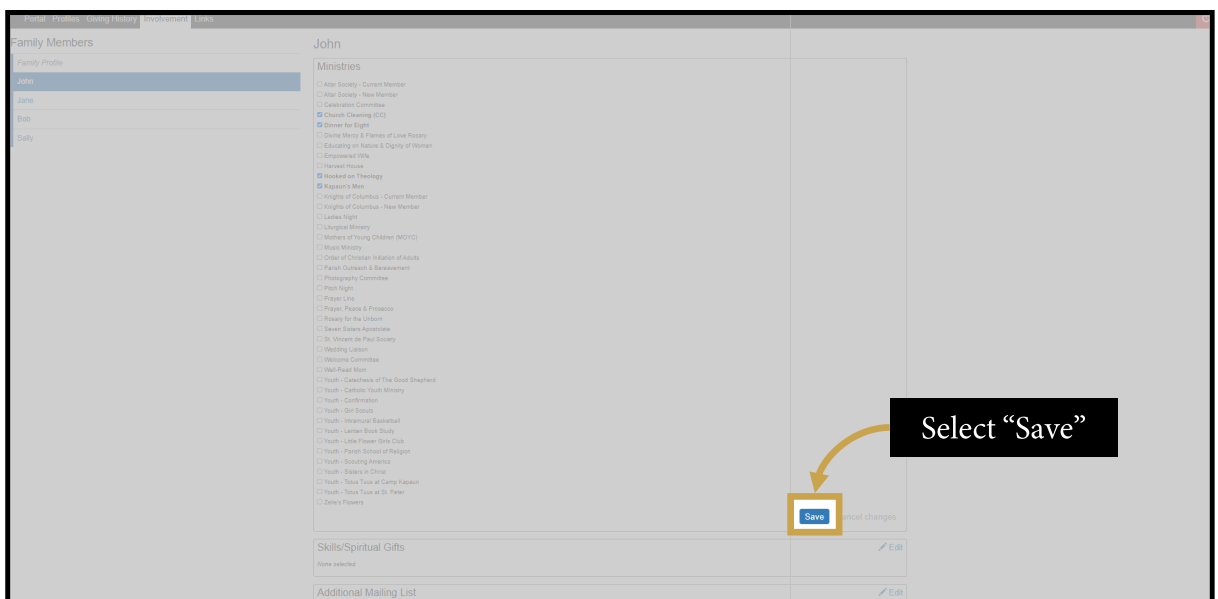
16 Click “Edit” on “Ministries” Section



17 Make selections for desired ministry involvement.



18 Save selections at bottom of “Ministries” section.



19 Repeat Steps 16-18 to complete each “Involvement” selection.

The screenshot shows the 'Involvement' section for John. The 'Ministries' section is highlighted with a yellow box, and an arrow points to the 'Edit' button with the text 'Click “Edit”'. The 'Skills/Spiritual Gifts' section is also highlighted with a yellow box, and an arrow points to the 'Edit' button. The 'Additional Mailing List' section is highlighted with a yellow box, and an arrow points to the 'Edit' button. The 'Volunteer Opportunities' section is highlighted with a yellow box, and an arrow points to the 'Edit' button. The 'Mass Times' section is highlighted with a yellow box, and an arrow points to the 'Edit' button. The 'Contact Information Sharing Opt In' section is highlighted with a yellow box, and an arrow points to the 'Edit' button.

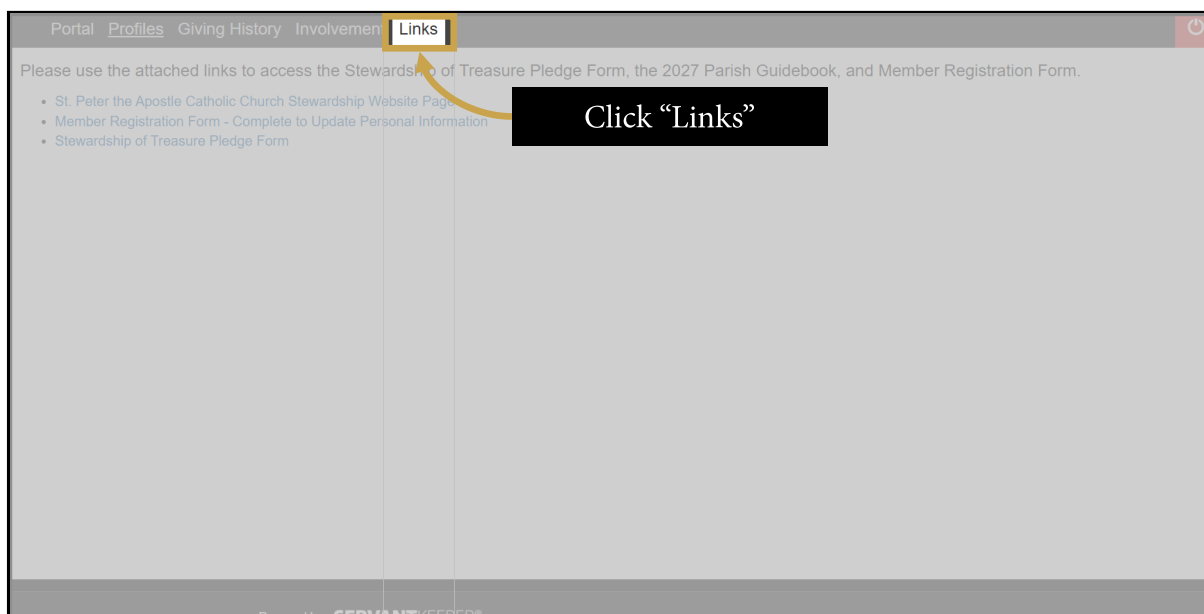
20 Repeat Steps 15-19 to complete each “Involvement” selection for *EVERY* family member.

The screenshot shows the 'Family Members' section. The 'Jane' entry is highlighted with a yellow box, and an arrow points to it with the text 'Select Next Family Member & Return to Step 15'. The 'Ministries' section is highlighted with a yellow box, and an arrow points to the 'Edit' button. The 'Skills/Spiritual Gifts' section is highlighted with a yellow box, and an arrow points to the 'Edit' button. The 'Additional Mailing List' section is highlighted with a yellow box, and an arrow points to the 'Edit' button. The 'Mass Times' section is highlighted with a yellow box, and an arrow points to the 'Edit' button. The 'Contact Information Sharing Opt In' section is highlighted with a yellow box, and an arrow points to the 'Edit' button.

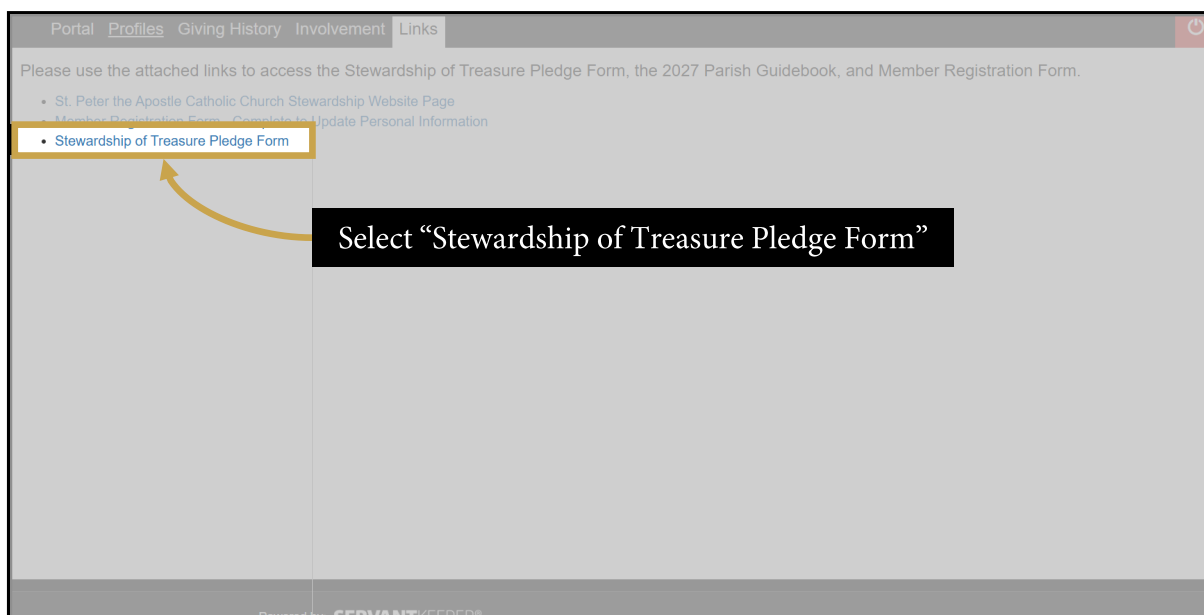
Your data entry will be saved each time you click the “Save” button for that particular section. There will not be a grand announcement, pop-up, or email verification when this online stewardship renewal is complete.



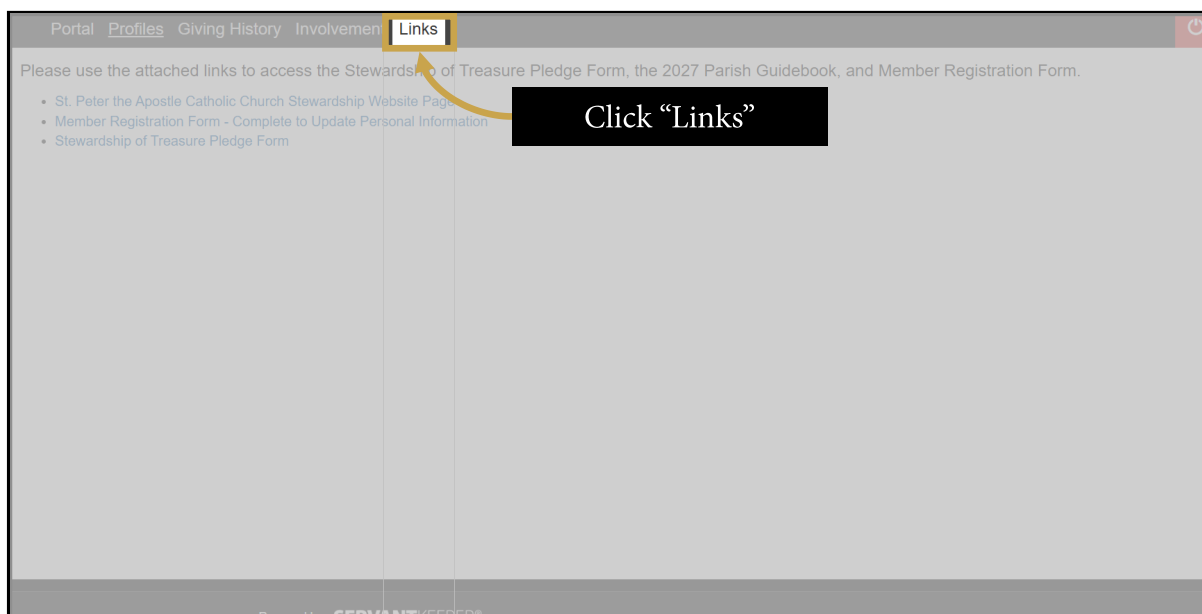
21 Navigate to the Stewardship of Treasure Pledge Form — Click “Links”



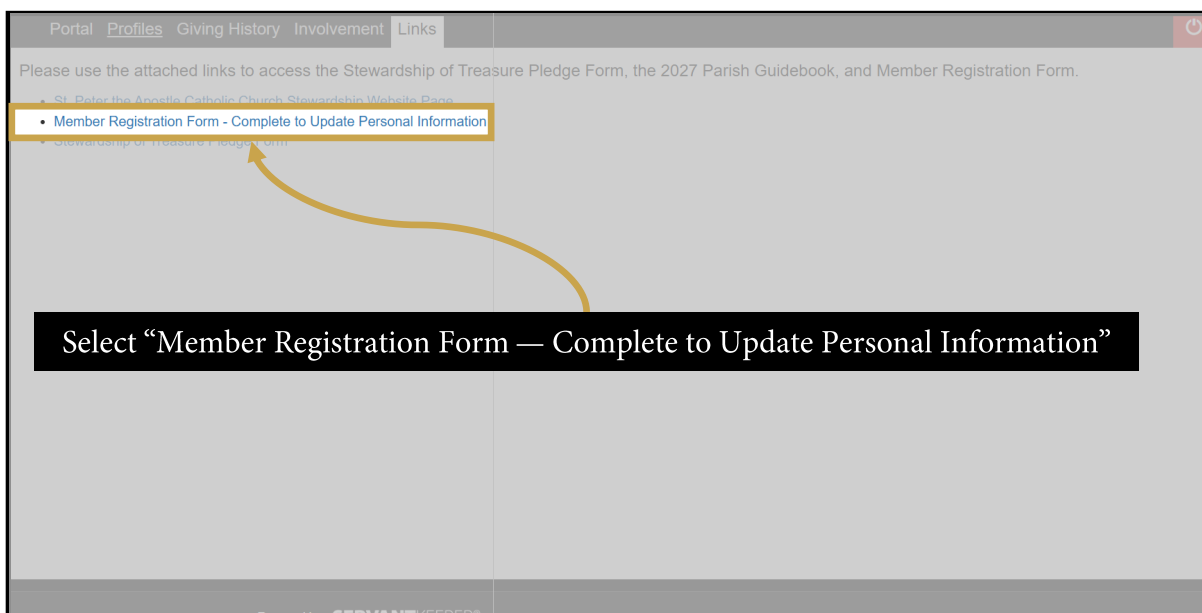
22 Select “Stewardship of Treasure” link to fill out Jotform. Once complete, a pdf copy will be sent to the St. Peter Business Manager.



23 Navigate to the Member Registration Form — Click “Links”



24 If any personal information has changed, select “Member Registration Form—Complete to Update Personal Information” link to fill out Jotform. Once complete, a pdf copy will be sent to the St. Peter Stewardship Coordinator.



Thank you for your time and patience to complete the online stewardship renewal! You may log on to your ServantKeeper Member Portal at any time to join or remove yourself from a ministry or volunteering opportunity. The parish office will send out ministry lists at the beginning of each quarter to help capture when/if parishioners join a ministry.

