

Frequently asked questions

My congregation has been talking about having a simple web site. How do I go about getting the Communications Unit to set up a template web site?

Follow the five steps:

Step 1. Choose your favourite template from those displayed.

Step 2. Fill in the online form to book your site (making absolutely sure that you first have the approval of your church council).

Step 3. Gather information and scanned pictures according to specifications.

Step 4. Email text and photos to web site designer debbiee@nsw.uca.org.au and post your cheque to the Communications Unit, Synod of New South Wales and the ACT, PO Box A2178 Sydney South 1235.

Step 5. When the site is ready, publicise it in your congregation and local community.

Remember, sites of one template page (i.e. 300 words with three photos, logo and some links to other sites) are \$100. Additional pages (up to three) are \$100 each. Hosting setup is \$20. There are no further hosing charges. Work on the site will not begin until payment is received.

Is this web site template service only for Uniting Church congregations?

Yes. We are not able to offer sites to congregations outside the Uniting Church. Other Uniting Church agencies, like preschools, may also take advantage of the step-by-step service. We also offer full web site design services, call us now for a quote 8267 4307.

How do I decide what sorts of photos and text is best for congregational web sites?

First, look closely at the templates. You will see that they contain information about times of services, church staff, groups and activities, location, contact details and so on. See our specifications for more information.

What is my congregation's web site address likely to be?

Your congregation name, or part thereof, will be used to form the last part of the web address. So, your web site address will be: <http://congregationname.unitingchurch.org.au>. You will know your exact site name as soon as the site is completed.

What if any of the information changes once the template is finished?

The Communications Unit cannot provide an update service. Once your template is finalised (i.e. you have sent your email containing all your correct information and we have created the web site) you will need to appoint someone in your congregation to make future changes. Step-by-step instruction sheets for accessing and updating your web site will be provided to assist your "update" person.

What web and computer skills will our update person need to have in order to be able to maintain the congregational web site?

General computer skills are needed and there are many computer programs available to help (both to purchase and free to download) — a list of these will be included in the help sheets. The help sheets will be sent when the site is completed.

Give me a comprehensive outline of how a real Uniting Church congregation would go about setting up their web site using the Communications Unit's step-by-step congregational web site service?

1. For some time XX congregation has realised the need for a web site. The congregation does not have the resources to have a large site designed, so they are opting for the step-by-step service the Communications Unit provides.
2. A congregation member, let's call her Trudy, has been appointed by the church council to organise the site.
3. The church council has also approved the step-by-step service we provide.
4. Trudy then fills in the online booking form on this site and posts a cheque for \$120 to the Communications Unit, Synod of New South Wales and the ACT.
5. The Communications Unit then emails Trudy the deadline for material and a date for completion.
6. Trudy then sits down with the minister and writes the 300 words — using the guidelines provided on this site to help them to decide what to include.
7. Trudy then gathers 1-3 photos and has them scanned, ensuring that she has the permission of any people pictured to publish their photos on the web.
8. Trudy then takes the material to the church council meeting for approval.
9. A person from the congregation is appointed to be responsible for updating the web site.
10. Trudy then sends an email to debbiee@nsw.uca.org.au which includes her 300 words of text and attaches her three scanned/digital photos.
11. The Communications Unit notifies Trudy once the site is completed — giving her passwords and help sheets for the person in the congregation who has been appointed to update the web site.

What if my congregation needs a larger, more comprehensive and individualised web site built? Can the Communications Unit help?

Yes. The Communications Unit offers a comprehensive web site design service. We have created many unique web sites for clients of varying sizes — taking into consideration their varying needs and budgets. Contact Deb Everist debbiee@nsw.uca.org.au or on 8267 4305 or Marjorie Lewis-Jones on 8267 4307 for more information.