

# Specifications

## Single page web site

- Less than 300 words (extra words will incur a further charge)
- Web page address: <http://congregationname.unitingchurch.org.au>
- Own username and password to make changes

## Web site includes:

- Uniting Church logo
- Up to 3 photos (extra photos will incur a further charge)
- Email links
- Links to other sites

## Congregation to provide:

- Scanned or digital photos (preferably 72dpi): church building; staff; activities etc.
- Ready to use text (preferably Microsoft Word or similar). Arrange text under headings. Information could include: times of services, church staff, groups and activities, location, contact details, mission statement, history etc.
- Payment in advance.

## Communications Unit to:

- Provide deadline dates.
- Facilitate server space.
- Complete web page by agreed date.

## Further information

- All wording needs to be approved by the Church Council BEFORE it is sent.
- There is no extra charge for Template Two, with the enter page. However any photo on that page would be one of the three included in the price.
- Completion is reliant on material being provided by the deadline. The web site could be delayed, waiting for another opportunity, if this condition is not met.
- The cost of a template web site is \$100. Extra pages may be negotiated. Cost to set up hosting is \$20. There are no other hosting charges. Payment is to be made in advance. Cheques should be made out to the Communications Unit, Synod of New South Wales and the ACT, and sent to the Communications Unit, Synod of New South Wales and the ACT, PO Box A2178, Sydney South NSW 1235.
- Remember to seek permission to publish photographs before they are sent to us (particularly those containing people).
- Unfortunately the Communications Unit does not have the resources to maintain your site. 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.
- The Communications Unit does design and maintain more comprehensive web sites for various clients. See our portfolio for more details.