

Find-A Church: Updating Your Church Profile

What is Find-A-Church?

You now have a rare opportunity to tell your community more about your church: who you are, what you offer, how you serve, and what people can expect when they visit. United Methodist Communications is collaborating with our churches to provide a free online profile.

How Your Profile Impacts Your Church

A major new United Methodist advertising campaign will direct seekers to a new website, 10thousanddoors.org, where they will be able to search the Find-A-Church database to find a church that appeals to them. Updating your church information and specific ministries is an excellent way to issue a strong online invitation to seekers through Find-A-Church. Help icons [?] are available with a simple click.

OFFICE HOURS

Indicate your office hours. For example:

Monday through Thursday, 8:00am to 3:30pm

Volunteers staff our church office. Please leave a message if no one is available to answer your call.

MAILING ADDRESS

The mailing address cannot be changed from this page. Review for accuracy and send updates by e-mail to fac@umcom.org. Include your GCFA number if available or call InfoServ at 1-800-251-8140.

Street Address

This is your primary worship location. Enter satellite locations in "What We Offer" shown below.

CHURCH CONTACT INFORMATION

Primary e-mail:

Use your church e-mail, e.g. info@yourchurch.org. It is better not to use an individual person's e-mail.

A Link to Your Web Site

Many churches rely on their Web site to help disseminate information about their church, and Find-A-Church will help direct them there. Anyone visiting your Find-A-Church profile is a click away from your Web site. Use the format, www.hillcrestumc.org.

Church Photo:

Use an original photograph of your church with no copyright restrictions - not an artist's rendering. The photo should be at least 157 pixels wide, either jpg or.gif format. (The file size should not exceed 100 KB.)

If your church photo includes children under the age of thirteen obtain the appropriate permission signatures, and keep them on file in your church office. A sample release is

available at <http://archives.umc.org/Directory/permission.pdf>.

Worship and Sunday school

This section allows you to describe all of your worship and Sunday school ministries in detail.

Click the [+] icon to display the name of current services or classes.

To ADD a new worship service or Sunday school class, click "NEW. A blank information box appears showing options for times (in 15 minute increments, am/pm), frequency (daily, weekly, monthly), start and end dates when appropriate, as well as a place for a preferred name, notes and target audience. Complete the boxes to describe the new item. Click SAVE or REMOVE.

NOTE: The Notes field is a good place to describe the unique worship styles or Sunday school classes.

You can list as many worship and Sunday school options as you wish under each heading.

To CHANGE information about an existing item, click the [+] icon. Make changes as desired and click SAVE or REMOVE.

To REMOVE an existing item, click the [+] icon. Click REMOVE.

Ministries

The following ministry categories list specific ministries below each category heading. As you enter information about a ministry, you describe your church as it ministers in your community and beyond.

Click the [+] icon in front of the ministry category to display ministries your church may offer. Next, click the [+] icon in front of the specific name, i.e. Recreation under the Fellowship category. Now you are ready to describe your church's unique ministry.

To ADD a new ministry, click "NEW. A blank information box appears showing options for times (in 15 minute increments, am/pm), frequency (daily, weekly, monthly), start and end dates when appropriate, as well as a place for a preferred name, notes and target audience.

Complete the boxes to describe the new ministry. Click SAVE or REMOVE.

NOTE: The Preferred Name field is a good place to share the specific name of your unique ministry, i.e. God's Wee Ones Preschool or Sonshine Youth Choir.

You can list as many items as you wish under each heading.

To CHANGE information about an existing item, click the [+] icon. Make changes as desired and click SAVE or REMOVE.

To REMOVE an existing item, click the [+] icon. Click REMOVE.

In Your Own Words Text Boxes

These four narrative sections enable you to describe the unique attributes of your congregation.

Welcome:

Here is your welcome opportunity. We have supplied a generic message. To update, delete the text and enter your personal welcome. Write a message from your congregation. Consider using testimonies that will resonate well with other seekers. Describe what draws people to your church.

What to Expect When You Visit

Describe your church lifestyle, worship style(s), a typical service (parking, music, communion, attire, nursery care, and after service fellowship). Indicate if you provide a bulletin or visual media.

What We Offer

Describe how people practice the lifestyle of your church. Highlight key ministries previously listed. For example, share about a weekly supper gathering, choir and music programs, small study groups, larger ministries, and other church programs.

How We Share Our Gifts

Describe how your church makes a difference in your community.

To format free form text boxes

To display attractively on your profile, html codes are required. Following are examples of basic html formatting for those not familiar with html codes for Web site programming. If you prefer, enter your data into the boxes and United Methodist Communications will complete formatting requirements during the review process.

Two examples of basic html formatting

- Insert **
** at the end of a sentence for a hard return or blank line between sentences.
- ****your words**** BOLD

DRIVING DIRECTIONS

Find-A-Church includes Google Maps to provide directions and a printable map to your church location. If you desire to personalize the instructions (e.g. "from the beach" or "from Town Center"), use the text field below.

LANGUAGES - Please indicate with a check mark which language(s) are spoken during worship. If there are others, list them below.

If you have questions or comments, contact us at fac@umcom.org, or call 1-800-251-8140. Please visit Find-A-Church.org and update your church ministries and events periodically. Please mark your church profile as a favorite.

Find-A-Church.org is part of UMC.org, the official online ministry of The United Methodist Church. United Methodist Communications powers this site with help from local churches.