



## One Page Congregational Website Agreement & Preferences Form

The Uniting Church SA has introduced a Congregational Website Program which is reflective of the Church's mission statement – "we seek to be an innovative, growing church". The program will equip congregations with an up-to-date website template. Using this custom-built template, congregations will be able to communicate activities and share resources more widely and effectively than ever before.

By signing the agreement at the end of this form, you acknowledge the terms and conditions outlined within this document and agree for the Uniting Church SA to be responsible for hosting your site. Following the submission of the completed document and agreement, your congregation will be set up with a functioning one-page website, and will be provided with support\* to get started. If your congregation requires more than one page, we also offer full congregational websites (see [ucasa.org.au](http://ucasa.org.au) for details).

\*Please note, congregational website support is offered during business hours.

Please complete this form and email to [congregationalweb@sa.uca.org.au](mailto:congregationalweb@sa.uca.org.au) or post:

Attn: Congregational Websites  
Uniting Church SA  
GPO Box 2145  
Adelaide SA 5001

### ABOUT

#### Organisation

Congregation/Organisation name: \_\_\_\_\_

#### Contact Details

Contact person: \_\_\_\_\_

Contact mobile: \_\_\_\_\_

Contact email: \_\_\_\_\_

(The Congregational Website team will occasionally send updates and information via email and/or text.)

## PREFERENCES

### Domain Name

The Congregational Website Program uses the website domain [ucasa.org.au](http://ucasa.org.au). All congregations participating in the program will have websites ending in [ucasa.org.au](http://ucasa.org.au) but can nominate a preferred domain name. We suggest your church name/location – e.g. [playford.ucasa.org.au](http://playford.ucasa.org.au) which will have the title of Playford Uniting Church

Preferred domain name: \_\_\_\_\_[.ucasa.org.au](http://ucasa.org.au)

### Email Account

The One Page Congregational Website Program allows one email account to be created through Google's Gmail infrastructure. This will be @ the domain name (chosen above) hosted by Uniting Church SA Synod. A generic address is best (e.g. [contact@churchname.ucasa.org.au](mailto:contact@churchname.ucasa.org.au)).

Desired address: \_\_\_\_\_@your.domain

Contact name: \_\_\_\_\_ Mobile number: \_\_\_\_\_

Existing contact email address: \_\_\_\_\_

### Initial Content

Your site will be populated with content upon creation and, once populated, you will be able to send the Congregational Website team **up to six major updates** per year.

I have an existing site – please repurpose content from there.

Website address: \_\_\_\_\_

I will provide new content for the site and email it to [congregationalweb@sa.uca.org.au](mailto:congregationalweb@sa.uca.org.au) prior to set up.

I will supply five photographs for the website (must be high resolution with approval/authorisation from those pictured).

I'd like you to add appropriate stock images/Synod congregational photos to the website.

## AGREEMENT

The congregation agrees to:

- Accept the ongoing financial costs of \$95p.a. billed annually.
- Advise by email\* if the contact person for the One Page Congregational Website Program changes.
- Advise by email\* if the congregation would like the site to be deleted.

The designated Congregational Contact Person agrees to:

- Be subscribed to the Congregational Website Program mailing list, which is used intermittently to share relevant news, technical information, and training information.
- Advise by email if their own email address changes so records can be updated and maintained.
- Be responsible for sharing and/or forwarding any information which applies to others in the congregation (e.g. forwarding invoices to treasurers or notifying people who update the site of relevant changes).
- Adhere to the style and design outlined in the Congregational Website Style Guide available online at [ucasa.org.au](http://ucasa.org.au)
- Contact the Congregational Website team if additional functionality and pages are required (it is the team's prerogative to approve requests).

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Signature

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Date

\*Emails need to be directed to [congregationalweb@sa.uca.org.au](mailto:congregationalweb@sa.uca.org.au)