



Full Website - Preset Layout Agreement & Preferences

The Uniting Church in Australia, Synod of South Australia (hereby **UCASA**) runs a Congregational Website Program which equips congregations with an up-to-date website as well as training on how to edit the website. Using our template, congregations will be able to communicate activities and share resources more widely and effectively than before. Congregations will be able to use the template to share photographs, newsletters, podcasts and audio recordings, community program information, service details, videos, events and much more.

*By signing the agreement at the end of this form, you acknowledge the terms and conditions outlined within this document and agree for the **UCASA** 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 website, and will be provided with training and support* to get started.*

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

Please complete this form and email to congregationalweb@sa.uca.org.au or post:

Attn: Congregational Websites
The Uniting Church in Australia, Synod of South Australia
GPO Box 2145
Adelaide SA 5001

ABOUT

Organisation

Congregation/Organisation name: _____

Contact Details

Key Contact Person (Website Administrator): _____

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**, which stands for Uniting Church in Australia, Synod of South Australia. All congregations participating in the program will have websites ending in **ucasa.org.au** but can nominate a preferred domain name. We suggest your church name/location – e.g. Playford Uniting Church will have the domain name of playford.ucasa.org.au.

Preferred domain name: _____ucasa.org.au

If your congregation already owns another domain it can be redirected to the new domain hosted by **UCASA**. This will need to be set up by your congregation upon completion and handover of the website. Please specify your church's current domain below:

Current domain name: _____

Content Editor(s)

Multiple logins can be set up to allow different people to update content, in addition to the Key Contact Person.

Login details will be sent via email and the initial password supplied via text message.

If you require logins for additional Content Editors, please email congregationalweb@sa.uca.org.au

Name: _____ Mobile number: _____

Email address: _____

Name: _____ Mobile number: _____

Email address: _____

Name: _____ Mobile number: _____

Email address: _____

Email Accounts

The Congregational Website Program allows up to five email accounts to be created, through Google's Gmail infrastructure, with the domain name (chosen above) hosted by **UCASA**. Generic addresses are best (e.g. minister@churchname.ucasa.org.au).

Desired address: _____ @your.domain

Contact name: _____ Mobile number: _____

Existing contact email address: _____

Desired address: _____ @your.domain

Contact name: _____ Mobile number: _____

Existing contact email address: _____

Desired address: _____ @your.domain

Contact name: _____ Mobile number: _____

Existing contact email address: _____

Desired address: _____ @your.domain

Contact name: _____ Mobile number: _____

Existing contact email address: _____

Desired address: _____ @your.domain

Contact name: _____ Mobile number: _____

Existing contact email address: _____

Email Forwards

The Congregational Website Program allows up to ten email forwards (redirecting emails delivered to one email address on to a different email address). These will be from the email accounts requested above, to other accounts (either ones requested above or external accounts). One email address can be forwarded to multiple addresses (e.g. minister@churchname.ucasa.org.au can be forwarded to joe.bloggs@adam.com and jane.doe@yahoo.com).

Desired address: _____ @your.domain

Forwarding to (email address): _____

Desired address: _____ @your.domain

Forwarding to (email address): _____

Desired address: _____ @your.domain

Forwarding to (email address): _____

Desired address: _____ @your.domain

Forwarding to (email address): _____

Desired address: _____ @your.domain

Forwarding to (email address): _____

Desired address: _____ @your.domain

Forwarding to (email address): _____

Desired address: _____ @your.domain

Forwarding to (email address): _____

Desired address: _____ @your.domain

Forwarding to (email address): _____

Desired address: _____ @your.domain

Forwarding to (email address): _____

Desired address: _____ @your.domain

Forwarding to (email address): _____

Google Drive

Google Drive is a fantastic free resource for congregations. Formerly Google Docs, it is a file storage system created by Google. Congregations are able to add files such as photos, PDF newsletters, etc. to Google Drive. The Congregational Website Program provides each congregation with one Google Drive account linked to one of the requested email accounts.

Initial Content & Layout

Your site will be populated with basic content upon creation. Once populated, you will be provided with login details to update your own content.

- I have an existing site – please repurpose content from our current website.

Website address: _____

- I will provide new content for the site and email it to congregationalweb@sa.uca.org.au prior to set up.
- Please use the existing layout from our current website.
- I will provide a new layout for the site and email it to congregationalweb@sa.uca.org.au as soon as possible.
- I will supply photographs for the website (must be high resolution with approval/authorisation from those pictured). Please refer to the Congregational Website Style Guide for more information.
- I'd like appropriate stock images/Synod congregational photos to be added to the website as part of the initial set up.

Features

The following features can be added to a full congregational website at any time. If you require additional features please advise us when you complete this form. We will let you know if the additional features can be added when your congregation's site is set up. The new multisite system may not allow us to incorporate all existing functionality but we will strive to incorporate the requested features if the system allows.

Please indicate which features you would like to utilise on your website.

Audio podcasting: hosting for finished MP3 audio files. Sermon.net is recommended for podcasting (visit sermon.net for pricing).

- We would like this feature added to our website.
- We have existing podcast files on our sermon.net feed that we would like added. We will provide details via email to congregationalweb@sa.uca.org.au

Blogging/news: a section where you're able to continually add new content in a blog format (this doesn't currently include the functionality for commenting).

- We would like this feature added to our website.
- We have an existing blog which we will provide the link for via email to congregationalweb@sa.uca.org.au

Events calendar: a calendar that is embedded into your site.

- We would like this feature added to our website.
- We have existing upcoming events we would like added. We will provide details via email to congregationalweb@sa.uca.org.au

Newsletters: a place to host any regular newsletters or publications electronically. Online pdf viewer ISSUU is the suggested site for hosting newsletters/providing readers for congregational sites (visit issuu.com for pricing).

- We would like this feature added to our website.
- We have existing newsletter PDFs we would like moved* from our current site. We will provide details via email to congregationalweb@sa.uca.org.au

*Please note: up to twelve existing PDFs/newsletters can be added to the new website as part of the initial content.

Photo galleries: the ability to add photos to pages in a gallery layout.

- We would like this feature added to our website. We will send twelve or more high resolution photos* to establish the gallery, and submit them via email to congregationalweb@sa.uca.org.au

*Please note: if twelve or more good quality images are not received, appropriate stock images will be added to the gallery.

Video: video footage produced by your congregation can be featured on the website.

Video hosting website Vimeo is the suggested site for congregations' videos (visit vimeo.com/upgrade for pricing).

- We would like this feature added to our website.
- We have an existing video account (YouTube or Vimeo) that we'd like to continue to use. We will send details about this account via email to congregationalweb@sa.uca.org.au

Social media: congregations can choose to link social media to the website.

- We would like this feature added to our website. We will provide links to existing social media accounts (Facebook, Twitter, Instagram, etc.) via email to congregationalweb@sa.uca.org.au
- Our Facebook page is frequently updated and we would like an integrated Facebook feed added to our home page.

Slider: rotating images on the home page in place of Welcome Image 1. This feature is beneficial for congregations who would like to promote events, special services, etc.

- We would like this feature added to our website. We will provide up to five, correctly formatted images* via email to congregationalweb@sa.uca.org.au

*Please note: the required format is outlined in the Congregational Website Style Guide.

Design Features

The congregational websites will be set up to complement each other in look and functionality in an effort to keep branding consistent across **UCASA** congregations utilising the Congregational Website Program.

Due to the design of the websites, congregations will be limited to 20 pages (plus pages for events). For more information, please read the Congregational Website Style Guide (which can be downloaded from ucasa.org.au).

Congregational Website Administrators' access will largely relate to updating, adding and editing content, text, images and calendar entries. Branding and design beyond these elements will remain consistent across the Congregational Website Program.

Congregations may customise the accent colour of the website to match existing branding. Would you like to customise the accent colour on your website?

- No, please use the automatic accent colour.
- Yes, please customise the accent colour to match our branding. We will send RGB colour recipes and/or a digital sample of existing artwork/branding via email to congregationalweb@sa.uca.org.au

A second phase of the Congregational Website Program will allow the Synod office to share content between sites. We will update your Key Contact Person with more information before this occurs.

AGREEMENT

The congregation agrees to:

- Accept the set up fee of \$250, payable before handover of website.
- Accept the ongoing financial costs of \$250p.a. billed annually (pro rata for incomplete years).
- Advise by email* if the contact person for the Congregational Website Program changes.
- Advise by email* if the congregation would like the site to be deleted.
- Cancellation before handover will incur fees and congregations will be required to complete the necessary closing procedures.

The designated Congregational Website Administrator 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.
- Contact the Congregational Website team if additional functionality and pages are required (it is the team's prerogative to approve requests).

Signature

Date

*Emails need to be directed to congregationalweb@sa.uca.org.au

Last Updated: 5/11/2019