



One Page Website Agreement & Preferences Form

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 more widely and effectively than 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 **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: _____

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

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 **UCASA**. A generic address is best (e.g. 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 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 set up fee of \$50, payable before handover of the website.
- Accept the ongoing financial costs of \$100p.a. billed annually (pro rata for incomplete years).
- 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
- 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