



## One Page Website Agreement and Preferences Form

*By signing the agreement at the end of this form, you acknowledge the terms and conditions outlined within this document and agree for the **UCA SA** (The Uniting Church in Australia, Synod of South Australia) to continue 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 website support\* throughout the year.*

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

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

Attention: Congregational Website Program  
The Uniting Church in Australia, Synod of South Australia  
GPO Box 2145  
Adelaide SA 5001

### ABOUT

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](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 re-purpose content from there.

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

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

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

I would like you to add appropriate stock images/Synod congregational photographs to the website.

## AGREEMENT

The congregation agrees to (please tick):

- Accept the set-up fee of \$70, payable before handover of the website.
- Accept the on-going financial costs of \$150pa 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).

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

The designated Congregational Website Administrator also understands the following (please tick):

- Intention to cancel a website must be communicated in writing and sent to [engagement@sa.uca.org.au](mailto:engagement@sa.uca.org.au)
- Cancellation of the congregation's website also requires the congregation to complete the necessary closing procedures.
- There will be a \$20 non-compliance fee for congregations who do not complete and return the Congregational Website Program (CWP) Renewal and Update Form before 1st January of the following year. The form can be downloaded from **ucasa.org.au** or requested from [engagement@sa.uca.org.au](mailto:engagement@sa.uca.org.au).

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Signature

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Date

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Name