



Network of Faith Content Preparation Guide

Please use the following documentation to help you gather and prepare the content for your new Network of Faith Website. The information is organized the same way your website will be, by section headings. Although the information found here will help you get the content organized, there may be additional pieces of information you'd like to add as well.

Please use the demonstration design choices as a guide for what types of information you should include. They can be found from the following web page: <http://www.networkoffaith.com/choices.htm>. If you have any questions or concerns, feel free to contact us at info@networkoffaith.com.

Once you've gathered all of the information for your website, please send it to info@networkoffaith.com in any of the following formats (.txt, .doc, .wpd, etc.). You may also include the information in the body of your email, referenced as it appears in the sections below.

Home Page:

Narrative/Welcome Page:

Special Events/Special Info:

Worship Section:

Narrative for Page Intro:

Service Times:



Service Description:

Ministry Section:

Narrative for Page Intro:

Description of Each Ministry (Sunday school):

Contact Person and Information for Each Ministry:

Resources Section:

Narrative for Page Intro:

Upcoming Events/Sermon Topics:



Links:

Other Resource Information: (Info for members, visitors, sermon transcripts, etc.)

Visitors Section:

Narrative for Page Intro:

Worship Times:

What to Expect:

Directions: (Y4H Designs will use address to obtain map and directions info, include any special instructions here.)



About Us Section:

Narrative for Page Intro:

Staff Listing and Contact Info:

Mission/Vision/Statement of Belief, etc.

**Also may include picture of church, staff, etc. in this section.*

Contact Section:

Narrative for Page Intro:

Email Addresses: (one email address is included, or additional ones may be subscribed to, include other pertinent email addresses in this section)

Mailing Address and Phone:

Network of Faith

Other Contact Info:
