



# Friends of Ministry, Inc.

## Website Development Plan

*To begin a discussion about the development of your ministry's website, please complete and fax, mail or email this form to us using the contact info at the bottom of this page. Thank you, and bless you!*

Name of Church/Ministry \_\_\_\_\_  
Address \_\_\_\_\_ City/State/ZIP \_\_\_\_\_  
Phone \_\_\_\_\_ Ministry email \_\_\_\_\_  
Minister/Spiritual Leader \_\_\_\_\_  
Minister/Spiritual Leader's Email \_\_\_\_\_  
Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Does this ministry have a website now?  Yes  No (If no, skip to next section)

If so, what is the domain name of the website? \_\_\_\_\_

Name of domain registrar (if you know it): \_\_\_\_\_

Name of most current/recent webmaster \_\_\_\_\_  Active  Not active

Webmaster's phone \_\_\_\_\_ Email \_\_\_\_\_

Why are you interested in having a new website developed? (e.g.: webmaster not active, site not attractive, etc.) \_\_\_\_\_

Preferred domain name: \_\_\_\_\_

(Note: A domain name is the internet address of your website. Examples of domain names are: aol.com, msn.com, firstunity.org, etc. Your domain name should be the name of your church or ministry or an abbreviation of your name, as aol is an abbreviation for American Online.)

In case your preferred domain name is already in use, please list your second and third choices below. We will research availability of domain names for you.

Second choice: \_\_\_\_\_

Third choice: \_\_\_\_\_

Most nonprofit organizations use ".org" as part of their domain names. Example: TampaUnity.org. However, many use ".com" We will reserve BOTH for you. Which do you prefer to use as part of your official web address?  .org  .com

***Our mission:*** *With excellence and heart, we deliver to ministries the tools they need to communicate effectively and powerfully with everyone they serve.*

www.FriendsofMinistry.com ♥ Cheryl R. Harrison, Director

Post Office Box 779 ♥ Saint Petersburg, Florida 33731

(727) 687-5272 (cell) ♥ (727) 894-0454 (fax) ♥ email: friendsofministry@tampabay.rr.com

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### Please check the following website elements that you can supply:

- Welcome message for home page (1 to 3 paragraphs)
- Photo of church (exterior or interior)
- Photo of Minister(s)/Spiritual Leader(s)
- Ministry Mission Statement
- Ministry Vision Statement
- Ministry Core Values Statement
- Current newsletter copy in electronic format (Word file, Word Perfect file, email file, etc.)
- Current newsletter copy in print only

### Please check the following pages or elements you think you would like to have on your website:

- Biography of Minister(s)/Spiritual Leader(s)
  - Staff members       With photos ( Have, or  Do not have)       With email links
  - Board members       With photos ( Have, or  Do not have)       With email links
  - Sunday School or Youth Ministry information
  - Chaplain Program information
  - Music Ministry information
  - Calendar of services and events
  - Online registration for workshops, concerts, classes
  - Online donations
  - Current newsletter posted online     Monthly     Quarterly     Other \_\_\_\_\_
  - Information/photo(s) featuring church bookstore
  - Information/photo(s) about weddings
  - Information/photo(s) about memorial services
  - Links to other websites
  - Confidential prayer request form (emailed to  Minister,  Spiritual Leader or  Chaplain)
  - Web-based email management system (Allows church to send email to automatically maintained lists and to track results. Church newsletters can be sent this way, as can weekly emails or special messages, such as reminders about upcoming workshops or special services.)
  - Other ministry information (Please specify. This might be information about spiritual counseling, a healing center, prayer, etc.) Attach an extra page if necessary. \_\_\_\_\_
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### Web-Based Email

We can establish up to 20 email addresses for you that incorporate your website address. Example: Minister@UnityTemple.org, or BoardPresident@CenterforSpiritualLiving.com, or Office@CathedralStJude.org. Additional email addresses are available for a nominal charge.

Please list below the email addresses you would like to have set up. You don't need to include the domain name ~ only the first part of the address, such as "Minister" or "BoardPresident."

_____	_____
_____	_____
_____	_____
_____	_____

### Website Development Plan, Page 3

#### Advanced Features

Please tell us which of the following features you may want to have on your website:

- Online surveys with automatic calculation of results
- Secured pages for members only (such as board or staff members)
- Online forums on topics specific to your ministry
- Online sale of fundraising items such as T-shirts, memorial tiles, etc.
- Online processing of credit card sales made in your bookstore, or of donations made at the church
- Audio files such as Sunday messages or meditations
- Photo album

#### Will you want:

- To maintain the website yourself, or designate a volunteer to do that.  
(Training fee is \$149 for a web-based training session and follow-up.)
- Maintenance by Friends of Ministry. Rates start at \$10/week; maintenance is paid quarterly in advance, and fees are based on time needed to maintain a website. An estimate will be provided based on the size of your website and activities scheduled in your ministry.)

#### Color/theme:

Is there a dominant color or color theme you would like on your website? If so, please tell us:

\_\_\_\_\_

If you could describe your ministry in one word, what would it be? \_\_\_\_\_

Does your ministry have a slogan, such as “The Little Church with the Big Heart”? If so, what is it?

\_\_\_\_\_

When would you like to have your website “live?” \_\_\_\_\_

This preliminary plan was completed by: \_\_\_\_\_ Date \_\_\_\_\_  
(Name)

\_\_\_\_\_

Quote for development: \_\_\_\_\_ by Friends of Ministry provided on (date) \_\_\_\_\_

*(Please note: Development fee includes only items of this plan marked with ☆)*

Development plan accepted by: \_\_\_\_\_ (Name) \_\_\_\_\_ Date \_\_\_\_\_

Preliminary design due by (date): \_\_\_\_\_

Completed website to be “live” by (date): \_\_\_\_\_

*(Please note: Our ability to meet these dates depends on timely receipt of information from our client ministry.)*