



Friends of Ministry, Inc.

Website Development Plan

To begin a discussion about the development of your ministry's website, please complete and fax or mail this form to the phone number or address 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

We serve ministries that awaken human beings to their divine potential.

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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 Unity websites, such as Silent Unity, Association of Unity Churches, Daily Word, etc.
 - 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, "What is Unity?" etc.) _____
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Web-Based Email

We can set up email addresses for you that incorporate your website address. Example: Minister@UnityTemple.org, or BoardPresident@FirstUnity.com, or Office@UnityChrist.org, or RevJudi@UnityTruthCenter.com.

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."

_____	_____
_____	_____
_____	_____
_____	_____

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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.)
- Maintenance by Friends of Ministry. Rates start at \$10/week. Maintenance is billed quarterly in advance. 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 _____

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.)