

a church  
NEAR YOU | THE CHURCH  
OF ENGLAND

Find an event happening right now, near you.

Use my current location

Start typing the place you're looking for, and select the correct option from the drop down list. By default, this field will try to use your current location.

# How to use A Church Near You as your church's free website

CC  
Closed Caption

Turn on automatic subtitles by clicking on Closed Captions in your Zoom menu

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70 million

**Pages viewed** last year

5

**Average page views** per session

Sunday

**Busiest day of the week** on the site

80%

**New visitors** on the site

21,504

**Editors** on the site

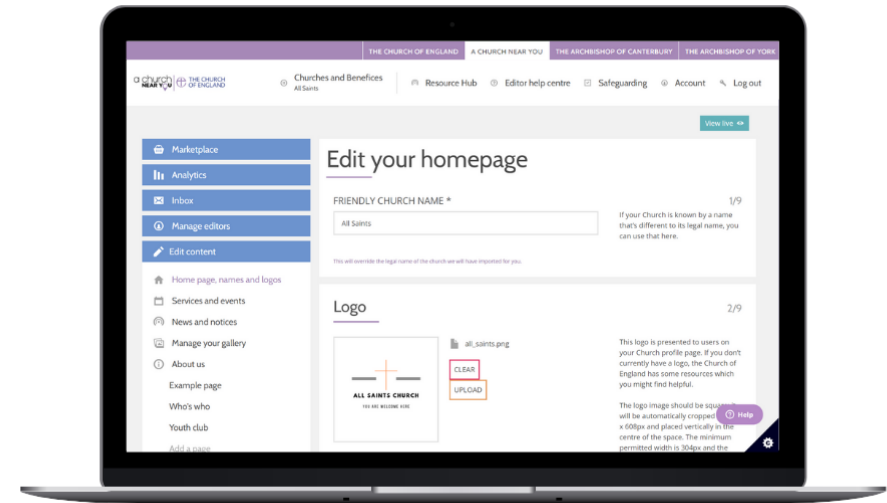
40%

Have had **visitors** from ACNY

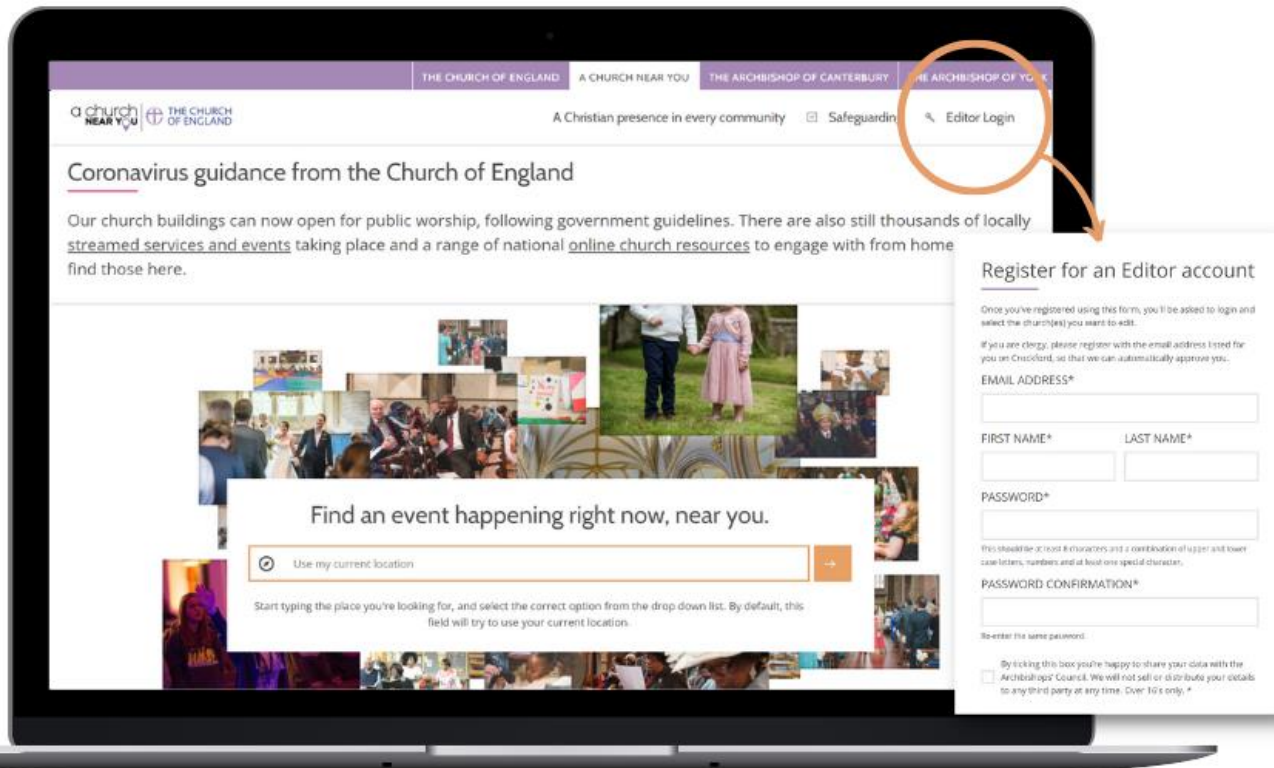
**Source:** Site views last 365 days prior to Jan 25 2022, Editor survey May 2021

# What are we covering today?

1. Becoming an editor
2. Editor view
3. Your church homepage
4. Services and events
5. Creating custom pages
6. News stories and notices
7. Donate
8. Features and facilities
9. Using your own domain



# Becoming an editor



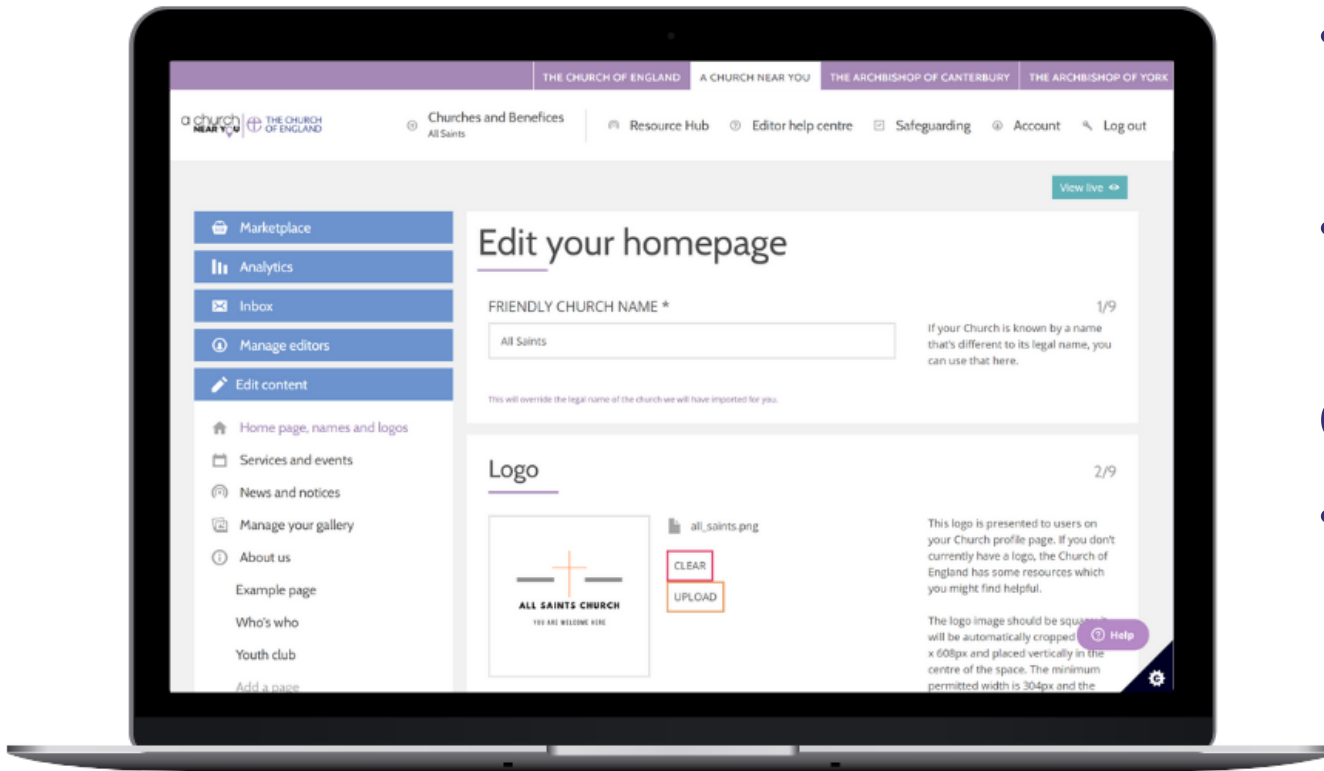
## Step 1 create an account

- Click on Editor login
- Then, click 'Click here to register'

## Step 2 request to edit a church

- Find your church on ACNY
- Visit the church site
- Click on 'edit this church'
- Fill in the form

# New editor view

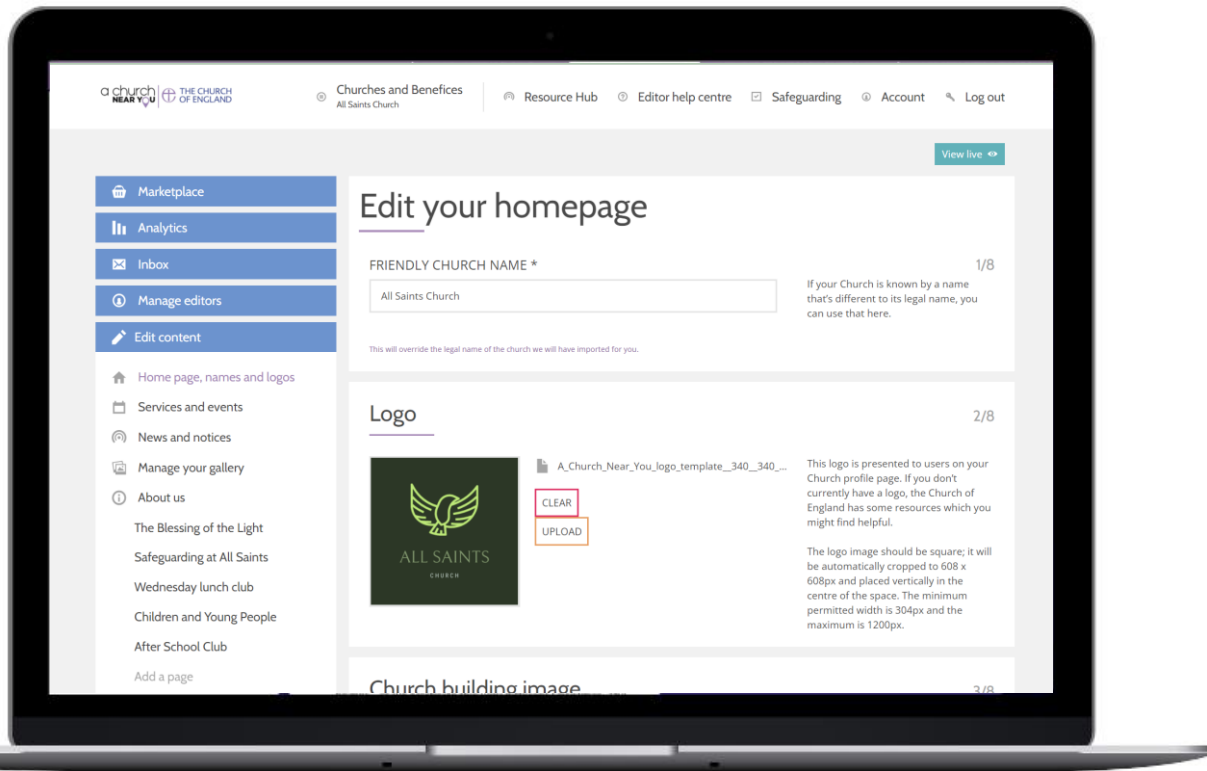


- Separate editor view for editing the site
- Accessed by clicking the single '**edit page**' button on your church's menu.

Or

- Click **churches and benefices** then the **cog** beside the name of the church you want to edit

# Edit your church homepage



Click on **Homepage, names and logo** to edit

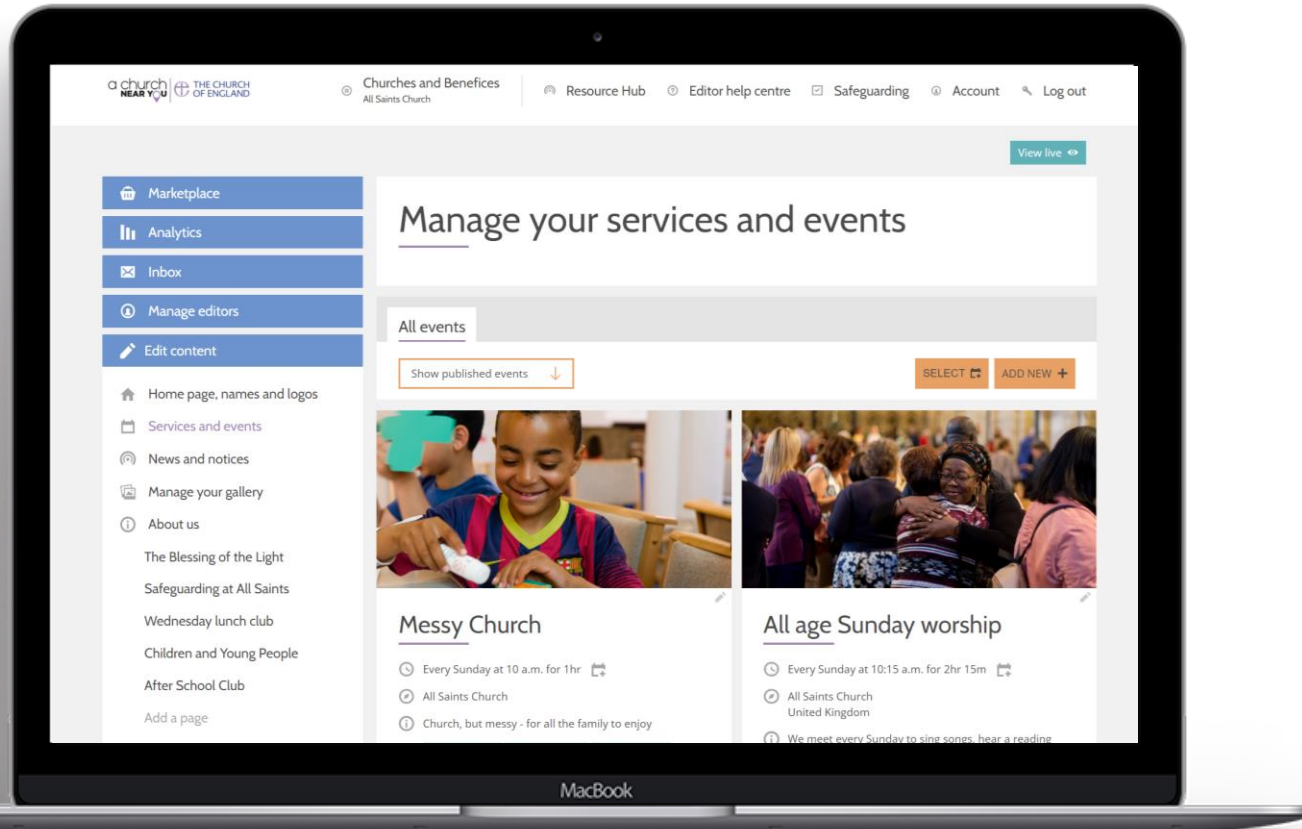
Customise your homepage to add:

- Logo
- Welcome message
- Cover image
- Featured events and news

# Add services and events

## Services and events

- Click **Add New** to create an event
- Click on the **pencil** beside an existing event to edit
- Fill in the event details
- Copy an event to another church by scrolling to the bottom of the editable event and selecting **copy**



# Link to your online services

Optional details 6/7

WEB LINK

Please make sure you include "http://www" when pasting the link.

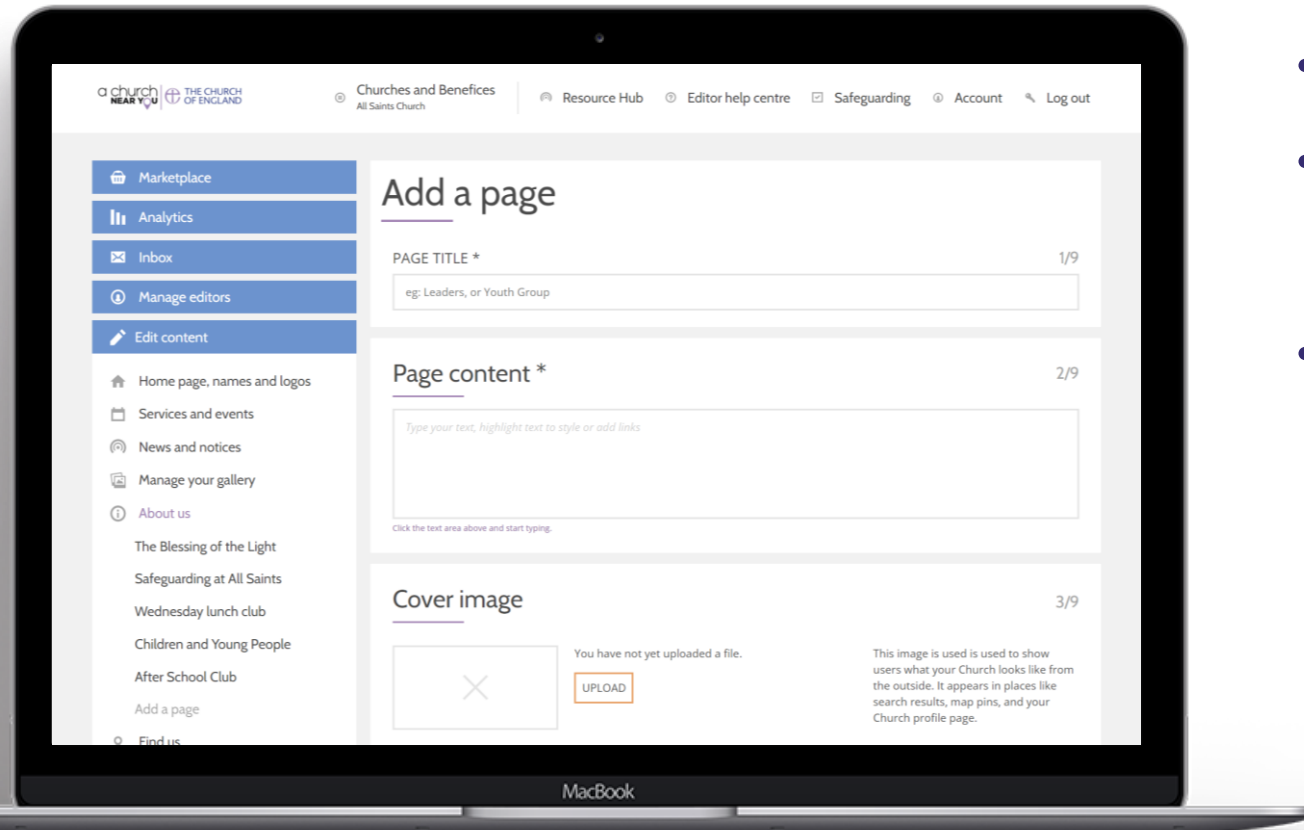
LIVE STREAM URL

## Services and events

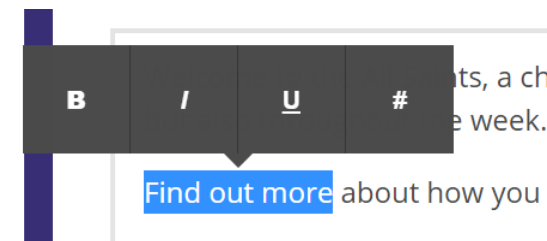
- Click **Add New** to create an event
- Click on the **pencil** beside an existing event to edit
- Fill in the event details
- Scroll down to section 6 and paste the link to the pre-recorded or live video



# Add a page

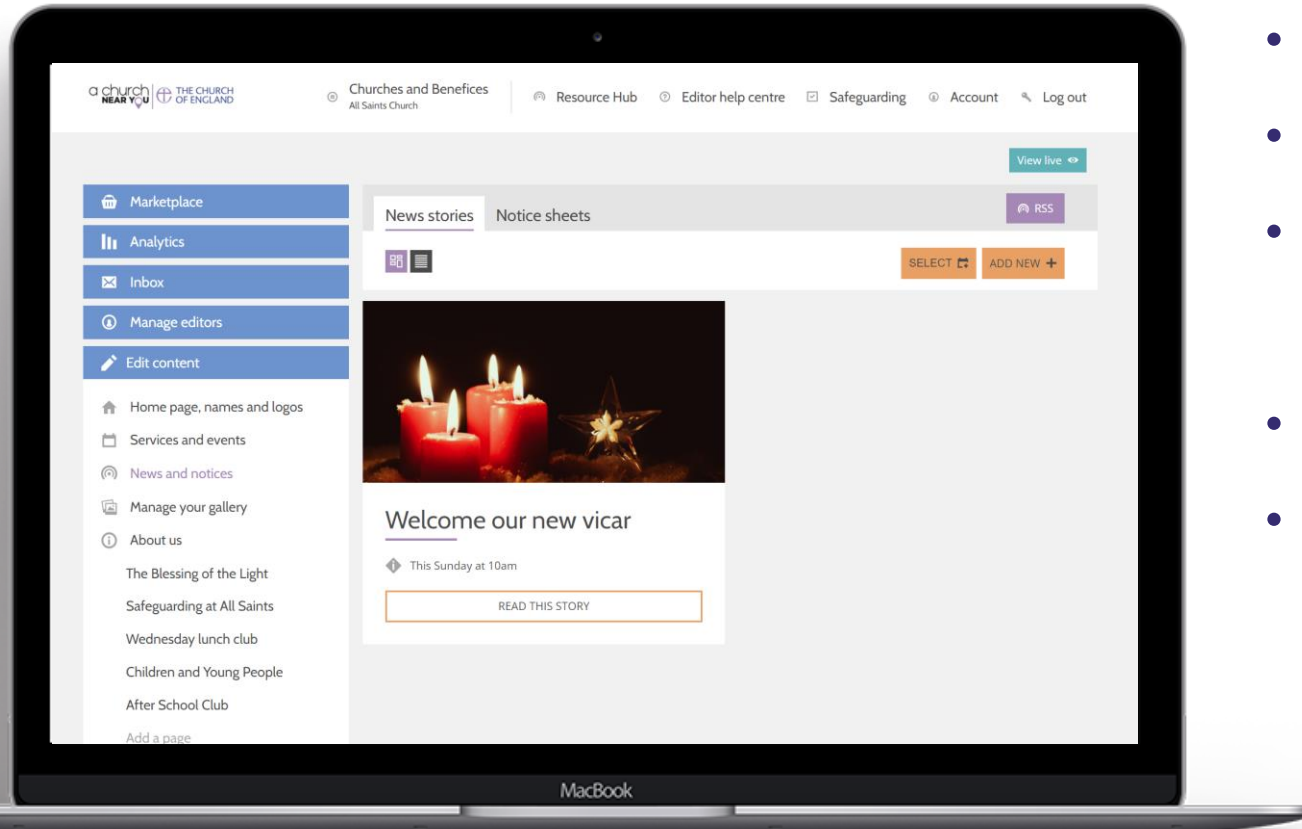


- Click on **Add a page**
- Add title, content, cover image and video URL
- Format the text by **highlighting** the text with the cursor and selecting an




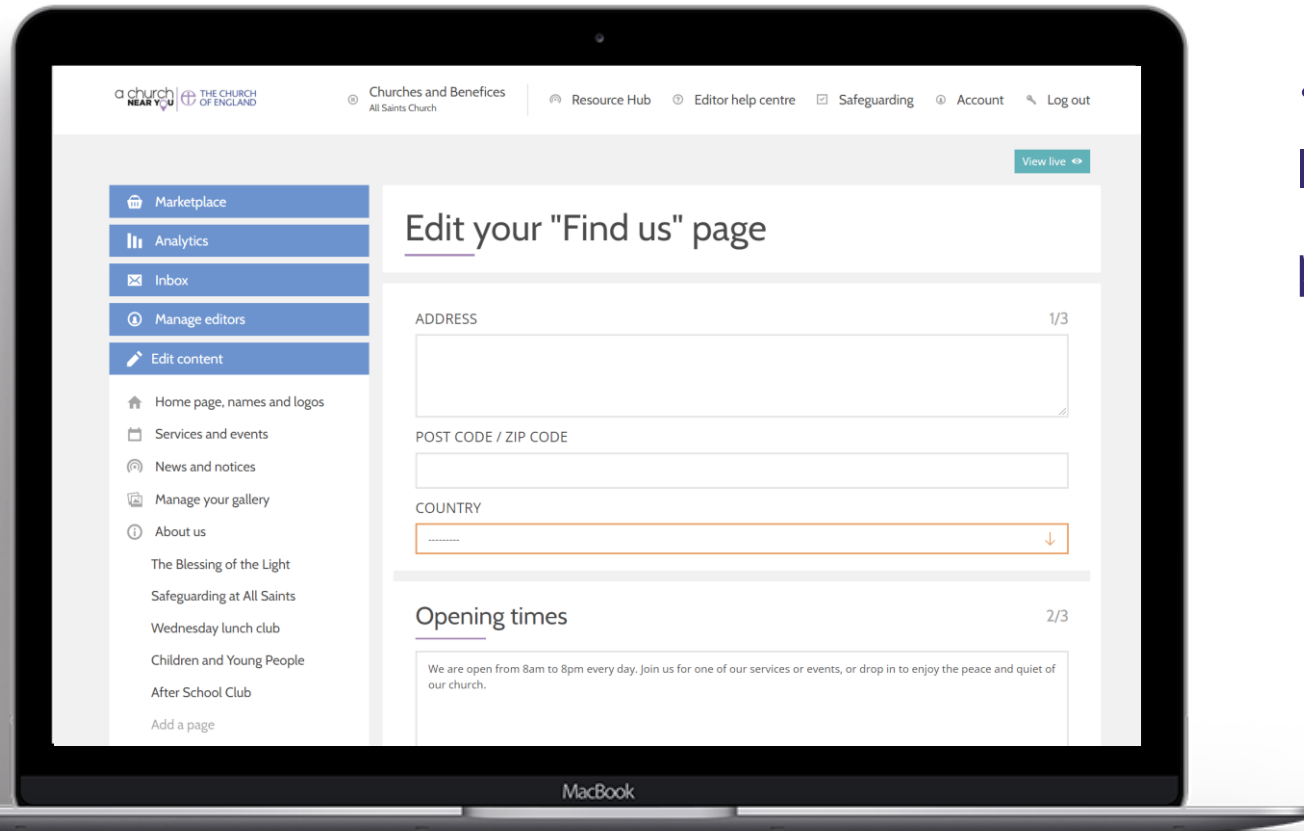
# Create news stories and notice sheets

- Click on **News and notices**
- **Click Add New**
- Select either the **new stories** or **notice sheets** tab
- **News stories** are like blogs
- **Notice sheets** are where you can upload a notice sheet as a file



# Edit find us information

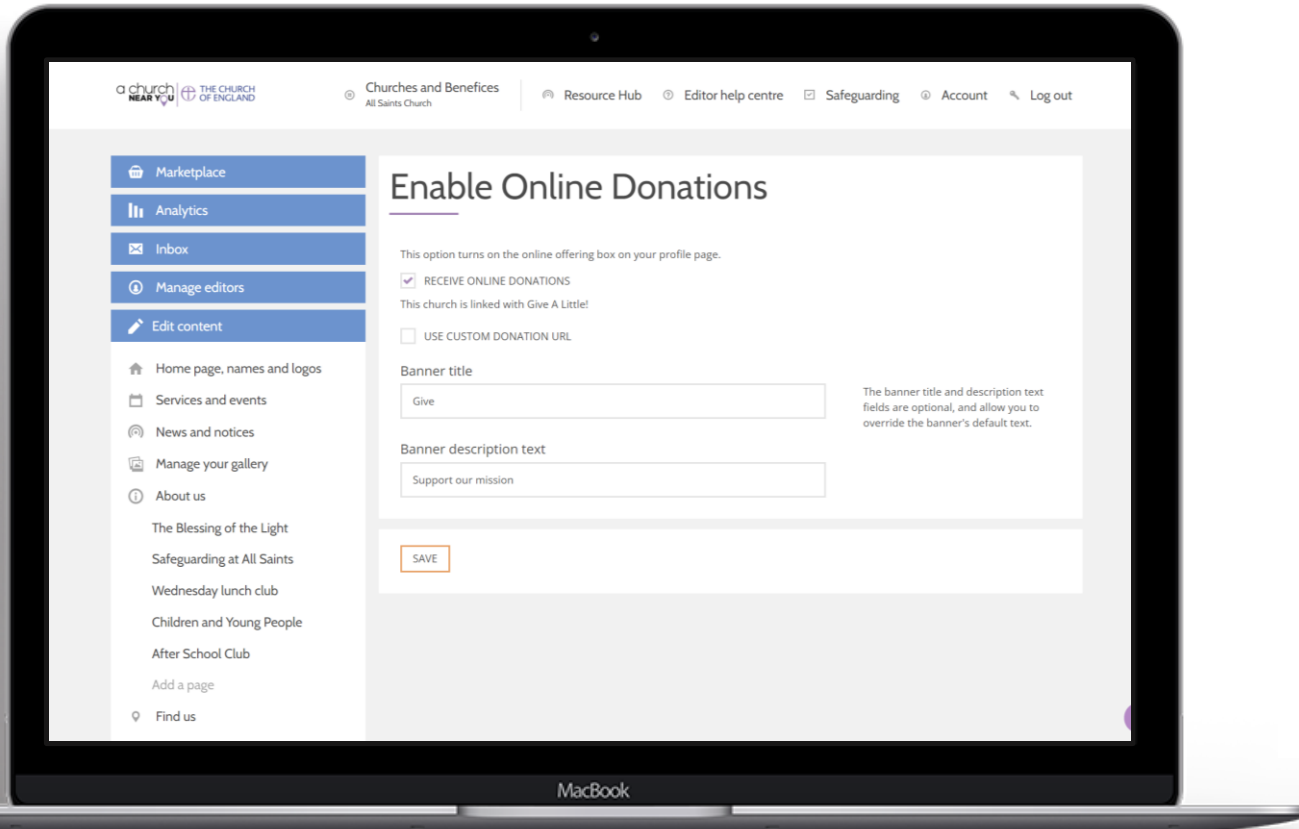
 Find us > Getting here  
Include bus routes, train stations, car parks and access information



# Add a donate button

## Marketplace

- Turn on **Online Giving**
- Press **Configure options**
- Fill in all the requested details
- Press **Save**
- The button will now appear on your homepage

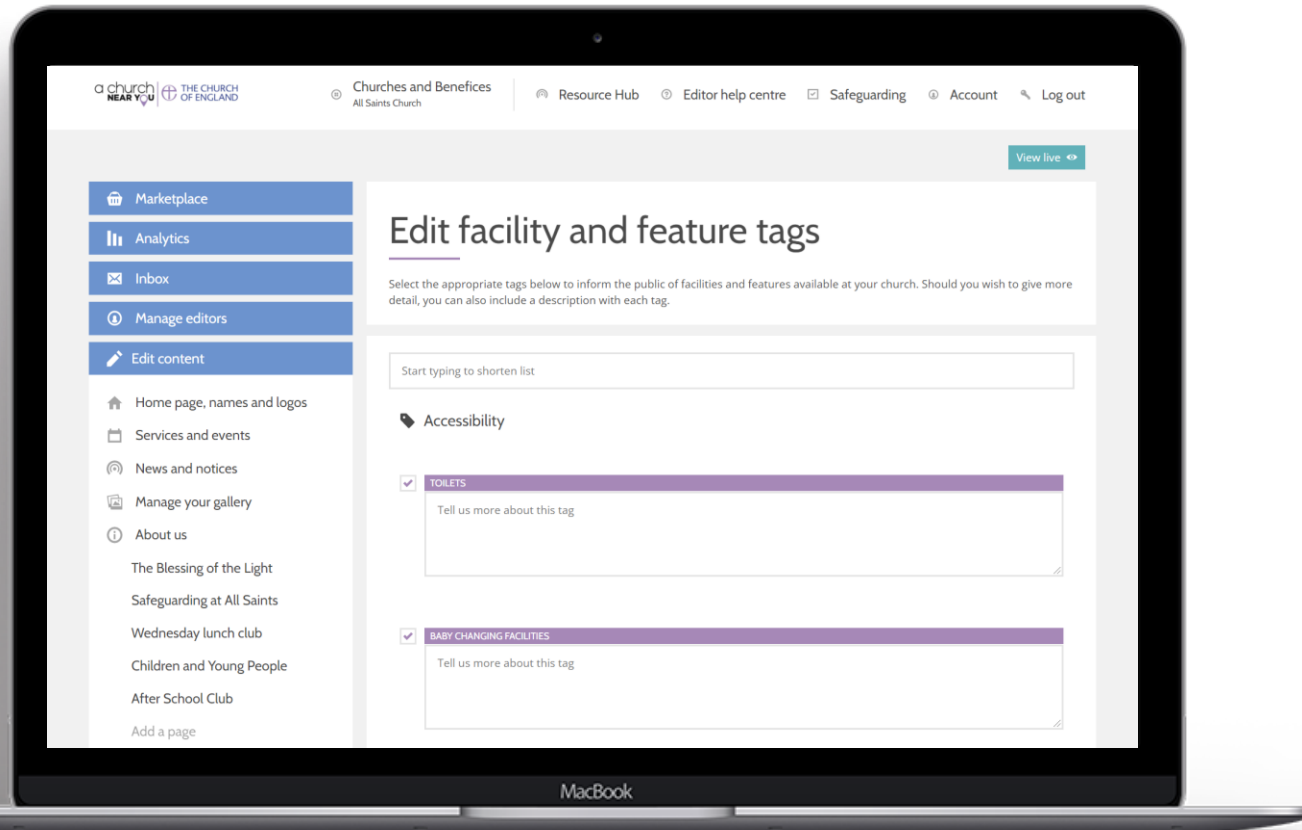


# Include your features and facilities

Features and facilities tags help people find what they are looking for

Example: A local church with a **ramped entrance**

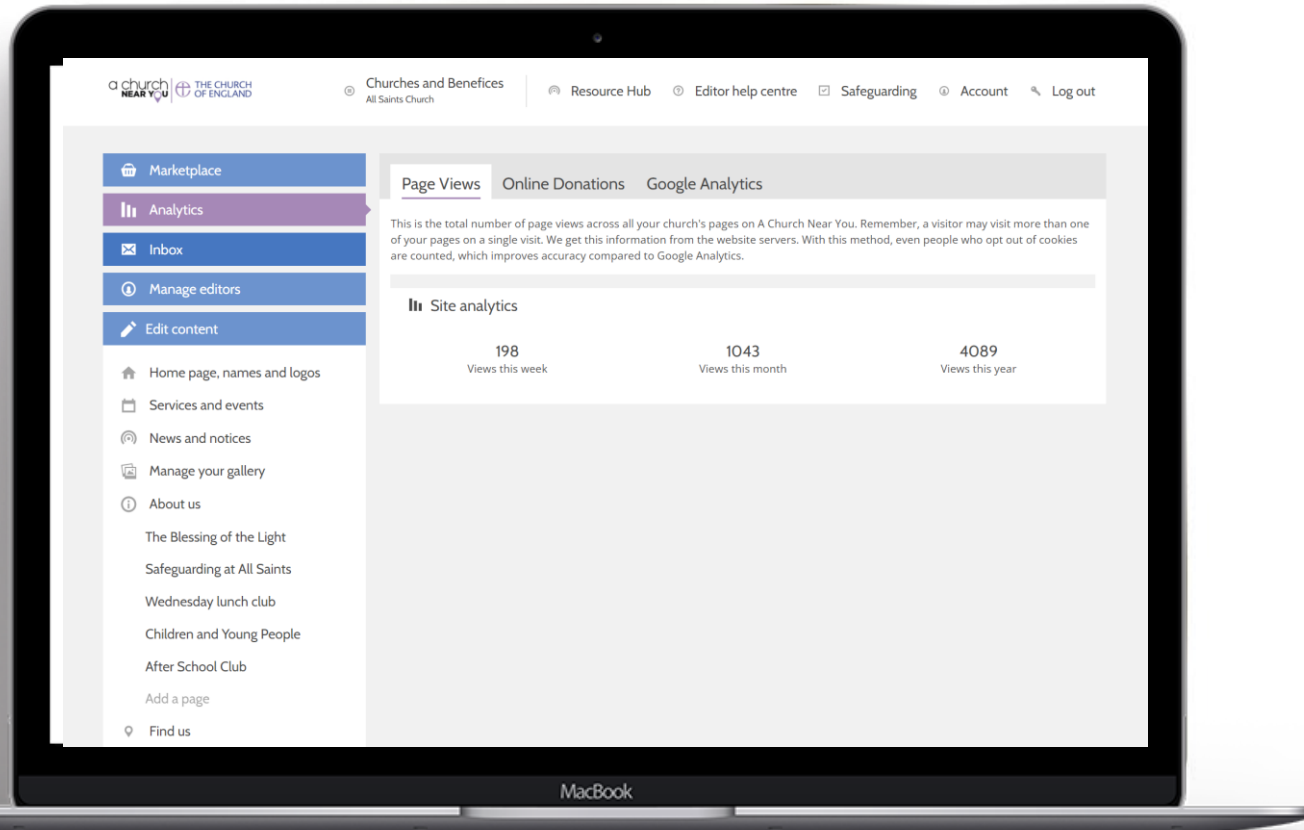
- Tick the box beside every relevant tags
- Include more information, if applicable



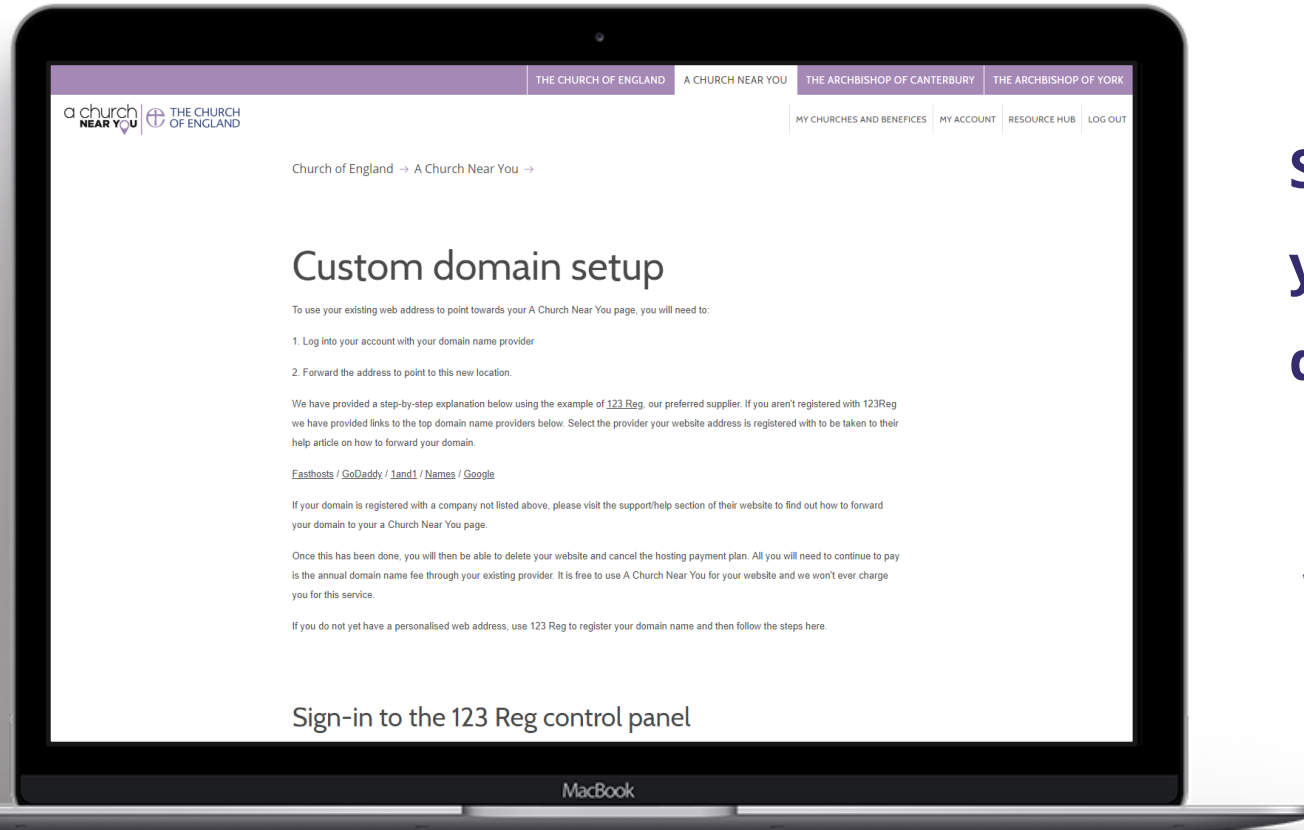
# Check site analytics

- Click on **Analytics**

View **page views**, **online donations** and add a **google analytics** tracking code, if you wish



# Use your own domain name



**Set up your A Church Near You page as your main website by switching your domain**

 Custom domain set up

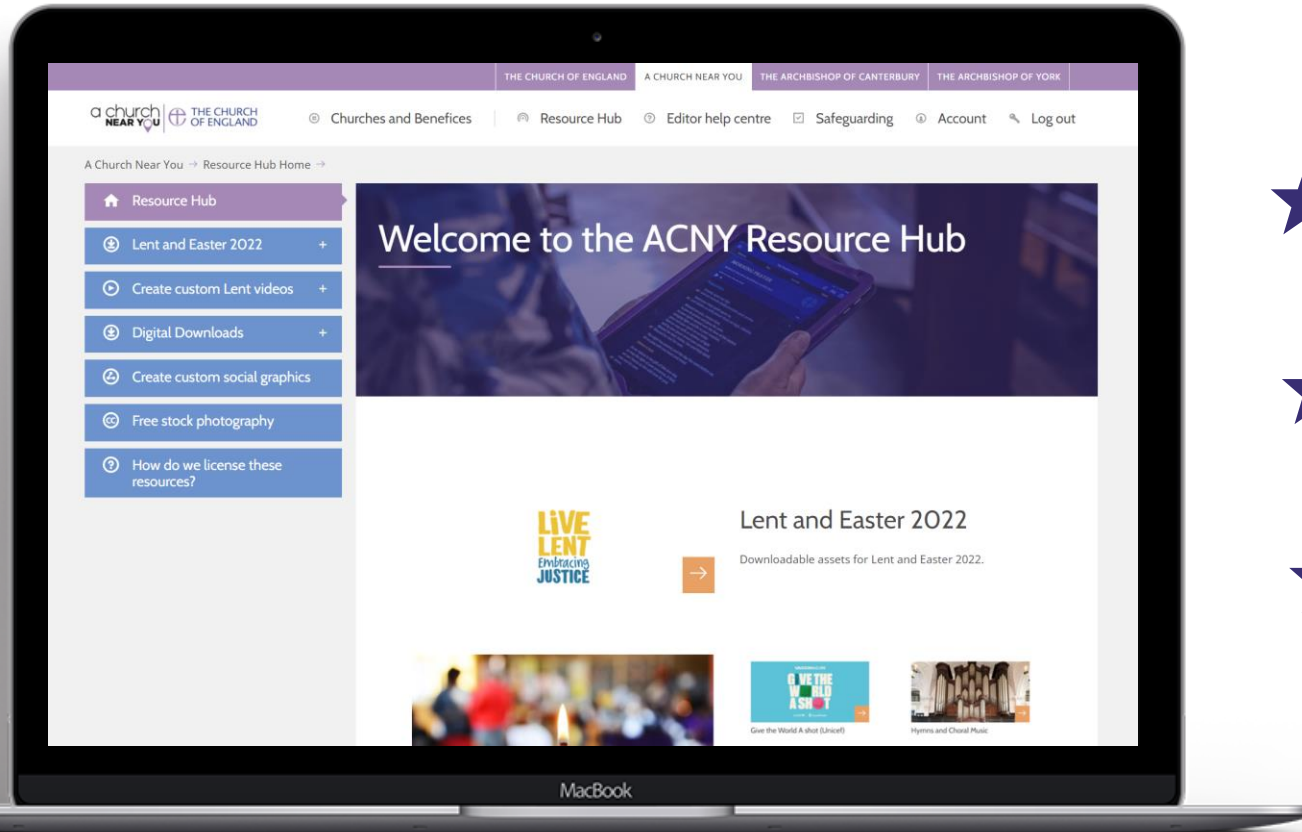
[www.achurchnearyou.com/custom-domain](http://www.achurchnearyou.com/custom-domain)

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# Features to try out

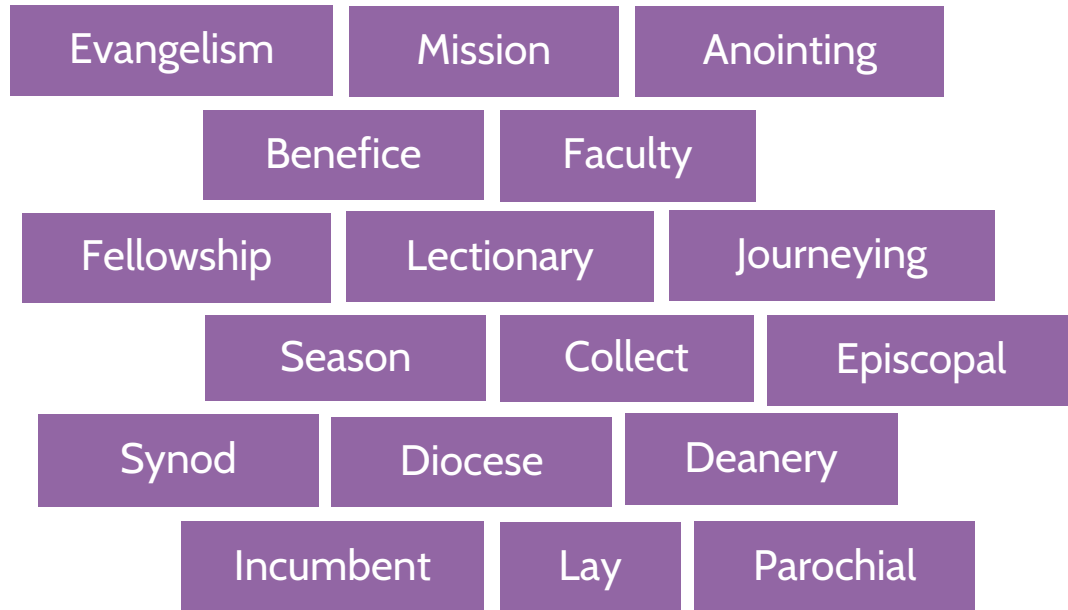


- ★ Video and social media generator - *Resource Hub*
- ★ Benefice home page – *Click on Churches and benefices*
- ★ Free stock photography - *Resource Hub*



# Language and tone

Be welcoming and inclusive with language, using descriptions where necessary so that everyone feels included and welcome in the church community.



## Jargon

Words which may make sense to us, but without explanation, can be jargon to those unfamiliar with Christianity or Anglicanism



## Welcoming language

Avoid phrases which may portray an 'us' and 'them' tone, such as:

- 'Join us...'
- 'If you are new...'
- 'speak to Dave for more info'

# Useful tools – Photography and design

[www.canva.com](http://www.canva.com)

[www.spark.adobe.com](http://www.spark.adobe.com)

[www.unsplash.com](http://www.unsplash.com)

[www.pixabay.com](http://www.pixabay.com)

[www.pexels.com](http://www.pexels.com)

[www.freepik.com](http://www.freepik.com)

[achurchnearyou.com/hub](http://achurchnearyou.com/hub)



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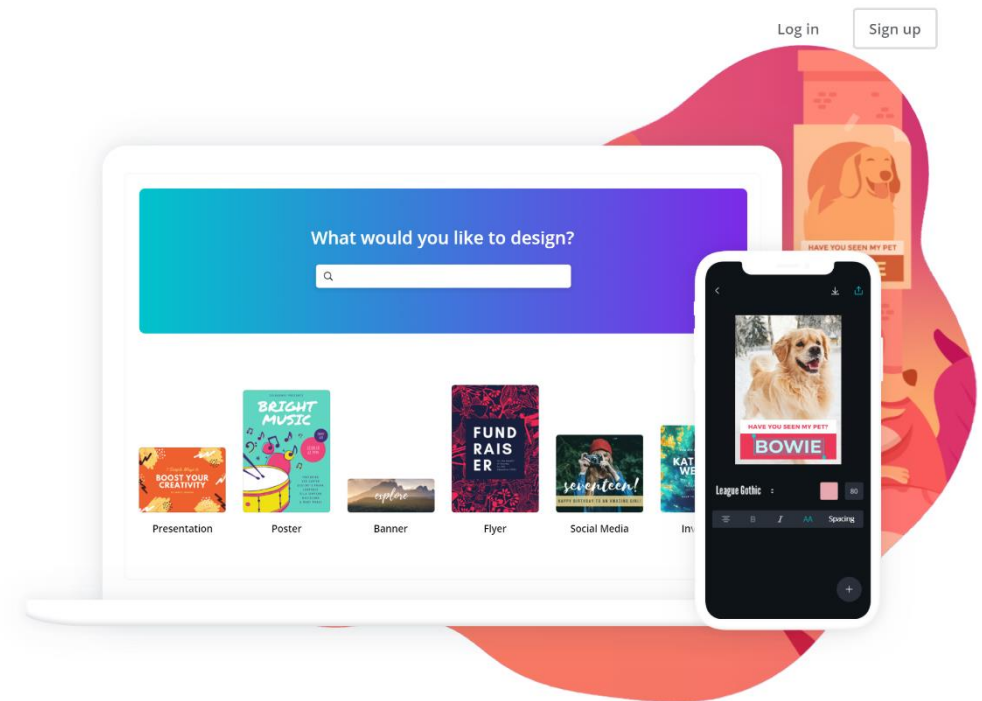
 Sign up with Google

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