

## Urban Mission Network Website presentation

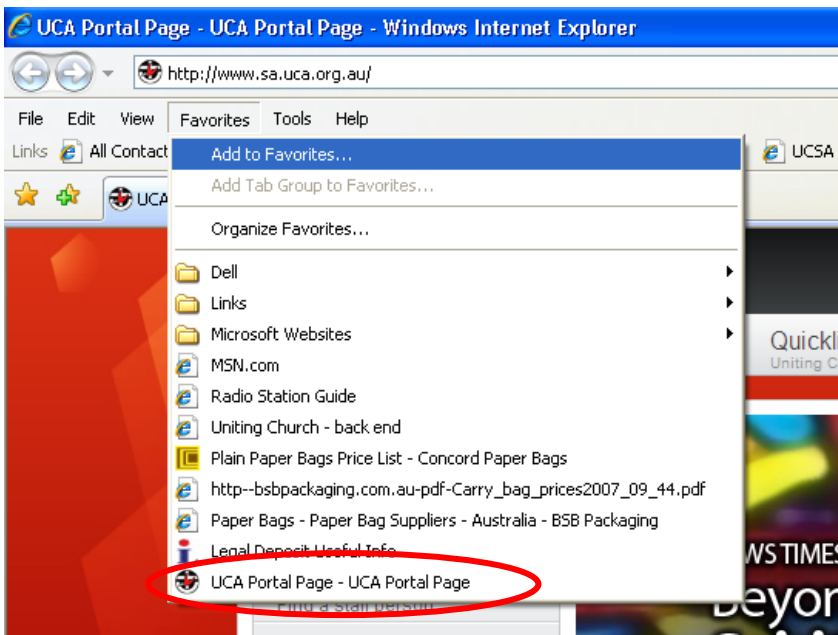
May 28, 2009 at Enfield Uniting Church

### Find the site

You will find the website by typing in the address: [www.sa.uca.org.au](http://www.sa.uca.org.au).

### Bookmark it

Something which you may find useful is to bookmark this page, or add it to your favourites list. This is also true for any other website you find yourself visiting regularly. To do this, click the 'Favourites' menu option, and select 'Add to favourites', and click on 'Add', as pictured below.

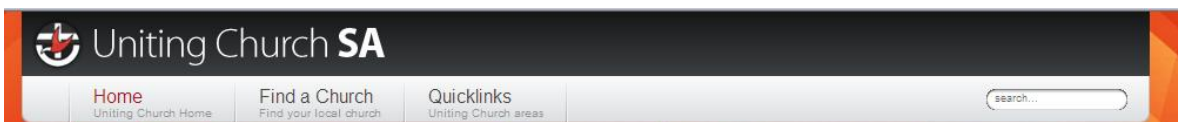


In future, when you go to your internet browser (like Internet Explorer), and click on the Favourites option, the website will be available to select from the list, rather than typing in the address every time.

### Different sites/same menus

You'll find that the biggest change has been the different site areas which are accessible from what we call the 'Portal' page, or home page. They all look and act like individual websites, and yet are all linked from the one home page.

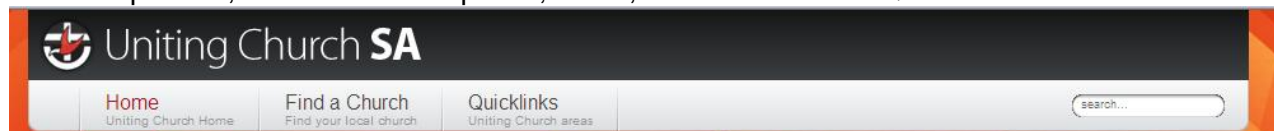
However, some things remain the same, and you'll find that, no matter which part of the Uniting Church SA website you access, the top and bottom menu remain the same.



[Home](#) | [Contact Us](#) | [Contact Webmaster](#) | [Spiritual Questions](#) | [Site Help](#) | [Copyright](#) | [Privacy](#) | [Site Map](#)

## Exploring the menus

On the top menu, there are three options; home, find a church and Quicklinks.



Home button – this will always take you back to the Uniting Church SA, or portal, home page, no matter which site you are on.

Quicklinks – This is a useful menu, because it saves a bit of time. For example, you could go to the Presbytery Synod website to get some information about Mission Networks. And from there, you need to go to the Uniting College website.

Rather than clicking 'Home', loading up the portal page, and then clicking another link from there, you can go directly to 'Quicklinks', and select 'Uniting College' from the drop down menu.

For those who have slower Internet, it will save you waiting for unnecessary pages to load, before getting to the information you really want.

Find a church - Behind the UnitingCare site, the Find a Church function is the second most popular feature on the Uniting Church SA website, which is why it has its own place on the top menu and appears on every website.

There are several options – find a church by list, by map, find a mission network, and find a playgroup.

An interesting fact, if you search for a church via the Google search engine, the entry on the Find a Church section is more likely to appear as a result

It's for this reason that we highly encourage churches to place enough information on their Find a Church page, for any visitor looking for a specific church. You may have your own website – which is great – but remember, first impressions count, and this page could very possibly be that first impression.

Another reason – the nature of the Internet is such that people want information quickly. Information should be clear, easy to find, and easy to read. Sometimes it's easier to look at this one page to find out worship times, than to go to a church website, and spend more time to find the correct page with the correct information.

The Enfield Uniting Church entry is a good example; it has a bit of information about the church, easy to find worship times, clear contact details and a link to the church website.

If we at the Synod office have not received specific text or wording for a congregation, the default text is written there (that is, phone for worship times, and X Uniting Church welcomes you for worship).

If this looks like your congregation's entry, please do not hesitate to put some text together, and email it to the Communications Unit via [surmston@sa.uca.org.au](mailto:surmston@sa.uca.org.au) and we'll be happy to upload it.

You're also encouraged to check your congregation's page to see if the information is accurate. The process for changing phone numbers etc, when a minister leaves or new people join, is not automatic, and so we do rely on congregations to let us know when things need updating.

## Bottom Menu

[Home](#) | [Contact Us](#) | [Contact Webmaster](#) | [Spiritual Questions](#) | [Site Help](#) | [Copyright](#) | [Privacy](#) | [Site Map](#)

Looking at the bottom menu, there's a few options (I won't go into all of them). You'll find that this kind of menu is common on many websites, so if you can't find something you want, always have a look down the bottom first.

Please note, the Home button on this menu will **not** take you back to the Portal home page, like the button on the top menu. It will simply take you to the home page of the site you are currently viewing. For example, if you were on the Resources site, this button would take you to the home page of the Resources site, not the Portal home page.

I recommend reading the 'Site Help' page. It gives a quick overview of how the sites fit together.

Contact Us is a link to an email address, so it's a direct line of communication, which is usually answered pretty promptly.

Finally, if you have hassles/suggestions/queries relating to the website, Contact Webmaster is your best point of contact. This page opens up a form to fill out, which is sent to Steve Davis and myself (Sarah Urmston), and we usually respond within a day or two at the most. Steve is not in the office everyday, but he is always available on email.

## Portal Page

The Portal page is the first page that shows up when you type in [www.sa.uca.org.au](http://www.sa.uca.org.au).

Firstly, there is information about the Uniting Church. This is predominantly for the first time visitor, or for visitors wanting to know more about what the Uniting Church is and what we stand for.

The menu item, on the left hand column menu, expands to show other options once you click on About the Uniting Church and more information can be found there.

The banner at the top changes every so often, to promote upcoming events, or the latest New Times, and so forth.

At the bottom half of the page, you'll find the News feed. As we upload stories onto the site, the headlines and first few sentences of the article will show up here.

The list sitting next to it is the Events list and shows the next six events on the list.

The contact details for the Presbytery Synod office is also easily found on the left hand side of the page.

## Find a staff person

If you'd like to contact a specific person in the office, select 'Find a staff person' from the left hand main menu.

The list is arranged alphabetically, so move the page up or down to find the person you're looking for.

Alternatively, you can hold down the Control button and press the F button, and this will bring up a 'search' function, which works in most internet browsers like Internet Explorer. Type in a name, i.e. Sarah, and press 'Next' or the Enter button, and if the text is on that page, it will be highlighted for you. (See picture below)

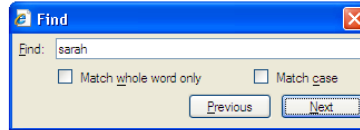
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## News

If you would like to find out the latest news, click on the 'News Centre' button, in the left hand menu. All the stories will appear. Click on the heading to read the full article.

New Times newspaper also has its own section on this site, also accessed from the menu. Here you can find information about how to submit a Notebook item, deadlines for articles and advertisings, download the latest edition (or past editions) of New Times and read local congregation stories that we couldn't fit into the newspaper.

## Events

The events section is an extremely useful part of the website for congregations. You can send the details for your own events, or you can see what events are happening around SA.

This site allows us to have a more interactive events section. As you can see, there are a few things in the list of events that you can click on.

After clicking on the event title, you'll see the vital information at the top – when and where – and underneath is a description of the event, i.e. who to contact, if there's any cost etc.

You can click on the name of the venue which shows further information (address, description) for that menu. You can also see what other events that venue is hosting, which have been entered onto the event listing.

We're more than happy to include your congregation's events on this page – so please email the details through to myself ([surmston@sa.uca.org.au](mailto:surmston@sa.uca.org.au)) and it will be included for you. Try to be as detailed as possible – unlike UC E-News you're not restricted to 70 words!

## Useful Uniting Church links

Accessible from the left hand side main menu, this is a page we've added to make life easier for you.

On this page you'll find links to the Assembly website, Synods in other states as well as other important websites. Again, you may wish to add these to your favourites folder, or just know that they are sitting here for you to use.

## How do I find what I'm looking for?

The sites are organised in a similar way to the Synod office in terms of departments. The more you use the site, the more you'll get to know what's contained in each area. However, if you ever have troubles finding what you're looking for, I recommend clicking the 'Home' button (if not there already) and using the 'Search' function.

For example, I'd like to find out more about playgroups. But none of the menu items tell me, in an obvious way, where this information is stored. So, I use the search function.

Note, when typing in a word, you must then press 'Enter' or 'Return' on the keyboard to get the site to start searching and give you the results (there's no button to click with the mouse).

You can see from the list of results, that most are found in the Mission Resourcing Network area, and so, this will be the place to go for information on playgroups.

### **MRN website**

I'd like to feature a couple of websites that will be useful to you. Firstly, the Mission Resourcing Network site.

This site has a lot of resources to help congregations in their work and worship, articles on justice, information about International Mission, covenanting and more.

You can click on each heading on the menu and it will drop down to reveal more 'chapters' within that heading. This is an easy way to find what you're after, or see if it's under a certain heading.

The home page is updated regularly with thoughts and events of interest, so I do recommend going there every so often to see what's new.

The home page also contains a set of quick links (in the form of pictures) on the right hand side, with some of the more popular areas being easily accessible.

### **Presbytery Synod site**

The other site to mention is the Presbytery Synod site. The name itself doesn't tell you a lot, but it is essentially the administrative side, and is home to the communications unit, Uniting Foundation, information on chaplaincy and mission networks.

The site is useful for more 'insider' information, that is, Uniting Church members.

The communications page will give you information about congregational websites, stationery and logo, a link to the New Times page and information about the postcard campaigns.

Some mission networks that don't have their own website have chosen to utilise this website as a source of information about themselves.

Various policy papers can be found here, as well as all information for the Presbytery Synod meetings, so if you're a delegate for these meetings, this page will be very useful for you, to keep up to date with the necessary papers and information.

Under Publications, you'll find information about things like calendars, UC E-News and UC Information. So if you have a question about any of those, it can be helpful to check the website first for the information, or to find out who to call with your query.

### **In closing**

The Uniting Church SA website is very broad. Its audience ranges from first time visitors, with no experience of the church, to long time members looking for information relevant to them.

The aim with this site is to have information that is easy to find, and is current and up to date. We also try to recognise what elements are most useful to people, such as the find a church, and news and events and put these at the forefront.

If you are not familiar with the site, I hope this has encouraged you to have a look around and see what's there that will benefit you in your ministry. There's still lots that hasn't been covered in these notes.

The words and information are put up there for your benefit, so we do hope it is useful to you and encourage you to let us know if anything needs to be added that's not there, or if anything could be improved in some way.