



The Church of Scotland

Church Website Checklist

Guidance for congregations who wish to establish or improve their Church website.

VERSION: 1.0

In the same way, let your light shine before others, so that they may see your good works and give glory to your Father in heaven.

Matthew 5:16

This checklist aims to provide simple guidance for congregations who wish to establish or improve their Church website.

1. Outsourcing – setting up a new website

- Research web design agencies in your area
- Secure at least three quotes from different agencies
- Avoid sole practitioners – find a company with more than one employee which is likely to still be in business in a couple of years time
- Ensure the website is simple and uses Church of Scotland logos and colours

2. Necessary information to include on website

- Name of minister
- Worship Times
- Church address – including postcode and information about parking
- Contact phone number and email address
- Denomination (new Church of Scotland logo)
- Link to the Church of Scotland website
- Accessibility information – ramps, accessible toilets, hearing loops etc.

3. Improvements

- Use higher quality images
- Keep information current (as much as possible)
- Include parish news
- Link to social media accounts
- Provide information about life events (weddings, baptisms, and funerals)
- Provide information about available meeting spaces
- Include sermons online - 22% of congregations have an online sermon. You can either upload sound files to SoundCloud or add a text version to your website.

4. Good website examples

St Catherine's in Argyle

www.stcaths.church

Giffnock South

www.giffnocksouth.co.uk

Broughty Ferry New Kirk

www.broughtynewkirk.org.uk



The Church of Scotland

Communications Department

www.churchofscotland.org.uk

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