Phanerow
to make known
The Church Digital Visibility Project

φανερόω

fah-neh-ROH-oh · verb

1. To make known. 2. To be made known.

Intake form

For a church website, built and maintained at no cost to the church.

This booklet asks for everything needed to build a website for your congregation. Your session can fill it out by hand and post it back, or fill out the same form online. Page 2 explains both.

Every answer can be changed later.

There is no charge for anything in this booklet.

FOR THE SESSION OF

FROM
John Larson
Member, Northpointe Presbyterian Church (PCA)
Meridian, Mississippi

WRITE OR CALL
john@greatidea.dev
601-307-8581
Online: www.greatidea.dev

Two ways to respond

Choose whichever is easier for your session. Both ask the same questions.

Online

Scan this code with a phone camera, or type the address into a web browser.

www.greatidea.dev/intake-form

Fill out the form on screen and press **Submit**. Your answers are saved in the browser as you go.

On paper

Fill out this booklet by hand. Then either:

Post it to
ATTN: John Larson
Northpointe Presbyterian Church (PCA)
920 Windmill Drive
Meridian, MS 39305

or

Photograph each page with a phone and email the pictures to **john@greatidea.dev**. Hold the phone flat over the page in good light.

Keep a copy if you can.

Either way, send photographs of your church

The building, the sanctuary, your people. Five is a good start, and the more you send, the better your site will look. Upload them with the online form or email them to john@greatidea.dev. Write below if you need another way to send them.

Questions

Write to john@greatidea.dev or call 601-307-8581. You will normally hear back within two business days. The last page of this booklet says what happens after you send it.

1. Church details

Church full name

Short name (for the site header)

Presbytery

Public email

Phone

Online giving link (if any)

Street address

City

State

ZIP code

Domain name

Your website needs an address of its own. I register it in my name, John Larson, so that I can manage the renewals, and I pay for it. I will transfer it to your church at no charge whenever your session asks.

- [ ] We grant permission for John Larson to procure a domain name, at no cost to the church, on our behalf.

2. Service times and weekly schedule

List every regular service and weekly gathering. For example: Sunday School, Morning Worship, Evening Worship, Wednesday prayer meeting.

SERVICE OR EVENT	DAY	TIME	NOTE (OPTIONAL)

3. Online presence

Leave blank anything your church does not have.

YouTube channel address (if you stream or save sermons)

Other sermon or livestream links (Facebook Live, SermonAudio, etc.)

Google Calendar link or ID (if you keep a church calendar)

Facebook page

Instagram

4. People

One name per line, with a title if you like. For example: "John Smith, Senior Pastor." These names appear on the Leadership page.

Pastor(s)

Elders

Deacons

Who will keep the site current

The administrator and any editors receive logins. No technical training is needed. An editor is optional.

Website administrator: name

Administrator: email

Website editor (optional): name

Editor: email

5. Pages

Check every page you want. Home and What We Believe are always included.

- [x] Home (always included)
  Your front page with a welcome and service times.
- [x] What We Believe (always included)
  Your doctrinal statement: what your church confesses.
- [ ] Sermons
  A searchable sermon archive synced from your YouTube channel, if your church records sermons.
- [ ] Plan Your Visit
  Everything a first-time visitor needs to know: what to expect, service times, kids, and directions.
- [ ] Our Vision
  Your ministry priorities and an invitation to worship with you.
- [ ] Ministries
  Information about women's, men's, children's, and youth ministries.
- [ ] Leadership
  Your pastors with bios, plus elders and deacons.
- [ ] Events Calendar
  Upcoming events in list and month views.
- [ ] Contact
  Contact details, a map, and a message form.

- [ ] If you chose the Sermons page: check this box to leave out the AI sermon features (the generated service outline and jump-to-sermon bookmarks on each sermon page).
  Please note: the outlines add searchable text to every sermon page, so leaving them out will reduce the searchable text on each sermon page.

6. Color theme

Check one. Each theme colors the whole site, from the header to the links. If this booklet was printed in black and white, the themes are shown in color at www.greatidea.dev/intake-form; the words in parentheses describe each one.

- [ ] Navy (dark blue)
- [ ] Teal (blue-green)
- [ ] Olive (yellow-green)
- [ ] Terracotta (orange-brown)
- [ ] Plum (purple)
- [ ] Slate (blue-gray)
- [ ] Forest (green)
- [ ] Brass (gold)
- [ ] Oxblood (dark red)
- [ ] Umber (warm brown)

7. Page wording

The next pages show suggested wording for four pages of your website, based on the Westminster Standards. For each page, read the wording, then tell me whether to use it as written, use it with your changes, or replace it with your own. You can change any wording later from your website's admin page.

Wherever you see **{church_name}** or **{city}**, I fill in your details automatically. Only pages you checked in section 5 will be built; Home and What We Believe are always included.

Home

SUGGESTED WORDING

WELCOME HEADING

Welcome

WELCOME PARAGRAPHS

{church_name} is a congregation of the Presbyterian Church in America (PCA). We are bound to the Scriptures as the inspired and inerrant Word of God, and we confess the Westminster Standards as a faithful summary of what they teach.

Whether you are new to the area, new to church, or looking for a church home, we would love to have you worship with us on the Lord's Day.

SERMONS CARD TEXT

Watch and listen to the preaching of God's Word.

BELIEFS CARD TEXT

What we confess and why it matters.

LEADERSHIP CARD TEXT

Meet our pastors, elders, and deacons.

Would you like to change anything on the Home page?

- [ ] Use the suggested wording as written
- [ ] Use the suggested wording with the changes noted below
- [ ] We will supply our own wording (write it below or attach a separate sheet)

YOUR CHANGES FOR THE HOME PAGE

Plan Your Visit

Please check the facts on these two pages. Items marked **EXAMPLE** describe another congregation: its service length, classes, nursery, parking and entrance. They are placeholders, not your church's details. Write the correct ones on page 10. The wording continues on the next page.

PAGE TITLE

Plan Your Visit

SEARCH/SOCIAL DESCRIPTION

Planning your first visit? Here's everything you need to know: service times, what to expect, parking, kids, and more.

WELCOME HEADING

Welcome

WELCOME LETTER

Visiting a church for the first time is a big step, and we want you to know what to expect before you arrive. {church_name} is a congregation of the Presbyterian Church in America (PCA). Our worship is reverent and warm, our congregation is glad to meet you, and you are welcome exactly as you are.

If this page doesn't answer your questions, reach out. We're glad to help.

QUICK FACT 1 AND CAPTION **EXAMPLE**

~75 Minutes. Service length

QUICK FACT 2 AND CAPTION **EXAMPLE**

Hymn-Based. Congregational singing

QUICK FACT 3 AND CAPTION **EXAMPLE**

Printed Bulletin. Guides you through

QUICK FACT 4 AND CAPTION **EXAMPLE**

No Spotlight. Visitors aren't singled out

TYPICAL SERVICE HEADING

A Typical Sunday Morning

TYPICAL SERVICE DESCRIPTION **EXAMPLE**

The service follows a printed order of worship. We are called to worship from Scripture, we sing psalms and hymns together, we confess our sins and hear God's assurance of pardon, we pray, and we bring our offerings (guests are not expected to give). The center of the service is the sermon, in which the pastor preaches through a passage of the Bible. We close with a hymn and a benediction from Scripture.

The Lord's Supper is observed regularly. It is open to baptized Christians who are members in good standing of a gospel-preaching church. If that does not describe you, you are welcome to let the elements pass; no one will draw attention to it.

ASTERISK HEADING

What Does the Asterisk (*) Mean?

ASTERISK EXPLANATION **EXAMPLE**

The bulletin marks certain elements with an asterisk (*), which means the congregation is invited to stand. Standing is customary but never required. If you need to remain seated for any reason, please do so comfortably.

SINGLED-OUT HEADING

Will I Be Singled Out?

SINGLED-OUT EXPLANATION

No. We do not ask visitors to stand or identify themselves during the service. You are free to simply worship with us. People will greet you and be glad you came, but there is no visitor spotlight.

SUNDAY SCHOOL CLASSES **EXAMPLE**

Nursery, Ages 3–5, Grades 1–3, Grades 4–6, Grades 7–8, Grades 9–12, Adult

CHILDREN HEADING

Your Children Are Welcome

CHILDREN PARAGRAPHS **EXAMPLE**

Children are welcome in worship. You will hear little ones during the service, and that is a good sound in the Lord's house. Families worship together here.

Nursery is available for infants and toddlers during the morning service, and **Sunday School** classes are offered for all ages before worship.

SCRIPTURE ACCENT QUOTE AND REFERENCE

"Come to me, all who labor and are heavy laden, and I will give you rest." Matthew 11:28 (ESV)

PARKING **EXAMPLE**

Parking is available at the church, with the main lot nearest the front entrance. Arrive a few minutes early on your first visit and you will have no trouble finding a spot.

ENTRANCE HEADING

Which Door Do I Enter?

ENTRANCE DIRECTIONS **EXAMPLE**

Use the main entrance; greeters will meet you at the door, help you find your way, and answer any questions you have.

CONNECT HEADING

Let Us Know You're Visiting

CONNECT INTRO

We'd love to know you're coming; it helps us make sure someone is ready to welcome you. This is completely optional, and you're just as welcome if you show up unannounced.

Plan Your Visit

Would you like to change anything on the Plan Your Visit page?

- ☐ Use the suggested wording as written
- ☐ Use the suggested wording with the changes noted below
- ☐ We will supply our own wording (write it below or attach a separate sheet)

Name the part you are changing, then write the new wording. The items marked Example on pages 8 and 9, such as the length of the service, the Sunday School classes, the nursery, parking and which door to use, are the most likely to need changing.

YOUR CHANGES FOR THE PLAN YOUR VISIT PAGE

What We Believe

SUGGESTED WORDING

PAGE TITLE

What We Believe

SEARCH/SOCIAL DESCRIPTION

A congregation of the Presbyterian Church in America, committed to the Bible as the inspired and inerrant Word of God and to the Westminster Standards.

SECTION 1 (NO HEADING)

{church_name} is a congregation of the Presbyterian Church in America. Our first commitment is to the Bible, the inspired and inerrant Word of God and the only infallible rule of faith and practice.

SECTION 2: CHRISTIAN.

With the church in every age we confess the faith summarized in the Apostles' Creed and the Nicene Creed. There is one God, eternally existing in three persons: Father, Son, and Holy Spirit. The eternal Son took on flesh, was born of the virgin Mary, lived in perfect obedience, died in the place of sinners, rose bodily from the grave, ascended to the Father's right hand, and will return visibly to judge the living and the dead.

SECTION 3: REFORMED.

We hold the doctrines recovered in the Reformation. All mankind fell in Adam and cannot save itself. God, out of his mere mercy, chose a people for himself; Christ redeemed them by his death and resurrection; the Holy Spirit gives them new birth and faith. Sinners are justified by grace alone through faith alone, clothed in the righteousness of Christ alone, and those whom God saves he keeps to the end and grows in holiness. We read the whole Bible as one unfolding covenant of grace, which is why we baptize both those who profess faith and the children of believers.

SECTION 4: PRESBYTERIAN.

Christ rules his church through elders chosen by the congregation, and our congregation is joined to others through our presbytery and the General Assembly. Our officers vow to uphold the Westminster Confession of Faith and the Larger and Shorter Catechisms as the best summary of what Scripture teaches. Membership does not require that vow. It requires a credible profession of faith in Christ.

STANDARDS LINKS (SHOWN AS A ROW OF LINKS AT THE BOTTOM OF THE PAGE)

Westminster Confession · Larger Catechism · Shorter Catechism · Book of Church Order

What We Believe

Would you like to change anything on the What We Believe page?

- ☐ Use the suggested wording as written
- ☐ Use the suggested wording with the changes noted below
- ☐ We will supply our own wording (write it below or attach a separate sheet)

Name the section you are changing, then write the new wording. Your session may also add sections of its own.

YOUR CHANGES FOR THE WHAT WE BELIEVE PAGE

Our Vision

SUGGESTED WORDING

PAGE TITLE

Our Vision

SEARCH/SOCIAL DESCRIPTION

Man's chief end is to glorify God, and to enjoy him forever. Our priorities: worship, discipleship, evangelism and missions, and mercy.

VISION STATEMENT

"Man's chief end is to glorify God, and to enjoy him forever." (Westminster Shorter Catechism 1)

PRIORITY 1: WORSHIP

We were made to know and adore God. Each Lord's Day we gather to hear his Word read and preached, to pray, to sing, and to receive the sacraments, in a service shaped by Scripture and centered on Christ.

PRIORITY 2: DISCIPLESHIP

Following Christ means steady growth in faith and obedience. God has promised to work through ordinary means: his Word, the sacraments, and prayer. Our classes, studies, and life together exist to put those means in front of every member, from children to the elderly.

PRIORITY 3: EVANGELISM AND MISSIONS

Christ has sent his church to make disciples of all nations. We proclaim the good news of salvation by grace through faith in {city} and support its spread around the world.

PRIORITY 4: MERCY

The church does not exist for itself. Following the Lord who washed his disciples' feet, we care for the needs of our members and our neighbors in both word and deed.

CLOSING LINE

If this is what you are looking for in a church, come worship with us.

Would you like to change anything on the Our Vision page?

- [ ] Use the suggested wording as written
- [ ] Use the suggested wording with the changes noted below
- [ ] We will supply our own wording (write it below or attach a separate sheet)

YOUR CHANGES FOR THE OUR VISION PAGE

8. Anything else?

Questions, special requests, or anything I should know.

What happens next

1. Send this booklet back by post, or photograph the pages and email them (see page 2). Send your photographs of the church the same way.
2. I register your domain and build the site. If anything on the form is unclear, I will write to you.
3. I send your administrator and editors their logins.
4. Your session reviews and approves the site before it is announced.

There is no charge for the basic site. Your church pays no setup fee and no monthly bill. Your session controls every word on the site, and I will transfer the domain to your church at no charge whenever you ask.

Send it back

By post:
ATTN: John Larson
Northpointe Presbyterian Church (PCA)
920 Windmill Drive
Meridian, MS 39305

By email: photograph each page and send the pictures to **john@greatidea.dev**.

Questions: call 601-307-8581 or write to the address above.

Filled out by

The name of the person completing this form on behalf of the session.

Name

Date

Role (for example: Pastor, Ruling Elder, Clerk of Session)

Phone

Signature

Thank you for your time. I hope the site serves your congregation and the people who are looking for it.