United Reformed Churches
IN NORTH AMERICA

URCNA Directory Style and Formatting Guide
Originally Published December 2012
Updated May 2025

This guide is intended to assist churches in updating and editing their online information in a consistent format, to the end that both the "Snapshot" / annual Archive Directory and the "Live" online version might present each church's listings in a consistent form both within each of the church's listings and from church to church. Maintaining such uniformity throughout is more pleasing esthetically and, more important, makes the Directory easier for users to read and understand. We ask that all churches within the URCNA ensure that their listings conform to these simple but significant standards. Questions regarding any Directory item may be addressed to Mrs. Jody Luth, Statistician, Stats@URCNA.org. For technical issues, contact the Webmaster.

Mr. Gary Fisher, Webmaster
Webmaster@URCNA.org
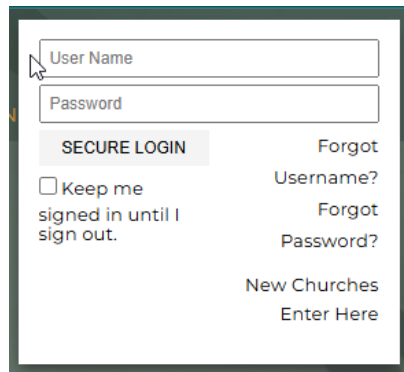
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To enter the website, go to URCNA.org/ and click on the Login link near the bottom of the page.

Quick Links

Next Synod
URCNA Church Order
Pastoral Openings
Login
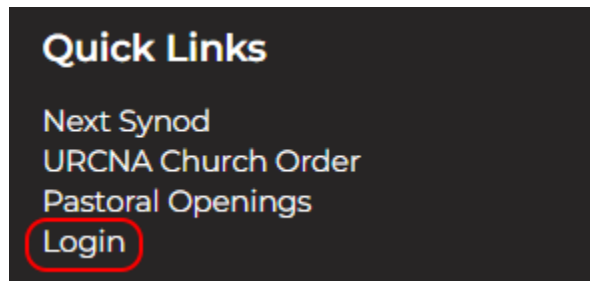
Enter your church's User Name and Password and click "SECURE LOGIN." If you have lost your login credentials, use the "Forgot Username?" or "Forgot Password?" links for help. If yours is a new church which has no current URCNA Profile, use "New Churches Enter Here" to create a church account, then come back to the site when your account becomes active.

User Name

Password

SECURE LOGIN   Forgot
Username?

☐ Keep me   Forgot
signed in until I   Password?
sign out.
                   New Churches
                    Enter Here

You will now be in the "Administrative Area" (*Private Side*) of the website.

Welcome to the Administrative Area of the official website for the

United Reformed Churches
IN NORTH AMERICA

(URCNA)

This is the Administrative ("private") side of the official website of the URCNA, a federation of churches united in faith and confession exercising the ministry of reconciliation by proclaiming the gospel of Jesus Christ to the ends of the earth.

Church Profile

Click on "Profile" near the top of the page to update your information.
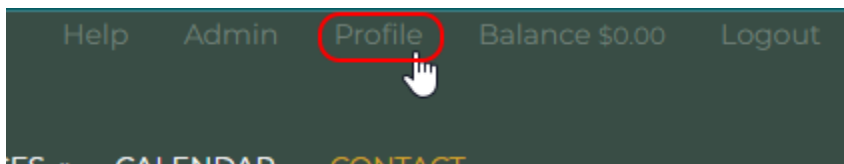
You will now be presented with your church's Profile Page. For the moment, please scroll to the Church Information section and ignore the "Forms" section at the top of the Profile.

The first box should be filled in with your church's proper name (of) city; "Minister's Name" should show either the lead Pastor or "Vacant" followed by a <u>church</u> contact telephone number in the format (xxx) xxx-xxxx.

Forms

After filling out the Profile Page as indicated, be sure to click the "Update" button at the very bottom of the page. If your Profile Page is already current and properly formatted, you can go directly to the Forms. If you have edited and saved your Profile, please select "Edit My Profile" again to regain access to the Forms, which are found on the top portion of the Profile Page:

Edit My Profile

Forms

⊕ Church Ministerial Info

⊕ Church Licensed Exhorters

⊕ Church Candidate Info

⊕ Church Directory Info

⊕ Church Missionary/Planter/Prof/etc. Info

⊕ Church Statistical Info

This area includes six brief forms, each of which is used in preparing the Directory. Each form will display a ⊕ if this section of the directory can accept new entries. If it has been used before, that will be indicated by an excerpt from the most recent update. If you are a new church which has never filled out the forms before, use the ⊕ on the Church Statistics and Church Directory Info, as well as any other sections for which you have information. If you are a church which has filled out the Statistics and Directory sections before, but are now filling out any of the other sections (Ministerial, Exhorter, Candidate, and Missionary) for the first time, then use the ⊕ function for those sections. The ⊕ function is particularly intended for these sections, which often include more than one individual per church. When adding or editing each form, please use the guidelines below. When completed, close each form with the "SUBMIT" button, or use the "SAVE & RESUME LATER" button if you need to pause before submitting the form.

Ministerial Info:

Church Ministerial Info

* indicates a required answer.

IMPORTANT NOTE:

This form is used to prepare the Directory of Ministers in the URCNA. Please remember to file a separate form (use the "Add New" selection if necessary) for EACH Associate Minister, Retired Minister, Ordained Missionary, Minister on loan to a Seminary, Ordained Church Planter, etc. _whose Ministerial Credentials are held by your church._

For detailed instructions in completing this form, please see the Updating Guide.

NOTE: To remove an entry, please email the webmaster, giving church name, Minister name, and your name, title and email address.

1. * Minister Name

2. * Minister First Name [Prefix Dr. if appropriate]
   Example: Dr. Rudolph

3. * Title

4. * Minister Last Name

1. Minister's title and name; example: "Rev. John Doe"
2. John (first name)
3. Rev. (title)
4. Doe (last name)
5. Residence street address
6. Residence city
7. Residence state/province - use 2 letter abbreviation
8. Residence Zip or Post Code
9. Residence country
10. (xxx) xxx-xxxx (use parentheses for area code; space between area code and prefix)
11. (xxx) xxx-xxxx (use parentheses for area code; space between area code and prefix)
12. Name@server.com (leave blank if no email)
13. Minister's wife's first name (if married)
14. Year of ordination – four digits
15. Highest Theological Degree attained
    Please list any advanced degrees in the following format. If in doubt please consult a previous Directory, in which this area has been arduously edited. The format should be using periods but no spaces as outlined below:

Example Degrees:	Example Institutions:
B.Div.	Calvin Theological Seminary
M.Div.	Westminster Seminary California
Ph.D.	Mid-America Reformed Seminary
M.A.	Westminster Theological Seminary (Philadelphia)
Th.B.	Protestant Reformed Seminary
Th.M.	Greenville Presbyterian Theological Seminary
Th.D.	Puritan Reformed Theological Seminary
Th.Drs.	Reformed Theological Seminary (Jackson)
D.Min.	Covenant Theological Seminary

16. List the Seminary, using the standard format shown above
17. The year in which the Seminary Degree was conferred (four digits)
18. Additional Degrees, certifications, etc. if necessary and relevant.

19.   Please only list service since ordination and use a previous Directory for styling examples if in doubt. If a man has served outside the URC, please list that using our abbreviations (CRC, RCA, OCRC, PRC, etc.) That should be followed by a colon and a space ": " then the city and state of the church served. If there was more than one church in that city, then the name of the church should be used. The city and state is followed by a comma and a space ", " and then years served, using four digits dash "-" four digits (1996-2000), or "present" for his current charge. There should be a semi-colon ";" between each entry *within* a federation, and a period "." between each *different* federation. Here is an example:

CRC: Corsica, SD, 1957-1961; Racine, WI, 1961-1966; Parkview Heights, Cincinnati, OH, 1966-1971; Dorr, MI, 1971-1980. PCA: Seattle, WA, 1980-1993. ARC: Seattle, WA, 1993-1995. URC: Seattle, WA, 1995-2005. Emerited, 2005.

However, if the man has *only* served in the URC, there is no need to precede his entry with "URC" since this is the URC Directory. It is assumed. A minister who has only served in the URC is listed as follows: *Orange City, IA, 2000-2005; Rock Valley, IA, 2005-present.*

20.   This field is **only** for church planters, missionaries, seminary professors, emerited ministers, etc. each of whom should be listed on a separate form in this section by his supervising church.
        Example: Cornerstone URC, London, ON

Licensed Exhorters:

1.   Exhorter's name and honorific, e.g. Mr. John Smith
2.   John
3.   Smith
4.   Mr.
5.   Exhorter's mailing address: Number and Street
6.   Mailing address: City
7.   Mailing address: State/Province - WI, BC (use 2 letter abbreviation)
8.   Mailing address: Zip or Postal Code
9.   Mailing address: Country
10. (xxx) xxx-xxxx (use parentheses for area code; space between area code and prefix)
11. Name@server.com (leave blank if no email)
12. Wife's first name (if married)
13. Shortform of month license initially granted followed by 4 digit year (e.g. Aug 2021)
14. Shortform of month renewed followed by 4-digit year (e.g. Jul 2022)
15. Include institution name and degree, if applicable. (See Ministerial Info #15)
16. Supervising church name, city, state

Each Licentiate should be listed on a separate form in this section by his supervising church.

Candidate Info:

Church Candidate Info

* indicates a required answer.

NOTE: To remove an entry, please email the webmaster, giving church name, candidate name, and your name, title and email address.

1. * Candidate Name

2. * Candidate First Name

3. * Candidate Last Name

4. * Candidate Title

1.   Candidate's name and honorific, e.g. Mr. John Smith
2.   John
3.   Smith
4.   Mr.
5.   Candidate's mailing address: number and street e.g. 228 Maple St. #5
6.   Mailing address: City
7.   Mailing address: State/Province - WI, BC (use 2 letter abbreviation)
8.   Mailing address: Zip or Postal Code
9.   Mailing address: Country
10.   (xxx) xxx-xxxx (use parentheses for area code; space between area code and prefix)
11.   Name@server.com (leave blank if no email)
12.   Wife's first name (if married)
13.   Year Candidacy declared (four digits)
14.   Month Candidacy declared
15.   Highest Theological Degree Earned. (See Ministerial Info #15)
16.   Seminary which granted Degree (See Ministerial Info #15)
17.   Year Candidate's Seminary Degree was conferred.
18.   Education: Additional degrees, certifications, etc.
19.   Ministerial Service if any.

Each Candidate should be listed on a separate form in this section by his supervising church.

Church Directory Info:

Church Directory Info

* indicates a required answer.

If you require assistance, please contact the webmaster. For detailed instructions, use the Updating Guide.

1. * Who is making this update? (Name, Title and **Email**)

2. * Church Name, include city if not unique - example: Christ Church of Lake Wobegon

3. * Year Organized (N/A if Plant / not yet organized)

4. * Joined URC Year

1. Name, Title and <u>contact email</u> for the person making the update.
   (This information is vital, in case further information or corrections are required.)
2. Church name (of) city
3. Year this church was organized (N/A if plant or not organized) – four digits
4. Year church entered the URCNA
5. Select your Classis from the dropdown menu.
6. Mailing Address (street)
7. Mailing Address (city)
8. Mailing Address (state) WI, BC (use 2 letter abbreviation)
9. Mailing Address Zip or Post Code
10. PLEASE DO NOT EDIT THIS LINE (if a new church/plant, use nearest city, not suburb)

> IMPORTANT: Enter a physical ("actual") address for your "Meeting At" information, Fields 11-15. Failure to do so will almost certainly cause your church to be mislocated on the map. Please use the "Meeting At Details" section, Field 16, if further information, i.e. "Beza Chr. H.S. Auditorium" is needed.

11. MEETING location - used for Maps
12. MEETING city - used for Maps
13. MEETING state/province - use 2 letter abbreviation; used for Maps
14. MEETING zip/post code - used for Maps
15. MEETING country - used for Maps
16. Specific location if not meeting in own building
    e.g. Meeting at Seventh-Day Adventist Church
17. (xxx) xxx-xxxx (use parentheses for area code; space between area code and prefix)
18. (xxx) xxx-xxxx (use parentheses for area code; space between area code and prefix)
19. church@church.urcna.org (leave <u>blank</u> if no email)
20. www.waupungraceurc.org (include www.)
21. 9:30 AM and 7:00 PM (put space between time and AM/PM; use "and" between times; use upper case AM/PM with no periods – DO NOT USE "&")
22. Lead/Senior Minister, full name and title
23. Second active Minister, if any.
24. Chairman of Council; include title (Rev. or Elder)
25. Vice-Chairman of Council or equivalent.
26. Clerk; include title (Rev. or Elder)

27.   Clerk contact email & phone
28.   Treasurer; include title if any.
29.   Treasurer contact email & phone
30.   Youth Contact(s)
31.   Actual address OR "Use Church Address"
32.-34. Licensed Exhorters (if any). For each an Exhorters file should exist (Page 7).
35.   List each minister's first initial, last name, and the four digit) years:
           J. Smith 1975-1979; B. Jones 1979-1983; etc.
36.-39. Ministers whose credentials are held by this church but who are not currently serving in this congregation: emeriti, missionaries, professors, planters etc.
40.   Church Plants and Provisional member churches only: list full sponsoring/oversight church name followed by city and state: e.g. Bethel URC, Jenison, MI.

Missionary / Church Planter / Prof. etc. Info:
"Extraordinary Ministries"

Ministers in the URCNA who are serving outside but under the authority of organized churches.

Church Missionary/Planter/Prof/etc. Info

* indicates a required answer.

[To be filled out by calling / supervising church only.]

Remember to <u>also</u> fill out or update a Ministerial Info form for each ordained Missionary, Planter, Professor, etc. whose credentials are held by your church. For detailed instructions, see the <u>Updating Guide</u>.

NOTE: To remove an entry, please email the <u>Statistician</u>, giving church name, Missionary name, and your name, title and email address.

1. * Full Name

2. * First Name

3. * Last Name

1. Minister's full name and honorific e.g. Rev. John Smith
2. Minister's First Name
3. Minister's Last Name
4. Choose title from dropdown menu
5. Contact / Mailing street address
6. Contact / Mailing city
7. Contact / Mailing state/province - use 2 letter abbreviation
8. Contact / Mailing Zip or Post Code
9. Contact / Mailing country
10. (xxx) xxx-xxxx (use parentheses for area code; space between area code and prefix)
11. (xxx) xxx-xxxx (use parentheses for area code; space between area code and prefix)
12. Name@server.com (leave <u>blank</u> if no email)
13. Wife's first name (if married)
14. Current location where this man is serving and nature of service
    Example: Professor on loan to Mid America Reformed Seminary; Missionary in Perth, Australia; etc.
15. Supervising / Oversight church city and state/province
    Example: Trinity URC, Cape Coral, FL

Each man called to an Extraordinary Ministry should be listed on a separate form in this section by his supervising church as well as in the supervising church's "Minister Info" section.

Church Statistical Info:

Church Statistical Info

* indicates a required answer

This form is used to collect and maintain statistical information.

1. * IMPORTANT: Contact email for the person who is making this update

2. * Your Phone Number (in case we have questions)

Church Officers:

3. * Number of Ministers whose Credentials are held by this church

(Include Missionaries, Church Planters, Professors, Chaplains and Emerited Pastors called by this church. *Note that a Ministerial Info file should exist or be created for each.*)

This form should be updated <u>every time there is a change</u>, such as a Baptism, Profession of Faith, Death or Membership Transfer.

1. IMPORTANT: Contact email for the person who is making this update
2. Your Phone Number (in case we have questions)

Church Officers:

3. Number of Ministers whose Credentials are held by this church
4. Number of Ruling Elders (do not include ministers)
5. Number of Deacons

Membership Information:

6. Number of Families (Use definition of family per Acts of Synod 1999 Art. 48 B.3b., page 25)
7. Number of Baptized (Non-Professing) Members
8. Number of Professing Members

Membership Changes in the Current Year:

9. Number of Infant/Covenantal Baptisms in 2023
10. Number of Professions of Faith (with Adult Baptism) in 2023
11. Number of Professions of Faith (without Adult Baptism) in 2023
12. Number of Deaths in 2023

URCNA Membership Transfers (in/out):

13. Number of Families Received from other URCNA congregations in 2023
14. Number of Baptized (Non-Professing) Members Received from other URCNA congregations in 2023
15. Number of Professing Members Received from other URCNA congregations in 2023
16. Number of Families Sent to other URCNA congregations in 2023
17. Number of Baptized (Non-Professing) Members Sent to other URCNA congregations in 2023

18. Number of Professing Members Sent to other URCNA congregations in 2023

NAPARC Membership Transfers (in/out)

19. Number of Families Received from other NAPARC churches in 2023
20. Number of Baptized (Non-Professing) Members Received from other NAPARC churches in 2023
21. Number of Professing Members Received from other NAPARC churches in 2023
22. Number of Families Sent to other NAPARC churches in 2023
23. Number of Baptized (Non-Professing) Members Sent to other NAPARC churches in 2023
24. Number of Professing Members Sent to other NAPARC churches in 2023

Non-NAPARC Membership Release/Reception:

25. Number of Families Received from non-NAPARC congregations in 2023
26. Number of Baptized (Non-Professing) Members Received from non-NAPARC congregations in 2023
27. Number of Professing Members Received from non-NAPARC congregations in 2023
28. Number of Families Released to non-NAPARC congregations in 2023
29. Number of Professing Members Released to non-NAPARC congregations in 2023
30. Number of Baptized (Non-Professing) Members Released to non-NAPARC congregations in 2023

Discipline cases:
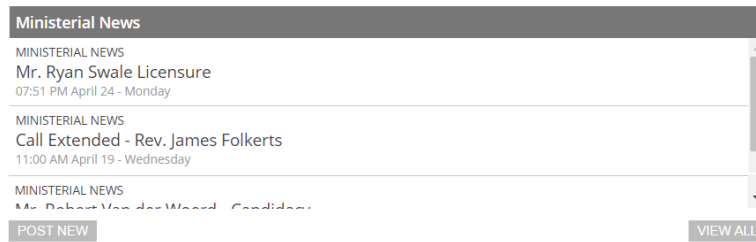
31. Number of Excommunications in 2023 (see Church Order Art. 56, pg 9)
32. Number of Exclusions of Baptized Members in 2023 (see Church Order Art. 59, pg 10)
33. Number of Exclusions of Professing Members due to resignation in 2023 (see Church Order Appendix 8.3, pg 25)
34. Number of Erasures in 2023 (see Church Order Appendix 8.4, pg 25)

Ministerial News
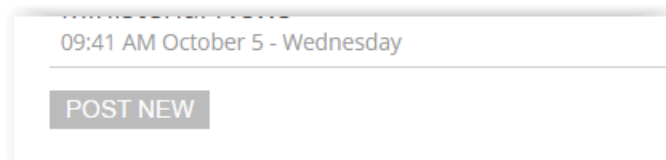
To enter a Ministerial News item, which will be distributed automatically to those churches which have not elected to block them, simply log in to the URCNA website as shown on page 2 and, at the bottom of the Ministerial News section, click on "**Post New**." You may find it helpful first to scroll through some of the existing posts to see how others have presented similar news items.

Select the category "Ministerial News." For most users, this will be the only category available. Use previous posts as a guide to fill in a "Thread Title" which matches your item.

Next, fill in your announcement with as much detail as will be useful to the Churches. Numerous style and editing features are available if needed, including the ability to include web links, maps and telephone numbers as appropriate. However, brevity is encouraged.

Leave the Notify box checked so that other churches may contact you; then click "ADD."

Your Ministerial News item will be distributed to many churches immediately; some churches have chosen to receive News items only once a day or less and may not see yours for 24-48 hours.
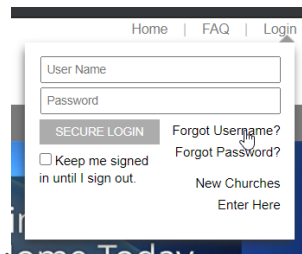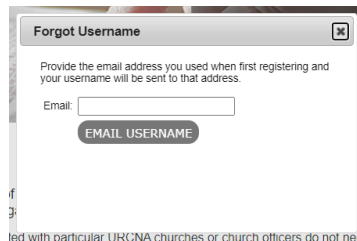
RECOVERING YOUR URCNA.ORG LOGIN CREDENTIALS

1. The only requirement is access to the listed Church Email, which is also the Password Recovery address. This is the email address at which official URCNA communications are received, as entered in your Profile. If you do not have access to this email address, contact the Webmaster, who will have to verify your identity. Note that each church has a single shared set of credentials. If you change your Username or Password, be sure to inform any others in your church (if any) who are authorized to use these credentials.
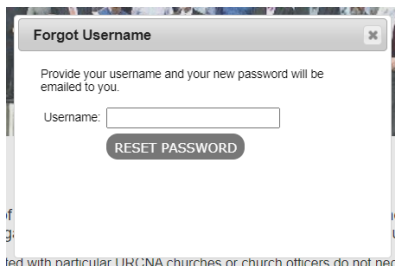
2. Go to the standard login box.

3. If neither Username nor Password is known, tap or click the "Forgot Username?" link.

4. Enter the listed Church Email address (see 1. above), click "EMAIL USERNAME," and the Username will be sent immediately.

5. When the Username is known but the password is needed the process is very similar - click "Forgot Password?" and enter the Username to have a password reset link sent to the on-file email address.

[end]