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” / published annual Directory and the “Live” online version might present each church’s listings in a similar 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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Directory Info – Pages 9-10
Extraordinary Ministries – Page 11 (Missionaries, etc.)
Ministerial News – Pages 12-13
To enter the website, go to www.URCNA.org and click on the Log In link.

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.”

You will now be in the “Administrative Area” 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 that exercise the ministry of reconciliation by proclaiming the gospel of Jesus Christ to the ends of the earth.

Click on “Edit My Profile” near the lower left of the page to update your information.
You will now be presented with your church’s Profile Page. For the moment, please 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 “Vacant” or the lead Pastor, followed in either case by a contact telephone number in the format (xxx) xxx-xxxx.

After filling out the Profile Page as indicated, be sure to click the “Update” button. 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:

This area includes six brief forms, each of which is used in preparing the Directory. We regret that some redundancy exists between parts of some of these forms and ask your patience as you fill them out. Each form will offer the option of “Add New” if this section of the directory has not been used before. If it has been used before, that will be indicated by the date of the most recent update being visible above the "Add New" option. If you are a new church which has never filled out the forms before, use the "Add New" on the Church Statistics and Church Directory Info, as well as the other sections. 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 "Add New" function for those sections. The "Add New" 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 following guidelines:
1. Name, Title and contact email for the person making the update. 
(This information is vital, in case further information or corrections are required.)

2. Currently serving Elders & Deacons

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

4. Families (use the following definition to determine number) –

A covenant family is:
   a. made up of a husband and wife, both confessing members.
   b. made up of a husband or wife who by confession of faith belongs to the congregation and either the spouse is a member by baptism, or there are one or more minor baptized or communicant children.
   c. a communicant adult single parent (including widows and widowers) with dependent children.

5 – 7 Current numbers as appropriate, updated as necessary.

8 and following should reflect the most recent full year, Jan. 1 – Dec. 31.
Ministerial Info:

1. Minister’s title and name e.g. Rev. John Doe
2. John
3. Rev.
4. Doe
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
15. 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 degree (using periods but no spaces), followed by a colon “:”, followed by one space and then the name of the institution, followed by a comma and a space “,” and then the year. Here is an example: M.Div.: Name of Seminary, 1996.

<table>
<thead>
<tr>
<th>Example Degrees</th>
<th>Example Institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.Div.</td>
<td>Calvin Theological Seminary</td>
</tr>
<tr>
<td>M.Div.</td>
<td>Westminster Seminary California</td>
</tr>
<tr>
<td>Ph.D.</td>
<td>Mid-America Reformed Seminary</td>
</tr>
<tr>
<td>M.A.</td>
<td>Westminster Theological Seminary (Philadelphia)</td>
</tr>
<tr>
<td>Th.B.</td>
<td>Protestant Reformed Seminary</td>
</tr>
<tr>
<td>Th.M.</td>
<td>Greenville Presbyterian Theological Seminary</td>
</tr>
<tr>
<td>Th.D.</td>
<td>Puritan Reformed Theological Seminary</td>
</tr>
<tr>
<td>Th.Drs.</td>
<td>Reformed Theological Seminary (Jackson)</td>
</tr>
<tr>
<td>D.Min.</td>
<td>Covenant Theological Seminary</td>
</tr>
</tbody>
</table>

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 use a previous Directory 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:


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 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.
Licensed Exhorters:

1. Name and honorific, e.g. Mr. John Smith
2. John
3. Smith
4. Mr.
5. Home address
6. City
7. State/Province - WI, BC (use 2 letter abbreviation)
8. Zip or Post Code
9. 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 license granted or renewed (four digits)
14. Name of month license granted or renewed
15. Include institution name and degree, if applicable. (See Ministerial Info #15)
16. Supervising church city and state

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

1. Name and honorific, e.g. Mr. John Smith
2. John
3. Smith
4. Mr.
5. Home address
6. City
7. State/Province - WI, BC (use 2 letter abbreviation)
8. Zip or Post Code
9. 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. Include institution name and degree. (See Ministerial Info #15)
16. Church city and state and years (See Ministerial Info #19)
17. Year his Seminary Degree was conferred.
18. 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:

1. Name, Title and contact email 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)

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

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 blank if no email)
20. www.waupungraceurc.org (include www.)
21. 9:30 AM & 7:00 PM (put space between time and AM/PM; use “&” between times; use upper case AM/PM with no periods)
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 in parentheses:
   J. Smith (1975-1979); B. Jones (1979-1983); etc.
36. Numeric
37. Numeric
38. Numeric
39. Numeric
40. Council members (not including ministers for statistical purposes)
41.-44. Ministers whose credentials are held by this church but who are not currently serving in
   this congregation: emeriti, missionaries, professors, etc.
45. 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.

1. Minister’s full name e.g. Rev. John Smith  
2. First Name  
3. Surname  
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 blank if no email)  
13. Wife’s first name (if married)  
14. Current location where this man is serving and nature of service.  
15. Supervising / Oversight church city and state/province

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.
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 and may not see yours for 24-48 hours.

[end]