

United Reformed Churches IN NORTH AMERICA

URCNA Directory Style and Formatting Guide
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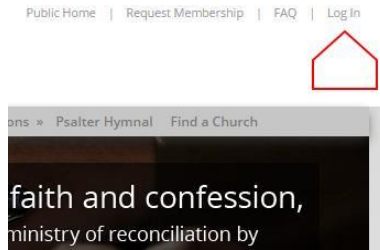
This guide is intended to assist churches in updating and editing their online information in a consistent format, to the end that both the “Snapshot” / published annual Directory and the “Live” online version might present each church’s listings in a similar form both within each of the church’s listings 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

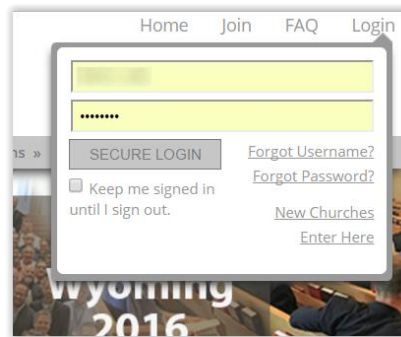
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To enter the website, go to www.URCNA.org and click on the [Log In](#) link.



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.

Welcome! You are logged in!

- [Edit My Profile](#)
- [Group Admin Portal Login](#)

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.

* Church Name and City

* Minister Name (or "Vacant") & Phone

* Church Email Address

* Username
(must be 4-50 characters long)

* Password
(must be 4-50 characters long)

* Confirm Password

Minister's Blog (if any)

Minister's Wife's First Name

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:

Edit My Profile Forms

Church Statistics

[Add New](#)

Church Ministerial Info

[Add New](#)

Church Licensed Exhorters

[Add New](#)

Church Candidate Info

[Add New](#)

Church Directory Info

[Add New](#)

Church Missionary/Planter/Etc. Info

[Add New](#)

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:

Church Statistics:

Church Statistics

* Indicates a required answer.
If you require assistance with this form, please consult the [Updating Guide](#). If further help is needed contact the [webmaster](#).

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

2. * Total number of Elders and Deacons.

3. * Number of Ministers *whose Credentials are held by this church.*
Note that a Ministerial Info file should exist or be created for each.

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:

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 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 – four digits
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.

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 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:

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 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:

Church Licensed Exhorters

* 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. * Exhorter Name

2. * Exhorter First Name

3. * Exhorter Last Name

4. * Exhorter Title

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:

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. 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:

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 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)
- 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.urchna.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.

Church Missionary/Planter/Prof/etc. Info

* Indicates a required answer.

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

Remember to also 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 [Updating Guide](#).

NOTE: To remove an entry, please email the [Statistician](#), giving church name, Missionary name, and your name, title and email address.

1. * Full Name

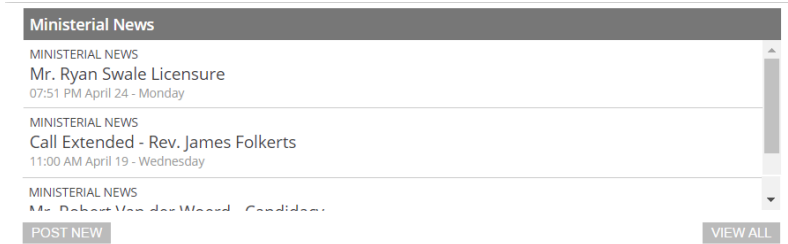
2. * First Name

3. * Last Name

1. Minister’s full name 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



Ministerial News

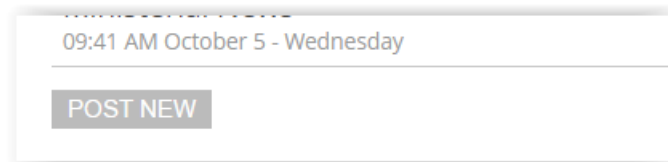
MINISTERIAL NEWS
Mr. Ryan Swale Licensure
07:51 PM April 24 - Monday

MINISTERIAL NEWS
Call Extended - Rev. James Folkerts
11:00 AM April 19 - Wednesday

MINISTERIAL NEWS
Mr. Robert Van der Wood, Candidate

POST NEW VIEW ALL

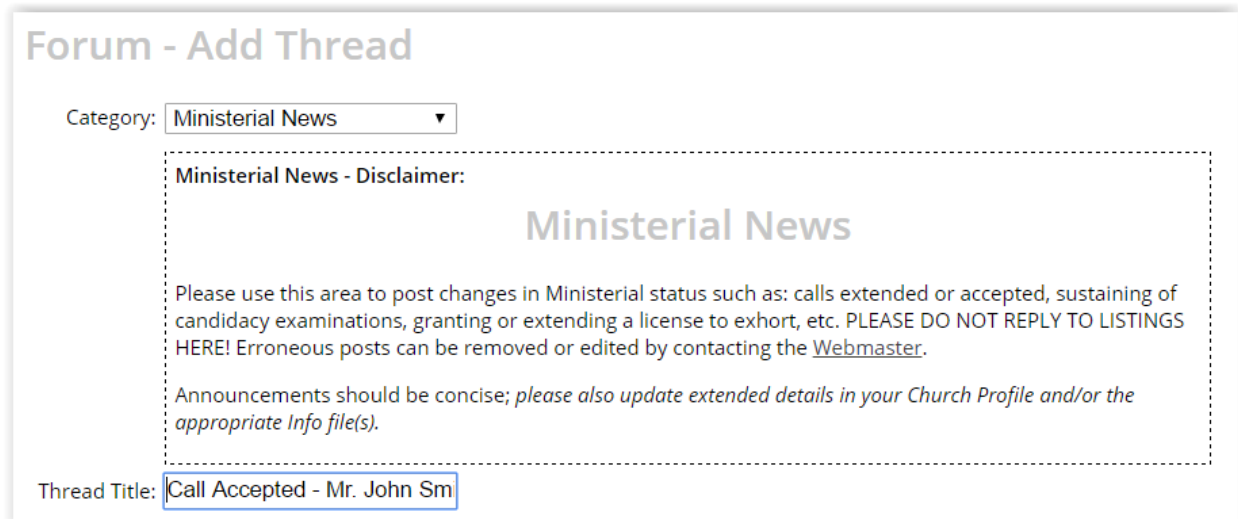
To enter a Ministerial News item, which will be distributed automatically to those churches which have not elected to block them, simply log in to the URCNA website as shown on page 2 and, at the bottom of the Ministerial news section, click on “Post New.” You may find it helpful first to scroll through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



09:41 AM October 5 - Wednesday

POST NEW

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.



Forum - Add Thread

Category: Ministerial News

Ministerial News - Disclaimer:

Ministerial News

Please use this area to post changes in Ministerial status such as: calls extended or accepted, sustaining of candidacy examinations, granting or extending a license to exhort, etc. PLEASE DO NOT REPLY TO LISTINGS HERE! Erroneous posts can be removed or edited by contacting the [Webmaster](#).

Announcements should be concise; *please also update extended details in your Church Profile and/or the appropriate Info file(s).*

Thread Title: Call Accepted - Mr. John Sm

