

Notes from Helen:

The following is meant to help anyone that takes over as Webservant to your church.

An Administration thought - All software, instructions, user names, passwords, etc. should be STORED IN A SAFE PLACE on a flash drive. Too often these get "lost" or "forgotten". Protect yourself and the church by making sure you have this information on hand.

SOFTWARE: You will find the links to the software needed by clicking the links below to download the programs to your computer. You may know of some free programs; however I personally have found most of the free software offered is limited in use for what I needed.

The main reason I stay away from freeware is because many times someone has hidden a virus or malware in the coding, and an unsuspecting Webservant can download the freeware program, only to have infected their computer.

SERMON SOUND EDITOR / CONVERTER:

You will need to edit the original sermon recording (extract the sermon from the Sunday Service) and then convert it to the web format.

I purchased [WavePad](http://www.nch.com.au/) Masters Edition. WavePad : <http://www.nch.com.au/>

SERMON HOSTING:

The church sermons are hosted on [Sermon.net](http://www.sermon.net) (<http://www.sermon.net>). Access to their website is not necessary for uploading the Sunday Sermon to the church website. Through the Sermon Studio media delivery system, they provide you with all the tools that allow you to broadcast sermons directly from the church web site and blogs.

PDF: (for newsletters, bulletins and more)

I purchased Adobe Pro. Have had it for 2 years and am happy with it. When I decide to upgrade I believe I may use their online converter.

[Online Adobe PDF Converter](#): Used to convert MS Word (bulletins) and MS Publisher (newsletters).

MS OFFICE

TEXT SOFTWARE

I have MS Word. Most churches use Word for their bulletins and event flyer promotion.

PUBLISHING SOFTWARE

I have MS Publisher. Most churches use Publisher for their newsletters.

POWERPOINT:

I have MS PowerPoint. Most churches use PowerPoint for their Sunday Service Media display.

PHOTO EDITOR / VIEWER:

I use Adobe Photoshop. However, because of the high cost of Photoshop, you might want to check out the following software:

[Irfanview](http://www.irfanview.com/) is an exception to my rule regarding free software. It is a photo editor/viewer I have used for years. You will need to download the program to use it: <http://www.irfanview.com/>

[FotoFlexer](http://fotoflexer.com/) is an easy, free software. Used through your browser, there is no software to install. I have tried it out, and it seems to be easy to use. Not bad for a freebie. <http://fotoflexer.com/>

FLASH MOVIES/SLIDESHOWS:

I use Photo Flash Maker Pro. Have used it forever and love it. If you want to do video, however, you need to use the Platinum version.

[Photo Flash Maker Comparison](#): Use this to compare different editions.

WEBSITE CREATION:

I use FrontPage. It's an old software but has done me well. I have also used the new version, MS Expression, but it doesn't have some of the features I like in FrontPage (such as bots).

Another editor I am trying out is a web based software by Mozella, called SeaMonkey. Strange name, but it seems to work well, and is fairly easy to use. However, I have not tried to bot, nor add pdf, flash, slideshows, etc.

"Creating a website is easy". You will see that statement spread around the web. Companies give away a free website and the church pays for the hosting. Then when staff wants something added or removed they can't, or don't know how. Without the personal touch of a church Webservant it's hard for the church to express it's personality on their website, which is always important to prospective members.

WEBSITE DOMAIN NAMES:

As I have donated your church domain name, there is no charge.

Your church domain name is registered through GoDaddy.com showing your Webservant as administrator and technical contact.

- I do not want someone else stealing and controlling your domain name rights. Therefore I have shown myself as owner. In all actuality I intend for your church to own your domain. Your domain name will be changed to your church as owner upon request from you.
- By having domain name renewal notices sent to me, I make sure they are renewed correctly.

DO NOT LET THIS NOTICE FOOL YOU!

- This is not an invoice
- This company does not hold your domain name administration.
- Do not send them any money.

If you look at the fine print it tells you it is not an invoice. If you send them a check you will not get a refund.

This company, and many others, finds information regarding your domain name on the "whoisit.com" registry.

- They count on you glancing at their notice and thinking it is an invoice, then sending them a check.
- If you send them the requested amount they will send a notice to your domain name administrator of and tell them you have renewed your domain name with them.
- They will tell the Webservant (administrator) to forward the rights to your domain name to them.
- Had your domain administrator not been aware of this company, you could have lost your domain name.

This has happened to a church in our district. Don't let this happen to you.

Again, I intend for your church to own your domain. Your domain name will be changed to your church as owner upon request from you.

WEBSITE HOSTING:

I currently have your website hosted locally (Harlingen) with Tom Rowe and Associates. The contact there is Eddie at 956-412-6600. He is awaiting your call. He needs you to tell him the user name and password you want to use for your website and email administration.

WEBSITE PUBLISHING:

WARNING: Do not use "on the shelf" software for the church website. I only make this word of caution because software changes, and if there is only one license and the software is non-standard



- which most "shelf " software is - then a new Webservant that takes over will have difficulty not only trying to buy the software, but also understanding it.

If you use FrontPage, it includes the publishing tool for uploading your website to your hosting server.

A great - free - FTP I have used is: [CoffeeCup FTP](#).

If you use [SeaMonkey](#), it has the publishing tool included also.

BROWSER TESTING:

Different browsers will display your website differently, sometimes completely in disarray, unless you have the correct coding. Your website must be compatible with the following browsers:

Internet Explorer, Firefox, Google Chrome and Opera.

PASSWORDS:

Remember, if for some reason you are unable to continue as the church's Webservant they must have the information to continue with their website.

BE SURE THE CHURCH HAS ALL THE PASSWORD INFORMATION, SOFTWARE (AND KEYS) USED FOR THEIR WEBSITE. This includes password information for their domain name, any software you use for the website, and any administration information they might need.

EMAIL:

Too many times staff has changed at a church and no one can access the email. I don't know how many times I have had someone tell me they have forgotten their password, or even their user name.

You may be Administrator for their email. Make sure you have their user name/password on file, or that someone in the church does.

EMAIL ADDRESSES:

Another Administration thought - if your staff is using their private email, and that person leaves the job, it may take some time before the incoming church email is forwarded (if it is forwarded!) from the former staff to the new person taking over.

In order to protect the church, staff email boxes should be: office@(domain name), pastor@(domain name) youth minister@(domain name), etc.

SENDING LARGE FILES OR FOLDERS THROUGH YOUR EMAIL:

SEND LARGE FILES THROUGH EMAIL

This enables you to send large files through Yahoo and any email. It compresses the file or folder to make it smaller so it will upload and download faster.

Watch this vide: <http://www.youtube.com/watch?v=acE4PJ27vxl>