

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.

- 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>



*And they went forth, and preached everywhere, the Lord working with them,
and confirming the word with signs following. Amen -
Mark 16:20*

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AT YOUR OPTION I AM OFFERING THE FOLLOWING TO OUR UMC CHURCHES

1. NEW WEBCARD AVAILABLE FOR DISTRICT CHURCHES

A Webcard is like business card. It is a one page website containing

- The name of your church
- Your church address
- Your church contact information.
- A photo of your church
- Each church Webcard has its own website address (Domain Name).

➡ I will be contacting your church for the appropriate photo for your Webcard. There is no charge for your Domain Name or Webcard.

2. NEW STATIC WEBSITE AVAILABLE FOR DISTRICT CHURCHES

A static website is used by prospective visitors to your church, similar to handing out a printed brochure to generally providing consistent, standard information for an extended period of time. Therefore it does not include changing information, such as your weekly bulletin, monthly calendar and newsletter, announcements, and new photos. Usually 5-15 pages, it includes:

- The same information as the Webcard, plus ...
- Worship and Sunday School schedules
- Our Find-Us map showing your church location
- Visitor's information - about your church
- Your list of your Ministry Opportunities
- A copy of your church brochure for visitors to print or download to their computer

➡ There is no charge for your Domain Name. As there is no monthly maintenance for this website, a donation of \$60. per site is requested for this service.

3. NEW DYNAMIC WEBSITE AVAILABLE FOR DISTRICT CHURCHES

A dynamic website is one that changes or customizes itself frequently and automatically. This type of website is intended to be used by both your congregation AND prospective visitors to your church. Usually 20-50 pages:

- This website is for churches looking to expand their membership on an ongoing basis.
 - Visitors see ACTION.
 - Your church draws their curiosity because of your constant fellowship and mission works.
 - They say “What’s in it for me?”, see what they like, and in turn visit your church.
- This website is also useful for your congregation. It’s a “one stop” site for them that include ongoing information about:
 - The same information as the static website, plus...
 - Announcements of upcoming events
 - Your weekly Sunday Bulletin
 - Your monthly Event Calendar
 - Your monthly Newsletter
 - Church Photo Album.
 - Youth news & activities
 - Wesley Nurse activities
 - Church Based Counselor information
 - Prayer Requests Form
 - Volunteer Registration Form
 - Newsletter Registration Form
 - Donation Payment Services
 - UMM news and activities
 - UMW news & activities
- There is no charge for your Domain Name. Due to the additional software required to create and maintain this type of website, a donation of \$300. per site is requested for this service. (Last year I requested \$600. for this service)

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.

- They count on you glancing at it and thinking it is an invoice, then sending 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 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.

Domain Registry of America Domain Name Expiration Notice
Call us toll free at 1-800-634-4212 24 hours a day or visit us at www.dra.com

As a courtesy to domain name holders, we are sending you this notification of the domain name registration that is expiring in the next few months. When you switch today to the Domain Registry of America, you can take advantage of our best savings. Your registration for churchreporter.org will expire on **March 25, 2010**. Act today!

Domain name: churchreporter.org
Reply Requested By: January 25, 2010

You must renew your domain name to retain exclusive rights to it on the Web, and now is the time to transfer and renew your name from your current Registrar to the Domain Registry of America. Failure to renew your domain name expiration date may result in a loss of your online identity making it difficult for your customers and friends to locate the Web.

Privatization of Domain Registrations and Renewals now allows the consumer the choice of Registrar when registering and also when renewing a domain name. Domain name holders are not obligated to renew their domain with their current Registrar or with the Domain Registry of America. Review our prices and decide for yourself. *under no obligation to pay the amounts stated below, unless you accept this offer. This notice is not a bill, it is a easy means of payment should you decide to switch your domain name registration to the Domain Registry of A

Term	Period Covered	Price
1 year	Mar 25, 2010 - Mar 25, 2011	\$38.00
2 years (Recommended)	Mar 25, 2010 - Mar 25, 2012	\$68.00 save
5 years (Best Deal)	Mar 25, 2010 - Mar 25, 2015	\$98.00 save

The following names are currently available for you to register and secure, protecting your domain name from being dup

Other Available Domains	Period Covered	Price
churchreporter.info	2 Years	\$50.00
churchreporter.biz	2 Years	\$50.00

Registration of the above domain names includes DNS, URL and Email Forwarding to a website and mailbox you designate

Transfer and renew your domain name online at www.dra.com 24 hours a day, 7 days a week or call our Customer Service Department, toll free, at (800) 634-4212 to transfer and renew your domain name today.

Please check the box you include it with your payment:

Check the appropriate boxes of the Domain names you would like to order:	Current Domain name	Available Domain names (a)
<input type="checkbox"/>	churchreporter.org	churchreporter.info
<input type="checkbox"/>	1 Year \$38.00	2 Year \$68.00
<input type="checkbox"/>	2 Year \$68.00	churchreporter.biz
<input type="checkbox"/>	5 Year \$98.00	2 Year \$50.00

See reverse for payment address:

1110711488912

Total \$ _____

HELEN PENNIMORE
1220 N. 112th
LA PRAIRIE, IL 60559-1709

Mail to: _____

Please print your domain name on your check if paying by check card, please enter your information

Card Number: _____

Expire: _____

Signature: _____

You must provide a valid email address to complete your renewal!

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

“How Do I” – Add our sermon to our website?

YOUR “SERMON” FOLDER ON YOUR COMPUTER

1. On your computer, create a “sermon” folder if you don’t have one.
2. Be sure to transfer ALL Sunday Sermons from your flash drive to this folder.

YOUR INTERNET WEBSITE

1. Go to your website (www.fbclaferia.com)
2. At the top of the page, click the “sermon” button
3. Your website page called “Sermon” will open
4. In the box called sermon.net, look at the lower right corner for a padlock icon
5. Place your mouse over the padlock icon and click once -
6. This will open a new page labeled sermonstudio

LOGIN TO THE “SERMON.NET” INTERNET WEBSITE

7. In the login/email box type: (YOUR USER NAME)
8. In the password box type: (YOUR USER PASSWORD)
9. Click on the login button
10. A new page will open labeled sermonstudio - channel
11. Click on “Add a New Record”
12. A box will appear stating: “Enter the record title”
13. Type the name of the sermon in the box
14. Click on the “next” button - a new window will open

RECORD TITLE AND DATE

1. You will notice the sermon title is already shown in the “Title” box
2. Click on the mini calendar to the right of the “date” box
3. The calendar will open
4. Click on the date of the sermon
5. The calendar will close and the date will appear in the “date” box

ASSIGN CATEGORIES you will see 3 “label” and “content” boxes

1. Click on the first “label” box and select either speaker or pastor
2. Click on the first “content” box and select (a) Sam, David, or (b) add new
3. (If you select “add new” a box will appear below it - type the new name)
4. Click on the second “label” box and select Sunday Service
5. Click on the second “content” box and leave blank
6. Click on the third “label” box and select Scripture
7. Click on the third “content” box and select book
8. Next to the third “content box” are two boxes
9. In the first box type the chapter
10. In the second box type the verses

“How Do I” – Add our sermon to our website?

DESCRIPTION AND KEYWORDS

1. In the “description” box repeat the chapter and verse information
2. In the keyword boxes you can type individual words from the title (this allows anyone searching for these specific words to find the sermon.)
3. Click on the “save” button
4. A new page will open

RECORD DETAILS

1. Under record setting the following should have a checkmark in the “on” column “Show in Player:”, “Podcast”, “User Comments”
2. To the right you should see the name of the sermon with the date and the description (chapter-verse, etc)
3. Under Key words you should see the words you entered in the “keyword” box
4. The next line should show (speaker or pastor) and the name you selected
5. The next line should show (scripture) with the book, chapter, verse.
6. **IF YOU WISH TO CHANGE ANYTHING, CLICK ON THE “EDIT” BUTTON AND MAKE YOUR CORRECTIONS**
7. Once everything is correct, click on the “save” button
8. A new page will open

MEDIA UPLOAD CENTER

1. Under “Audio” do not change the “select audio compression” - leave it as is.
2. Click on the “select audio” button
3. We are now switching from the internet “Sermon” page to your computer (you have your sermon file stored on your computer)
4. A “select file” box opens
5. Find your file and double click on the file name
6. The box will close and you will be returned to the internet “Sermon” page
7. You will see the filename appear in the “Upload from Computer” box
8. Click on the “begin upload” button
9. The button will change to a “cancel upload” button. Do not click on this button.
10. Next to the “cancel upload” button you will see a line that shows the percentage of the file that has been uploaded, along with the transfer rate and time left.
11. The upload will take a long time because it’s a big file.

NOTE:

You don’t have to wait until it’s through to use your computer. Just make sure you don’t close the page before it has completed the upload.

“How Do I” – Edit our Sunday sermon for our website?

SOFTWARE

Editing audio takes special software. I recommend “Wavepad Sound Editing” at <http://www.nch.com.au/wavepad/index.html>

WHAT TO KEEP - WHAT TO REMOVE

You will ALWAYS be removing some of the recording you made during the Sunday service. Sometimes you may want to keep the SERMON ONLY. Other times you may want to keep the ENTIRE SERVICE. Many times there are long SILENT spaces of time that you will want to remove.

OPEN YOUR WAVEPAD SOUND EDITING SOFTWARE

1. In the top menu bar click on “File”
2. Click on “Open File”
3. A dialog box will open showing files and folders on your computer.

KNOW WHERE YOUR “SERMON” FOLDER IS LOCATED

1. Go to your “sermon” folder
2. Double click on the sermon you wish to edit
3. The file will open in Wavepad

LISTENING TO YOUR SERMON IN WAVEPAD

1. On the bottom left the first four buttons are:
 - a. Play
 - b. Record
 - c. Scrub
 - d. Stop
2. We will be working with the (a) play and (d) stop buttons
3. Make sure you have your computer’s audio speakers turned on
4. Click on the “play” button and listen to the audio contents
5. Click on the “stop” button to turn the audio contents off.

HOW AUDIO IS DISPLAYED IN WAVEPAD

1. Ignore the lines in the upper box
2. In the middle of the page you will see a horizontal bar.

“How Do I” – Edit our Sunday sermon for our website?

3. The audio is displayed by the black vertical lines along the horizontal bar
4. The red vertical line is the placeholder showing the area of the audio being played

LISTENING TO YOUR SERMON/SERVICE IN WAVEPAD

1. Click on the “play” button
2. The audio will begin playing from the beginning to the end.
3. If you wish to stop the audio, click on the stop button.
4. Find where the different parts of the audio are located.
5. Click on the black or white areas (audio display) along the horizontal box
6. Don’t be afraid to experiment - you can’t break it.
7. When you have an idea where things are, click on the “stop” button

RECOVERING AUDIO YOU DELETE

Remember I said “Don’t be afraid to experiment - you can’t break it.”? Sometimes when deleting an area, we can cut too much, or too little. It all depends on the area you selected. Well, yes, absolutely we can fix that!

1. At the top of the Wavepad you will see a row of icons
2. Click once on the undo (looks like a U-Turn symbol)

That wasn’t hard, was it? !

SELECTING THE AUDIO YOU WISH TO REMOVE (DELETE) IN WAVEPAD

Let’s say you only wish to keep the sermon portion of your audio. We are going to delete the audio you don’t want.

Removing the front portion (before the sermon begins)

1. Click around until you find the starting point of the audio you wish to keep
2. The red vertical line will show you where the starting point (of what you are keeping) begins
3. On the menu bar, click “edit”
4. Click on “select to start”
5. The area from the beginning of the audio to the starting point of the audio you wish to keep will be highlighted in blue
6. Press the delete key on your keyboard and the front section will be removed.
7. Your audio will no longer have the front section, allowing your audio to start with the sermon.

Remember:

Every time you delete a section of audio you should replay the audio in that section to make sure it is what you want.

“How Do I” – Edit our Sunday sermon for our website?

Removing the back portion (after the sermon ends)

1. Click around until you find the ending point of the sermon you wish to keep
2. The red vertical line will show you the ending point of your sermon (what you are keeping)
3. On the menu bar, click “edit”
4. Click on “select to end”
5. The area from the ending of the sermon to the end of the audio you wish to delete will be highlighted in blue
6. Press the delete key on your keyboard and the back section will be removed.
7. Your audio will no longer have the back section, allowing your audio to end the sermon.

Removing the long silent spaces from your audio

As I said before, many times there are long SILENT spaces of time that you will want to remove. We are going to select (highlight) the audio you wish to remove (delete). This will take a little practice.

STEP 1 (Repeat this several times to make sure you don't delete any of the sermon.)

1. At the beginning of the silent space
 - a. Click just before the area (silent space) you want to remove
 - b. Click the “play” button.
 - c. Click the stop button as soon as you begin the sermon.

1. At the end of the silent space
 - a. Click **in the area** you want to remove
 - b. Click the “play” button.
 - c. Click the stop button as soon as you hear the sermon.

STEP 2

2. On the menu bar, click “edit”
3. Click on “select specified time”
4. You will see “start time” (sample - 0:07:40.10)
5. Write the start time down
6. Click ok

STEP 3

2. Once you are sure you are ready to delete:
3. Click **in the area** you want to remove
4. Click the “play” button.
5. Click the stop button as soon as you hear the sermon.

“How Do I” – Edit our Sunday sermon for our website?

6. On the menu bar, click “edit”
7. Click on “select specified time”
8. You will see “end time” (sample - 0:08:45.12)
9. Write the end time down
10. Click ok

STEP 4

1. On the menu bar, click “edit”
2. Click on “select specified time”
3. In the “start time” box - type the time you wrote down for the “start time”
4. In the “end time” box - type the time you wrote down for the “end time”
5. Click ok

AN ALTERNATE WAY TO REMOVE SECTIONS YOU DON'T WANT

This includes removing audio before, after or even in-between

1. Click at the beginning or end of the audio you wish to delete
2. Place your mouse on the red vertical line until you see a double-arrow
3. Drag the double arrow (the red vertical line will follow) over the audio you wish to delete
4. The area you dragged over will be highlighted in blue
5. Press your delete key on your keyboard
6. You have deleted the audio you do not want to keep.

“How Do I” – Send Large Files to “Our Fathers Ministry”?

SEND LARGE FILES THROUGH EMAIL

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

WEBSERVANT: YOU MAY USE THE FOLLOWING (rgvcc.com) UNTIL YOU HAVE YOUR OWN SERVER SET UP. Call me if you have any questions. 956-793-4171.

WHAT IS FTP?

FTP stands for File Transfer Protocol. In other words, it is the software that allows computers to transfer files from one computer/server to another.

You will use “CoffeeCup Free FTP” software to transfer your files (folders) to OFM (Our Fathers Ministry)

ACCESSING YOUR FTP SOFTWARE

1. Go to your desktop
2. Find and click the “CoffeeCup Free FTP” icon
3. The “CoffeeCup Free FTP” will open
4. Your files are shown on the left panel
5. The right panel will be blank

ACCESSING THE “RGVCC” SERVER

1. On the toolbar, Click on the “servers” icon
2. A new box will appear
3. Click on “rgvcc”
4. Click on the “connect” button
5. The right panel will now show files and folders located on the server

TRANSFERRING YOUR FILES (FOLDERS)

6. In the right panel, double-click your church folder
7. Your church folder is now open and ready to receive your file from your computer
8. Find your file (or folder) that you wish to transfer to the “rgvcc” server
9. Click your file (or folder) and drag it to the right panel
10. Your file (or folder) will be copied to the “rgvcc” server
11. Once the file (folder) has been copied to the “rgvcc” server you will see it in the right panel
12. Repeat steps 12 through 15 if you have more files (folders) to transfer to the “rgvcc” server
13. Review your right panel and make sure you have all your files (folders) transfers completed
14. To remove a file (folder) you have transferred, click on it and press your delete key on your keyboard - it will be deleted

DISCONNECTING FROM THE “RGVCC” SERVER

“How Do I” – Send Large Files to “Our Fathers Ministry”?

15. When you have completed your transfers, find the “disconnect” icon in the toolbar on the right side above the right panel
16. Click on the “disconnect” icon
17. The right panel will no longer show the “rgvcc” server files
18. Close the “CoffeeCup Free FTP” by clicking on the red “x” (close) button in the upper right of your page



“How Do I” - Computer Program

A program is being developed for Pastors and staff to enhance your Computer, Email and Internet knowledge. It will prepare you for sending information and pictures, videos, audio, etc. through Email to other department, etc. and for presentation on your current or future website. Topics include:

- **Computer Terminology** (understanding computing terms)
- **Internet Terminology** (understanding Internet terms)
- **Email Terminology** (understanding Email terms)
- **Digital Messaging Terminology** (understanding Digital Messaging terms)
- **Graphic (pictures) Terminology** (create, edit, format, resize, crunch, save, share, etc)
- **Document Terminology (digital letters, bulletins)** (create, edit, format, erase, save, share, etc)
- **Spreadsheet Terminology (like a ledger sheet, with columns and rows)** (create, edit, format, erase, save, share, etc)
- **Computer Basics** (cut, paste, formatting)
- **Internet Basics** ("surfing", search, find, addresses, uploading, downloading)
- **Email Basics** (sending an email, voice mail, attachments, pictures, video, audio, reply, and forward, plus erase, cut & paste, etc.)
- **Digital Messaging Basics** (Use free PC-to-PC calling around the globe. Or send instant messaging, video messaging, text messaging, PLUS chat, forums, blogs)
- **Graphic Basics** (create, edit, format, resize, crunch, save, share, etc)
- **Document Basics** (create, edit, format, erase, save, share, etc)
- **Spreadsheet Basics** (create, edit, format, erase, save, share, etc)



“How Do I” - Computer Program Manual

INTERNET TERMINOLOGY

[DESCRIBE HARDWARE...](#)

[DESCRIBE SOFTWARE...](#)

[DESCRIBE A COMPUTER...](#)

[DESCRIBE A MONITOR...](#)

[DESCRIBE A PRINTER...](#)

DESCRIBE A SCANNER...

DESCRIBE A MULTIFUNCTION...

DESCRIBE A COMPUTER SYSTEM...

DESCRIBE AN OPERATING SYSTEM...

DESCRIBE A NETWORK...

DESCRIBE A SERVER...

DESCRIBE THE INTERNET...

DESCRIBE THE WORLD WIDE WEB...

DESCRIBE AN INTERNET SERVICE PROVIDER?...

DESCRIBE A WEBSITE...

DESCRIBE A WEBPAGE...

DESCRIBE A HOMEPAGE...

DESCRIBE A BROWSER...

HOW DOES THIS ALL WORK?...



QUESTION:

Explain the terminology used on the internet

DESCRIBE HARDWARE... Hardware is like a car. The frame holds all the parts assembled together to enable you to travel down the highway. You can touch and feel your car, just like you can touch and feel your computer. Computer components (parts and accessories) are called "hardware".

DESCRIBE SOFTWARE... Software is comparable to your brain. Your brain tells your body what to do (like moving your arms, etc.). Software tells your computer what to do and when to do it.

DESCRIBE A COMPUTER... A Computer is the hardware, including the frame and all the parts assembled together. We use the computer to process instructions and information, to keep copies of records and files, and to communicate with others.

DESCRIBE A MONITOR... Compare your monitor screen with a "TV screen". A "TV screen" (viewing screen) provides a way for you to view TV programs. A Monitor is like a TV. It is hardware. It has a "Display screen". We use a monitor to view information sent in, out, and through the computer.

DESCRIBE A PRINTER... When you use your computer to write a letter, you might want something on paper. A printer is a hardware item attached to the computer by a cable. Your computer uses printer software to transfer a copy of your letter from the computer to the piece of paper. The copy that is printed on the paper is called a "hard copy".

DESCRIBE A SCANNER... Think of a copy machine. To reproduce a picture, you might use a copy machine. In the same way, a scanner does the same thing (it reproduces the picture). However, it does not send copies on paper. Instead it transfers a copy to your computer.

DESCRIBE A MULTIFUNCTION... Want something that will print, scan, copy, and fax? A "multifunction" is combination of a printer, scanner, copier, and fax machine.

DESCRIBE A COMPUTER SYSTEM... A computer system consists of a computer, monitor, keyboard, mouse, and speakers (a printer is not part of the computer system).

DESCRIBE AN OPERATING SYSTEM... Remember, software tells your computer what to do and when to do it. The Operating System software (Windows 98, 2000, XP) tells all the other software (word processing, games, etc.) what to do, and what other software it needs to use, so you can use other hardware (printers, scanners, etc)

DESCRIBE A NETWORK... Think of a city government. Various city department computers connect to each other through cable, phone lines, satellite, etc. called a network. A network (Intranet) enables city employees to access information from various city locations.

DESCRIBE A SERVER... Constructed like a computer, a "server" is used to process instructions and information, etc. However, it is more powerful and robust than a normal computer. A "server" is used specifically for "networks" because it "serves up" information and requests to other "servers" and computers on its "network" or "Intranet".

DESCRIBE THE INTERNET... Also called the "Net", the Internet is simply a *collection of millions of computers* (SERVERS) connected together throughout the world. Some are connected to the "World Wide Web" (Web). Some are simply connected to governments, universities, utilities, etc. that are not available through the "Web".

DESCRIBE THE WORLD WIDE WEB... The World Wide Web (Web) is a collection of computers (SERVERS) used to transfer requests and information to each other.

WHAT IS AN INTERNET SERVICE PROVIDER?... We use the telephone every day. In order to do this, we must purchase the service from someone. The internet is the same way. We must purchase the internet service from a "provider". Your computer connects with their computer and they give you access to the internet/web so you can communicate with others.

DESCRIBE A WEBSITE... Think of a book. A website is like a book, and includes pages (web pages) and a cover (home page).

DESCRIBE A WEB PAGE... Think of a single page in a book. A webpage is a single page in a website.

DESCRIBE A HOMEPAGE... Think of a cover of a book. All websites have a "cover", or "HOMEPAGE". It's the very first page you see when you visit a website.

DESCRIBE A BROWSER... A "Browser" (Internet Explorer, Netscape, Firefox, Opera) is software that you use with your computer to view "Websites" and "web pages" through the Internet.

HOW DOES THIS ALL WORK?... Think of how the phone works. You connect locally to your local phone company, then your connection is transferred through millions of different "switches" (some located in different towns) before you connect with the person you're calling.

The Internet works the same way. You connect to your Internet Service Provider; they connect to the Internet and their Regional "server". Then your Internet connection (request or information) is transferred through millions of different COMPUTERS before you connect with the website SERVER you requested. The WEBSITE SERVER then "serves" or sends you the website (or webpage) you requested back through all those other SERVERS, through your Internet Service Provider, and then finally back to your computer.

(By the way, if you have a computer at home, are you thinking about security and virus exposure you have while traveling through all those "servers"?)



QUESTION:

Why does your church need a website?

- **WHY IS A WEBSITE FOR YOUR CHURCH A PRIORITY?...** Your church uses the newspapers, magazines, TV, and radio, along with the Internet to get exposure. UMC knows websites increase exposure to all generations, and as you know, they specifically encourage all UMC churches to provide a well maintained website. Your church must increase its congregation. To do that, it must have exposure.
- **WEBSITES VS. OTHER MEDIA...** We have all used various Medias (radio, TV, newspapers, magazines, and websites). With the **radio and TV**, you pay for "spots", determined by the minutes shown, the time of day it's shown, and number of times it's provided. With the **newspapers and magazines** the placement, size, and number of displays determines your cost. With your **website**, it's cost effective. With a low monthly fee you can place as many displays as you want, where you want to display it on your website, as many items and pictures as you want to display, and it is there 24 hours a day, 7 days a week. Now that's why the internet/web is so popular. And, getting more so day by day.
- **GROW YOUR CHURCH ~ INCREASE MEMBERSHIP...** via internet. Yes, those moving to a new area and vacation travelers use the internet to find a local church in the area they are moving to or visiting. List your church location, service times, office hours, etc.
- **INCREASE PARTICIPATION...IF THEY KNOW WHAT YOU ARE DOING...THEY WILL COME:** A large growing group of individuals from tots to seniors are looking via internet (my oldest student was 99). Show them what you are doing and more people will be interested and get involved. Use a web calendar and event schedule.

- **LOWER PRINTING COSTS**...prospective members can download brochures and information from the comfort of their home or office.
- **MEMBER CONVENIENCE**...Church members can download and print their own calendars and newsletters.
- **CHURCH OFFICIALS CONVENIENCE**...Ever been at home or out of town and need a form? Now church officials can download and print forms and materials anytime.
- **TIMESAVER**...having trouble getting everyone together? With your own "conference room" you can be at work, home, or on the road and still attend the meeting. It's called a TextNetMeeting.
- **SECURITY FIRST**... Parents can encourage their children-teens to use the church website with links to other safe websites. And parents will know what they are doing!
- **COUNSELING**... use the TextNetMeeting to discuss topics. Some teens, children, and even adults express themselves more through anonymous counseling (they can get answers without someone knowing who they are).
- **MEMBER INVOLVEMENT**... people like to see pictures. They will tell their family and friends when they see their pictures on the internet.
- **DONATIONS**... showing your mission work and church activities can increase your donations. Remember even the Winter Texans like to know what's happening while they are up North.
- **INCREASE YOUR VOLUNTEERS**... Again, show people what you are doing. When you have something that interests them, they want to participate.



Now that we know how to compute, use the Internet, work with Email, messaging, documents and spreadsheets:

- **WHY IS SUBMITTING ITEMS FOR OUR WEBSITE A PRIORITY?**
As previously stated, Your church must increase its congregation. To do that, it must have exposure. UMC specifically encourages all UMC churches to provide a well maintained website.
- **WHO SUBMITS ITEMS FOR OUR WEBSITE?**
The church is responsible for all content displayed on the website. Therefore, each church must designate the person(s) responsible for collecting and sending the updated information (such as bulletins, newsletters, announcements, events, pictures, etc)
- **HOW OFTEN DO WE NEED TO SUBMIT ITEMS FOR OUR WEBSITE?**
Newsletters are updated according the printed version. In other words, if your Newsletter is issued twice a month, it needs to be sent twice a month for the website.
Bulletins are updated on a weekly basis. Therefore, it needs to be sent every week prior to the Sunday Service.

Flyers to be posted to the website must be sent according to the designated publication deadlines shown below.

- **PUBLICATION DEADLINES:**

Weekly

We need the following items each week by Thursday 12:00 p.m. to guarantee information will be available on the website by the following Sunday at 8:00 a.m.

1. Bulletins
2. Sermons
3. Event Reporter (pictures)
4. Announcements - (ideally 2 week prior to event)
5. Other (any other weekly publications you wish posted to the websites)

Monthly

We need the following items by the 25th of each month to guarantee information will be available on the website by 8:00 a.m. the 1st of the following month:

1. Newsletters
2. Birthdays/Anniversaries/Obits
3. Prayer requests
4. Calendars

- **HOW DO WE SUBMIT ITEMS FOR OUR WEBSITE?**

You have just completed a program designed to prepare you for submitting information for your website. After formatting the item for Email, send them as attachments.

- **WHERE DO WE SUBMIT ITEMS FOR OUR WEBSITE?**

You can send items through your Email to helen@rgvcc.com Remember, if you save copies of the Email you send out, you will be using up your space in your Email box. Pictures, Newsletters, and Bulletins take a lot of space, and you could use up your Email box storage space really fast.

SO, ANOTHER OPTION IS...

(see videos)

YouSendIt.com (yousendit.com) [click to play video](#)

YourFileLink.com (yourfilelink.com) [click to play video](#)

Compressed file or folder - [click to play video](#)

The computing world is still relatively new to the Rio Grande Valley and the McAllen District. We are now fully into the computer age. It is time to look at the entire McAllen District as a whole, rather than at each church as an individual entity. --- Helen Fenimore

Let's discuss:

1. Technical Inventory
2. Computer Hardware
3. Computer Software
4. Computer Networks
5. Computer Warranties
6. Computer Licensing
7. Computer & Software Restoring
8. Computer Maintenance & Repair
9. Computer / Network Specialist
10. Computer Users
11. Computer Training

TECHNICAL INVENTORY

1. This district has 35 churches (sites).
2. How many have computers?
3. How many have Internet Access?
4. How many have computers that are networked?

HARDWARE

In order to use older software, computers for 2011 should have a minimum of:

1. 20 GB Hard Drive
2. 1 GB Ram (Memory)
3. 500 MHZ Pentium II
4. 56k Modem

(Windows no longer supports XP and prior versions. Units should be upgraded.)

In order to use most new software, computers for 2011 should have a minimum of:

1. 80 GB Hard Drive
2. 2G Ram (Memory)
3. 3GHZ Dual Core Processer
4. 4 GB DDR3
5. 1 TB HDD Capacity HD Graphics
6. BlueRay Combo Drive (Blue Ray/DVD/CD read/write)
7. Windows 7 Home Premium
- 8.

(Windows no longer supports XP and prior versions. Units should be upgraded.)

SOFTWARE

Each system should be checked to verify:

1. Is System working satisfactorily?
2. Have Windows Updates been maintained each month?
3. Have MS Office Updates been maintained each month?
4. Have other program updates been maintained each month?
5. Have “drivers” updates been maintained each month?

Each system should be checked for Security:

1. Is there Virus Protection?
 - a. Is the Virus Protection updated on a daily basis?
2. Is there Spyware Protection?
 - a. Is the Spyware Protection updated on a daily basis?
3. Is there Firewall Protection?
 - a. Is the Firewall Protection updated on a daily basis?
4. Is there Spam Protection for the Email?
 - a. Is the Spam verified on a daily basis?

COMPUTER NETWORKS

Does the church have stand-alone systems, or a church-wide network?

- 1.
2. DISTRICT OFFICE NETWORK
 - a. Determine value of network vs. stand-alone systems at District Office.

EXAMPLE:

1. SITE NETWORKS
 - a. Determine value of network vs. stand-alone systems at each site.
 - b. Site is responsible for upkeep and maintenance costs

2. MCALLEN DISTRICT NETWORK
 - a. Determine value of site networks vs. District network that maintains sites.
 - b. District is responsible for upkeep and maintenance costs on all sites.
 - c. Sites reimburse District for upkeep and maintenance costs
 - d. District has control over site computers

i. NOTE: UMC can be sued if illegal software is on computer

COMPUTER WARRANTIES

1. Make sure you send in your Warranty Registration
 - a. When you purchase a new computer
 - b. When purchasing any computer accessories.

COMPUTER LICENSING

1. Each software program must be legally licensed.
 - a. Gone are the days of sharing “disks” and burning copies of software to share with others.
 - b. Every time you are on the Internet, Microsoft checks to see whether you have licensed or “pirated” software on your computer.
 - c. It is against the law to used “pirated” or “borrowed” software.
 - d. Don’t endanger the District, UMC etc. with the possibility of lawsuits.
2. Most software licenses are issued for one computer only.
 - a. If you wish to have the same software on more than one computer, you are breaking the license agreement.
 - b. You must obtain a software license for each computer you install the software on.

COMPUTER & SOFTWARE RESTORATION

1. Keep a record (list) of any repairs (with date)
2. Keep a record (list) of any software installed (with date)
3. Make sure you have a disk (CD) for any software you have installed on the computer
4. Keep all software and inventory lists together in one place. Make sure more than one person knows where it is stored.
5. If your computer needs to be restored, and you don’t have the disks, you may lose some of the programs and have to repurchase them!

COMPUTER MAINTENANCE & REPAIR

1. Each computer should have maintenance check monthly.
 - a. System Check
 - b. Remove Internet Files
 - c. Remove unnecessary temp files
 - d. Scandisk
 - e. Defrag

COMPUTER / NETWORK SPECIALIST

1. District should have a Computer / Network IT on “staff” or “contract” to make sure the computers are maintained properly.
2. Sites reimburse District for upkeep and maintenance costs of their computers.

 ***COMPUTER USERS KNOWLEDGE***

1. Determine current computer skills of each site. (If skills are needed, you will know who to call on)
 1. Staff
 2. Volunteers
 3. Others

 ***COMPUTER USERS TRAINING***

1. Hold a seminar each month to support staff with software and other computing skills. (Office, Email, Internet, etc)
2. Provide live “Help Desk” for questions on computer problems, etc.