澳洲基督教華人衛理公會年議會
Chinese Methodist Church in Australia

Annual Conference ABN: 76-063388778

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CMCA Web Site Design Guidelines

To ensure CMCA churches' websites are of the better quality and consistency, CMCA Annual Conference (AC) has developed guidelines to assist web designers, developers and content authors from individual District/Church/Preaching Centre to maintain accurate, relevant and usable websites.

Major guidelines for web site design:

1. Knowing that some churches have registered their domain names, they can still keep it but don't renew it when it expires. At the same time, AC has registered a new domain name for each District/Church/PC/LAMM, and the new domain will also need to point to the existing web site (refer to Appendix I)
2. The web site should have updated CMCA Logo (provided by AC office) and full name of CMCA, i.e. Chinese Methodist Church in Australia in English and Chinese
3. The language of the web site prefers English and Chinese. If Chinese version is a challenge in the initial stage, it can be implemented later
4. Navigation interface prefers PC and Mobile modes, which means the web site can also be surfed by mobile devices (e.g. iPhone, iPad, etc.)
5. Web site design
    a. Background/banner/colour scheme/sidebar/widgets/fonts design can be various by different churches, but prefers matching with CMCA logo and style of church web site design, which can be found in reference web sites, e.g. search "church website design templates" in www.images.google.com
    b. Recommended content categories
        i. Announcement (from CMCA and church) – theme, focus of the year, combined fellowship/events with other Methodist Churches
        ii. Activity/Event calendar
            - Pastors' calendar
            - Ministries updates/activities – church events
            - Fellowships - weekly activities, venues, etc.
            - Rostering tables
            - Church facility occupation, i.e. rooms
        iii. Prayer items/requests
        iv. Personal testimonials
        v. Resources
            - Devotion materials

- Sermon voice/video clips
- Photo galleries
- Hymns
- Training materials
- Library

vi. About us – history of Methodist Church and history of CMCA, article of religion, church location (including map), worship service sessions

vii. Links – link to other web sites

- CMCA
- District
- Other churches
- Facebook, Twitter, etc.

c. Before publishing new web contents, pastors of the church should review it and give permission to put them online to prevent irrelevant contents. Meanwhile, AC will issue a set of guidelines for church website content publishing

6. System integration

- In-house system (e.g. Church Management System in the future): launch in the same window
- External system (e.g. external online library system): launch in another window

Annual Conference IT team will keep on reviewing the guidelines, and updated versions will be released when necessary. At the same time, comments and suggestions are welcome from all the Districts/Churches/Preaching Centres/LAMM.

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Appendix I: Domain Names for CMCA Districts/Churches/Preaching Centres/LAMM

District/Church/PC Name	Current Domain Name	New Domain Name	2 years from Feb 2015
East District		cmca-eastdistrict.org.au	✓
Eight Mile Plains Methodist Church	emp.cmca.ws	cmca-emp.org.au	✓
Sherwood Methodist Church	sherwoodmc.org.au	cmca-sherwood.org.au	✓
Canberra ACT Preaching Centre		cmca-act.org.au	✓
Carlton Methodist Church	cmcsydney.org.au	cmca-carlton.org.au	✓
South District		cmca-southdistrict.org.au	✓
Goodwood Methodist Church	cmca-goodwood.org.au	same	
Holy Methodist Church		cmca-holy.org.au	✓
Camberwell Methodist Church	cmca-camberwell.org.au	same	
City Light Methodist Church	clmc.org.au	cmca-citylight.org.au	✓
Monash Methodist Church		cmca-monash.org.au	✓
Preston Methodist Church	cmcp.com.au	cmca-preston.org.au	✓
Trinity Methodist Church	trinitymc.org.au	cmca-trinity.org.au	✓
Boxhill Methodist Church		cmca-boxhill.org.au	✓
Praise Methodist Church	praisemethodistchurch.webs.com	cmca-praise.org.au	✓
Hobart Preaching Centre		cmca-hobart.org.au	✓
West District		cmca-westdistrict.org.au	✓
Grace Methodist Church	gmcperth.org	cmca-grace.org.au	✓
Immanuel Methodist Church		cmca-immanuel.org.au	✓
Hope Methodist Church		cmca-hope.org.au	✓
Kingsway Methodist Church		cmca-kingsway.org.au	✓
Gospel Methodist Church		cmca-gospel.org.au	✓
Morley Preaching Centre		cmca-morley.org.au	✓
LAMM		cmca-lamm.org.au	✓