

October 2009, *Equipping* #100

Update your congregational profile online

From: Dan Dyck, Director of Communications, Mennonite Church Canada

Due Date: October 30, 2009

It's time for all MC Canada congregations to update your on-line congregational profiles on the Mennonite Church Canada web site.

We periodically send out User IDs and Passwords to congregations for their individual profile. If you no longer have this information:

- a) Go to the login page at www.mennonitechurch.ca/directory/Login and click on "Forgot your ID or password?" Complete the online inquiry form and click on the "Submit" button. You will receive a phone call or an email from an MC Canada staff person with your
- b) Please record this information for future reference.

Some congregations have gotten into the habit of updating their profiles as their information changes. This is been extremely helpful. Access to current data is becoming increasingly important as we work intentionally at building up our church community. I ask each congregation to give serious attention to the following points:

1. Please complete ALL the fields in your profiles. Many congregations are completing only the 'bare bones' information. Did you know there are also fields where you can publish and promote your web site? And there are fields for attendance and membership, as well as congregational descriptions that can help potential visitors know a little more about your congregation.
2. Some of the data collected by MC Canada is becoming increasingly important for meeting government requirements. We encourage and urge you to complete all the fields in the online directory to the best of your ability.
3. It's important to note that the online directory is our authoritative source for printing the biennial MC Canada Phone Directory. If there is outdated and incorrect information on your profile, it may be duplicated in the printed version of the 2010-11 Phone Directory, thus making some listings outdated before the directory arrives in church offices.
4. We want to evaluate the usage of the paper Phone Directory as part of our ongoing creation care work. A short, six question survey has been made available to you online at www.mennonitechurch.ca/tiny/1140. We would greatly appreciate about 3 minutes of your time to complete it.

Thank you for your attention to this important function of our part of the Body of Christ. We look forward to receiving your information