

Church Website Information Checklist

Kamelda's Designs

Please complete this checklist and email all requested information, text, and files to kamelda@kameldasdesigns.com so we can begin building your church website.

Church Information

- Church name (exact spelling)
- Church logo (PNG or JPG)
- Church slogan or tagline (if applicable)
- Welcome message or mission statement
- Physical address
- Phone number
- Primary email address

Service Details

- Regular service days and times
- Special services (Bible study, prayer, youth, etc.)
- Instructions for first-time visitors

About the Church

- Mission statement
- Statement of faith or beliefs
- Brief church history
- Pastor/leadership names and titles
- Pastor/leadership photos (optional)

Ministries

- List of ministries
- Description for each ministry
- Ministry leader names (optional)
- Ministry meeting times

Events

- Upcoming events
- Event dates, times, and locations

- Event flyers or graphics (if available)
- Preference: calendar or list format

Sermons & Media

- Online sermons available (Yes/No)
- Sermon format (Video/Audio/Both)
- Livestream link
- Sermon archive link (if available)

Giving & Donations

- Online giving platform
- Donation link or access
- Description of how donations are used (optional)
- Other giving methods

Website Preferences

- Preferred website colors
- Example websites for inspiration
- Pages to include
- Anything you do NOT want on the website

Social Media

- Facebook page link
- YouTube channel link
- Instagram or other social links

Providing complete and accurate information upfront helps ensure a smooth build and faster turnaround.