

## **Dio Maine & NH Hosting Program**

In 2016, the Diocese of Maine began offering a website hosting plan free-of-charge which you are welcome (but certainly not required) to take part in. The goal of the program was and is to provide a very simple, easy-to-update, free plan to churches with few resources and/or little technical capability to pursue building a site on their own. Since that time, some other low-cost programs have come to the market that may suit your needs just as well. If you are interested in exploring taking your website a “step beyond” the templates offered in the Dio Maine Hosting plan, please be in touch with Katie Clark, Director of Communications.

### **What’s Included**

#### **Hosting**

- The diocese will pay for hosting your website.
- Each church is allotted 1 GB

#### **Initial Set Up**

There are three designed, proprietary templates to select from. After choosing a template, we assist with initial set-up and navigation design, transfer of media files, and tutoring help to get your parish’s web editors up-to-speed.

We offer three themes, several color schemes, and handy plug-ins like a calendar, slide show, and contact form.

Please visit our hosting site here [www.diomainehosting.org](http://www.diomainehosting.org) to explore the three themes. Once you choose a theme, you will be able to customize it with your photos, text, and, to a certain extent, navigation.

Our web consultant will assist behind-the-scenes with the set-up of those choices and pointing your new site to your existing domain name.

Diocesan staff will assist with migration of your photos and text and WordPress training.

#### **Support**

- Tech Support
  - Site go down? Want to make a change you don’t know how to make on your own? Contact the diocesan office.
- Behind-the-Scenes Updating
  - WordPress issues updates as do the plugins included with your template very often. Our consultant will track and take care of these as-needed. You’ll be able to ignore all of the alerts on the back-end and know they are being handled.
- Initial Zoom training for web admins
- Web audit by Katie Clark
- Refresher training or training of new web admins by phone or Zoom

## **Basic Web Analytics**

Through the WP Statistics plugin, churches can view basic web traffic information and print it from the screen. Advanced reporting is not available.

## **What's Not Included**

### **Email**

It's important to note that email is not part of the plan, but if you want to use domain-based email, you can set that up with another hosting company fairly inexpensively or use Google Workspace for nonprofits—which is what we use here at the diocese.

Google Workspace is generally offered at \$5/user/month:

<https://workspace.google.com/>.

Many churches have found that their needs may be met with one, centralized free Gmail account for general church email.

## **What's Expected of Churches**

### **Secure your domain name**

- Provide the diocese with credentials for accessing your domain

### **Use of the provided templates**

- We are unable to support themes/templates that deviate from the three offered on this plan.

### **Attend Zoom training session**

- Someone at the church must attend one training session per year. These will be publicized periodically or you may contact Teresa to set up a private session as time allows.

### **Undergo an annual website audit**

- List here (Katie) - basics of what a website is expected to have

### **Maintain site**

- Lots of sites cease to be updated after a transition. Please put us in touch with the new web admin when one steps down or moves. Be sure the new person has the logins/information that they need.

### **Maintain updates on own plugins and additions**

- It is important to note that the plan does not cover maintaining and updating any plugins a church has added without permission from the diocese