**CHECK LIST**

**CONTENT FOR ACK ST LUKE’S GATINA’S WEBSITE**

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|  | **ITEMS TO BE PROVIDED** | **Please Tick if available** |
|  |  |  |
| **1** | * Photos of the church building * Photos of any church activity. |  |
| **2** | Tagline for the church |  |
| **3** | Contacts: Official   * Postal address, * email and * phone contact |  |
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| **4** | The Church; -   * Vision * Mission Statement * Core Values |  |
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| **5a** | * Message from the Rural Dean on the plans of the church in this new year, * Message from the Lay-leader in the year 2018 * And may be a message from the Chairman |  |
| **5b** | Images of the   * Rural Dean * The Lay- leader * And the chairman |  |
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| **6** | * The History of the church * Photos of the early church |  |
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| **7** | * Leadership structure in the church, Names and position of each leader. * Passport photos of the leaders * Group photos of council of the church and Service leaders, |  |
| **8** | Photos of the various church departments   * Sunday school * Teens * KAYO * KAMA * Mothers Union * Boys & Girls Brigade * The choir * Praise & worship * The Communication team * Evangelism * ushers |  |
| **9** | A brief explanation of the activities and plans from the leadership of each of the following department. They should be brief and straight to the point.   * **Luke’s N. Investment** * Sunday school * Teens * KAYO * KAMA * Boys & Girls Brigade * The choir * Praise & worship * The Communication team. * Evangelism * ushers |  |
|  |  |  |
| **10a** | * The list names of all the church members with their respective membership numbers * The passport photo of each member * The cell group of each member |  |
| **10b** | • The list names of all the Sunday school children with their respective membership numbers  • The passport photo of each child |  |
| **11** | * The church calendar of events for the next three months * Announcements for events for the next month |  |
| **12** |  |  |
|  |  |  |
|  | Various Photos for photo gallery |  |
|  | Videos for the video gallery.   * Videos of the choir * Videos on any church activity * The Vicar’s message can also be availed on video. |  |