

SPIRIT LIVE

A Church Resources Initiative

Building strong communities
through better communication



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If you require further assistance in completing this booklet
phone us on 02 8870 3343

Improving Communication and our Communities

Throughout its history, the Church has built its foundations on communication and communities. Today's complex and fast-paced society, however, has made communicating the Christian more challenging.

From hectic work and personal schedules to the increasing demands being placed on families and households, people in today's society face enormous pressures on their time. More than ever, individuals and families are relying on the conveniences of the Internet and on-line communications to help manage their time, obtain critical information, and interact with the important people, communities, and institutions in their lives.

For the Church to keep pace in the modern world, communications - from major announcements, down to simple, but important day-to-day notices - must be timely, easily accessible, and relevant to people's spiritual and daily lives. As our parishioners, school parents, children, healthcare patients and other members of the Church community turn to on-line communication as a preferred information source, the Church and its institutions must be there to meet them.

Fortunately, today's technology has enabled us to develop a cost-effective on-line communication system that responds to these modern challenges and empowers Church institutions to keep pace with our changing communities.

The SpiritLive Program

Church Resources, in conjunction with the Internet company FulfilNET, has developed SpiritLive, a unique on-line communication system that enables information to be distributed and shared with everyone involved in our community in the format they want to receive it. SpiritLive works by incorporating three forms of communication - a website, e-newsletters, and print communication - into one, easy-to-use system.

SpiritLive Website

SpiritLive gives you your own website on the Internet. We will build four pages of your website for you with information you provide in this booklet. You will automatically receive three additional pages -- one page that features regularly updated Catholic news, one page that features a "Saint of the Week" and a Gospel reflection, and one page that features information from your Diocese. These three pages will be regularly updated for you, so you can provide the best information to your community without any additional work! Once we complete your site, you will also be able to add up to three additional pages yourself for free -- giving you the freedom to expand your website to suit your needs.

SpiritLive E-newsletters

Because people often wish to receive important information directly via e-mail, the SpiritLive system will enable you to conveniently package information from your website into an e-mail newsletter. With just a few clicks of a mouse, you will be able to send the latest, up-to-date information and notices, via e-mail, directly to members of your community!

SpiritLive Bulletins

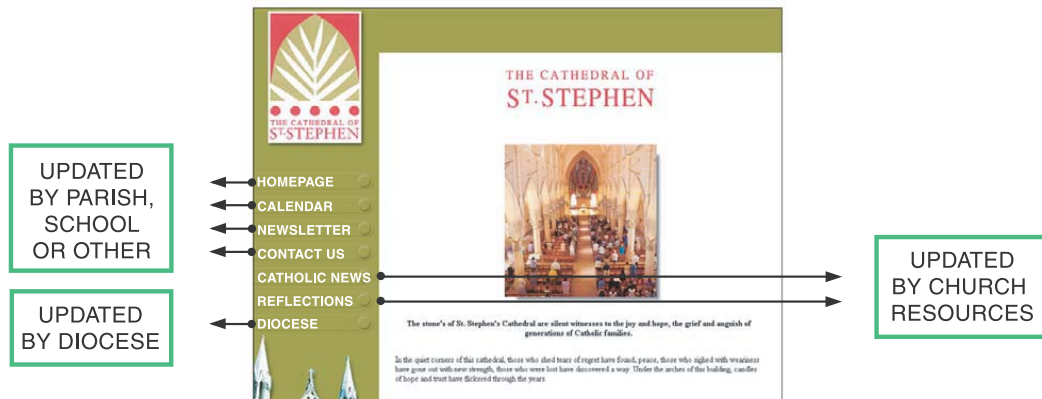
The SpiritLive system features a special function that formats information from your website into a Microsoft Word document, so you can print attractive handouts. If you prefer, the system also allows you to attach documents (such as weekly newsletters) to your website so your community can download them from your website. In this way, SpiritLive you reach your community over the Internet, as well as in print.

How does it work?

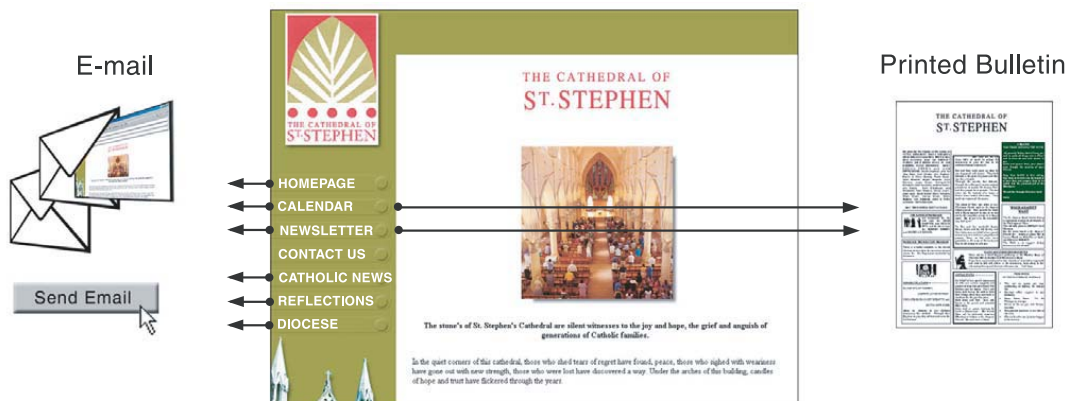
Church Resources has developed SpiritLive in a way that lets Church organisations take advantage of on-line communications without a major time or resource commitment.

To make it easy, FulfilNET, Church Resources' partner, will build your website with information you supply in this booklet. Just follow the simple instructions and return the booklet by post.

After your site is built, you will be able to update your local information either by your self or through a volunteer in you community.* All you need is an Internet connection and the ability to type and click!** Three of your seven pages will be updated every week for you, allowing you to provide a range of quality news and information to your community with no additional work.



In addition, sections of your SpiritLive site can be distributed directly to your community as an e-mail newsletter or exported to a print format so you can distribute your information as a traditional printed bulletin.



“SPIRITLIVE IS WORKING FOR OUR PARISH...

It quickly became a focal point for community communication and has been met with a great response from our parishioners. I simply love it.”

Gayle Anderson

Parish Secretary, St. Patrick's - Sutherland

*We will provide you a free tutorial over the phone after your site is built. Your website will start with 7 pages, but you will be able to add 3 additional pages yourself for free.

** In order to edit your site over the Internet, your computer should run Internet Explorer version 5.5 or above.

What do we get?

- Your own seven page website - built for you - that puts your Church organisation on-line in a convenient and cost effective way.
- Access to the comprehensive SpiritLive system that empowers you to easily and cost effectively reach out and connect to your community through on-line communication.
- Quality Church content from your diocese and Church Resources automatically updated on your site with no additional work for you to do!
- The ability to update your local news and information from almost anywhere with an Internet connection through an easy-to-use on-line editing tool - all you need to know is how to type and click!
- The ability to send direct, informative e-mail newsletters to your community with content automatically compiled from the important information contained in your SpiritLive site.
- A convenient system for creating professional looking printed handouts and bulletins.
- Your own unique SpiritLive e-mail account that gives you full e-mail interactivity with your community.
- Reliable hosting and customer service support.

And best of all - WE DO IT ALL FOR YOU!

How do I get started?

Just follow these three easy steps!

**STEP
1**

Provide us with your details

**STEP
2**

Compile your SpiritLive site by completing the easy-to-follow instructions contained in this booklet.

**STEP
3**

Return the booklet with your information to:
SpiritLive
First Floor, 36-42 Waterloo Rd
Macquarie Park NSW 2113

WE'LL DO THE REST!

Provide your Details

Are you a Parish School Hospital Other

What Diocese are you located in?

Are you affiliated with a religious order? No Yes

If yes, which one?

Name of School, Parish or Organisation:

Street Address:

Mailing Address:

Contact Person:

Position:

Phone:

Fax:

E-mail:

Important Information

Privacy of your information

Any information we receive about you will only be used to create your website. Church Resources and FulfilNET will not share this information with any unauthorized parties.

Important: Supplying correct material

Text you supply will be reproduced exactly as it is written. Please ensure that the information is correct, with no errors in wording or spelling and that your handwriting is legible. You may attach a typewritten sheet or a computer disk in Microsoft Word format if you prefer.

You can supply logos, graphics and photos of your parish, school or organisation in hard copy or on disk. All images must be large, clear, high quality pictures. If you want your logo in colour, please supply a high-quality copy.

Please label all hard copies on reverse (e.g. About Us image St Francis School)
All images supplied on disk must be clearly labeled and saved in either .jpg, .jpeg or .gif format.

Your SpiritLive Site Name

You will be provided a free SpiritLive name under the domain catholicau.com (for example: StBrigidsCoogee.catholicau.com). If we have already assigned a SpiritLive site name for you, it will appear below:

Your Assigned SpiritLive Name

_____ .catholicau.com

Alternative Site Name

If a name hasn't been assigned to you, or you would prefer a different site name you can choose it yourself, but please follow these guidelines:

1. Many institutions across the Church share similar names. Choose a name that will identify you uniquely. For example, a unique name for St. Brigids parish in Coogee might be "StBrigidsCoogee".
2. Use Only Letters, Numbers and Dashes. Do not use any periods or other symbols. If you wish to use a saint's name, either eliminate the period (StJoseph), use a dash (St-Joseph) or spell it out (SaintJoseph).

Preferred SpiritLive Site Name

_____ .catholicau.com

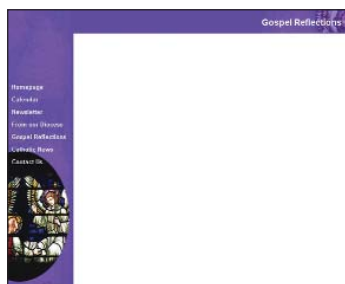
Already have a traditional Website?

If you would like us to make a link on your SpiritLive site to your existing website, please provide us with your existing site's address.

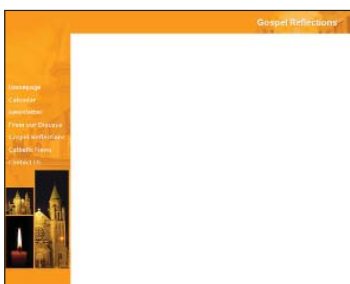
Your existing Site Name: _____

Compile your Website

This is a simple process of completing the pages that follow. Start by ticking the box of the style that you would like for the border of your SpiritLive site. For an updated list of available SpiritLive templates, please go to <http://www.spiritlive.info> and click on the link titled **Website Styles**. *If your chosen template does not appear here, please write the name of your choice on the top of this page.*



Angels



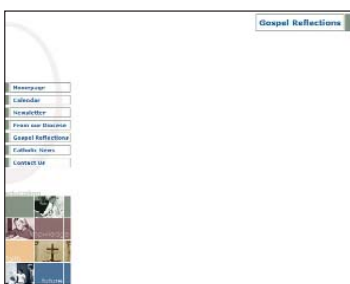
Cathedral



Church



Doctor



Education



Footprints



Good Shepherd



Holy Family



Jesus



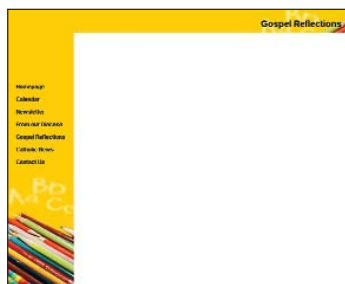
Mass Images



Mass Images (Blue)



Medical



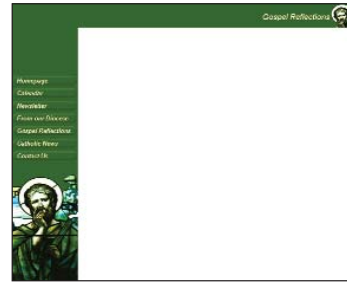
Pencils



Psalm Angel



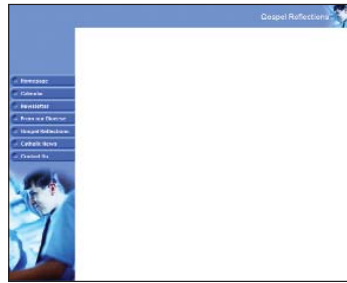
Psalm Sunset



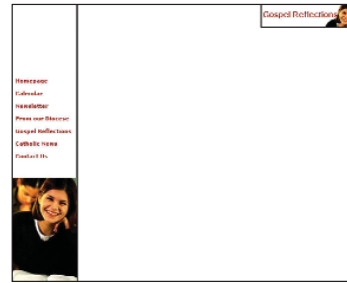
Saint



Saint (Blue)



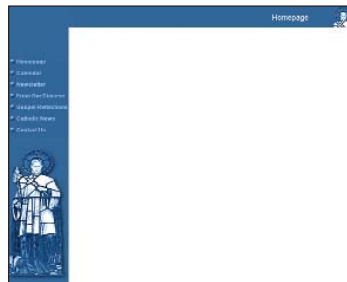
School Boy



School Girl



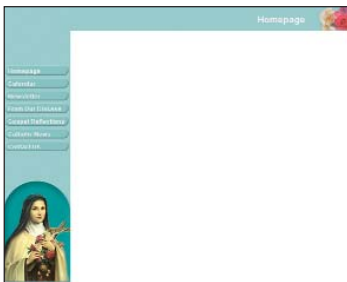
School Kids



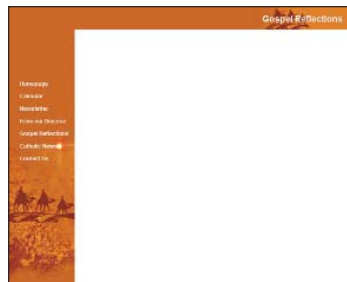
St Aloysius



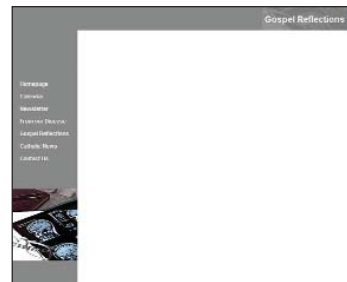
St Mary



St Terese



Three Kings



X-ray

Your Newsletter Page

It's a good idea to have a page on your site that is dedicated community notices. You can display up to 5 items with 1 image and up to 100 words each. You can also display 5 additional items without images. You may attach a typewritten sheet or a computer disk in Microsoft Word format if you prefer.

You can either complete this page OR attach a copy of your latest Newsletter, if you have one.

NEWSLETTER	
LOGO IMAGE REPEATED	Item 1 Title
	Item 1 Text
	ITEM 1 IMAGE
	Item 2 Title
	Item 2 Text
	ITEM 2 IMAGE
	Item 3 Title
	Item 3 Text
	ITEM 3 IMAGE

Your Newsletter Page

Additional news items.

	Item 4 Title	
	Item 4 Text	ITEM 4 IMAGE
	Item 5 Title	
	Item 5 Text	ITEM 5 IMAGE
Item 6 Title		
Item 6 Text		

Image 1 Name (e.g. news image 1)

Image 2 Name (e.g. news image 2)

Image 3 Name (e.g. news image 3)

Image 4 Name (e.g. news image 4)

Image 5 Name (e.g. news image 5)

If you have more news items to display, please attach an additional sheet.

Mail your completed Booklet back to us

Where to send the completed booklet and material:

SpiritLive
First Floor, 36-42 Waterloo Rd
Macquarie Park NSW 2113

What happens next?

After your website is built, we will notify you so you can review it on-line. You will be able to make one set of changes for free. In addition, you will also be notified about SpiritLive payment details. Some dioceses are arranging special payment options and we will confirm those arrangements with you after your SpiritLive site is built.

How will we access our SpiritLive site after it is built?

When we confirm the completion of your site with you, we will provide you with a login ID and password so you can gain access to the SpiritLive system and editing tools. We'll also give you a free tutorial over the phone. You will then be able to update your SpiritLive site and use its features with simple on-line editing tools.

We will also post a SpiritLive user manual at <http://www.spiritlive.info>. These will assist you in using SpiritLive. We will also periodically send you updates about new or improved SpiritLive features.

If you do not want to update your local SpiritLive content yourself, please call us at 02 8870 3343 for a free maintenance quote.

What if we need help?

If you still require assistance after you are on-line with SpiritLive, you will always be able to call Church Resources at 02 9439 2622 or SpiritLive at 02 8870 3343.

