

Our church's online identity: ownership worksheet

Domain Name (our website address)

Do we have our own domain? If so, what is it?

Where is it registered?

When does it next need renewed?

Who receives the billing notices? How much does it cost and how is it paid?

Is this in the regular operating budget?

What is the user ID and password and account number for the domain registry account?

Who has access to the above info?

Web site hosting

Where/how is our website hosted?

How long is the hosting contract for and when does it get renewed?

Who receives the billing notices? How much does it cost and how is it paid?

Is this in the regular operating budget?

What is the login user ID and password for managing the website?

Who has access to the above info?

Who knows how to update it? How do we reach them?

Email

If we have church email account(s), do we know what service provides them, how they are administered, paid for, etc.?

Facebook

Do we have a Facebook Page or a Profile or a Group? (you might have more than 1!)

What people are listed with Admin privileges on the Page?

If we have a Profile rather than a Page, what are the login details? Whose email is listed as the contact?

Do we have a credit card listed for boosting posts or making ads? If so, whose? How much are they authorized to spend?