



 THE CHURCH
OF ENGLAND

Diocese of Southwell & Nottingham

Design your Church Website

EQUIPPING PARISHES TO CREATE, SHARE, AND CONNECT

Table of contents

	INTRODUCTIONS	p3
01	SIGN UP	p7
02	CHOOSE YOUR TEMPLATE <i>SUGGESTIONS & AI BLUEPINT BUILDING</i>	p12
03	SET UP YOUR SITE STRUCTURE <i>ADD PAGES AND HOW TO VIDEOS</i>	p16
04	EDIT PAGE CONTENT <i>HOME PAGE & SECTIONS, ADDING BLOCKS, NAVIGATING EDIT TOOLS, FAQs, GIVING & GIFT AID</i>	p24
05	CUSTOMISE YOUR DESIGN <i>COLOURS, HEX CODES & THEMES</i>	p55
06	ADD A BLOG <i>PODCAST DISTRIBUTION AND UPLOADING & SHARING YOUTUBE VIDEOS/SERMONS</i>	p59
07	ADJUST SITE SETTINGS <i>WHATS IS SEO, THIRD PARTY TOOLS</i>	p73
08	LINK CHURCHSUITE <i>CONNECT CHURCHSUITE CALENDER, HOW TO EMBED LINKS</i>	p77
09	PREVIEW & TEST YOUR SITE <i>MOBILE MODE</i>	p80
10	CONNECT A DOMAIN <i>CUSTOMISE WEBISTE URL</i>	p82
11	CHOOSE PLAN & PUBLISH <i>WHAT PLAN TO CHOOSE/PRICING</i>	p84
12	WEBSITE MAINTENANCE <i>CONTACT PARISH COMMUNICATIONS ENABLER FOR SUPPORT</i>	p89

But I'm not 'Creative'

You might feel you're not creative or worried that building a website is too challenging—but it's not as scary as it seems. Everyone has creativity in their own way, and with a little guidance, you can do this! I'm here to help show you how, but more importantly, the why matters most.

We create websites because we believe in the power of communication—a responsibility to warmly welcome all people, fling wide the doors of the Church, and invite the Lord's children of every generation in. No matter your background or experience, together we can build an accessible, welcoming space that connects people to parish life, breaks down barriers, and helps rid the misconception that churches are distant or unapproachable.

Why Website ?

SHARE KEY INFORMATION

Service times, location, events, contact info, and ministries—your website becomes a central place for everyone to find what they need.

CONTACTABLE

Provide clear ways to get in touch email, phone, maps, and even contact forms for prayer requests or pastoral needs.

WELCOME NEWCOMERS

Most people search online before visiting a church. A website helps you make a good first impression and share what your parish is all about.

REPRESENTATION

To Quote 'It's Facebook, not poster book'—a place where people can see the life, the people, and the joy of your church - representing different generations and stories

ENABLE ONLINE GIVING

Offer a secure, convenient way for people to donate and support the church from anywhere.

PEEK IN THE WINDOW

People are curious, and your website is often the first place they'll "peek in the window" to see if your church could feel like home.

Stay Relevant in a Digital World

Today, nearly every aspect of life—communication, learning, giving, and even community—is shaped by the digital world. When your parish has an active, up to date website, you're showing that the Church is not only present in the digital space but also welcoming and responsive.

A strong online presence helps the Church stay connected with:

- Younger generations who expect information to be easily found online
- New families moving into the area who search for local parishes on Google
- People returning to their faith, looking quietly online before reaching out
- The homebound or isolated, who can attend Mass virtually and stay part of the community
- Volunteers and supporters, who want to know your mission and how they can get involved

While not everyone—especially older generations—may use websites frequently, having at least a basic online presence is essential. A simple, easy-to-use site with maps, contact info, and service times helps people find and connect with your parish.

Introduction



SQUARESPACE

to Squarespace

Squarespace is an all-in-one website-building platform that empowers users to create and manage professional-looking websites—no coding or technical expertise required. Squarespace makes it easy to build stunning websites. You don't need to worry about HTML, CSS, or backend setup—just choose a template, customize it to your style, and launch. The platform also includes AI-powered design support to help bring your vision to life even faster.

Squarespace is a great option for churches that want a clean, easy-to-manage website to connect with their community, share messages, and encourage giving—all without needing technical expertise.

Step

1

Lets get started Sign Up

Follow these steps, using the screenshots to visually guide you through the instructions and website settings step by step.

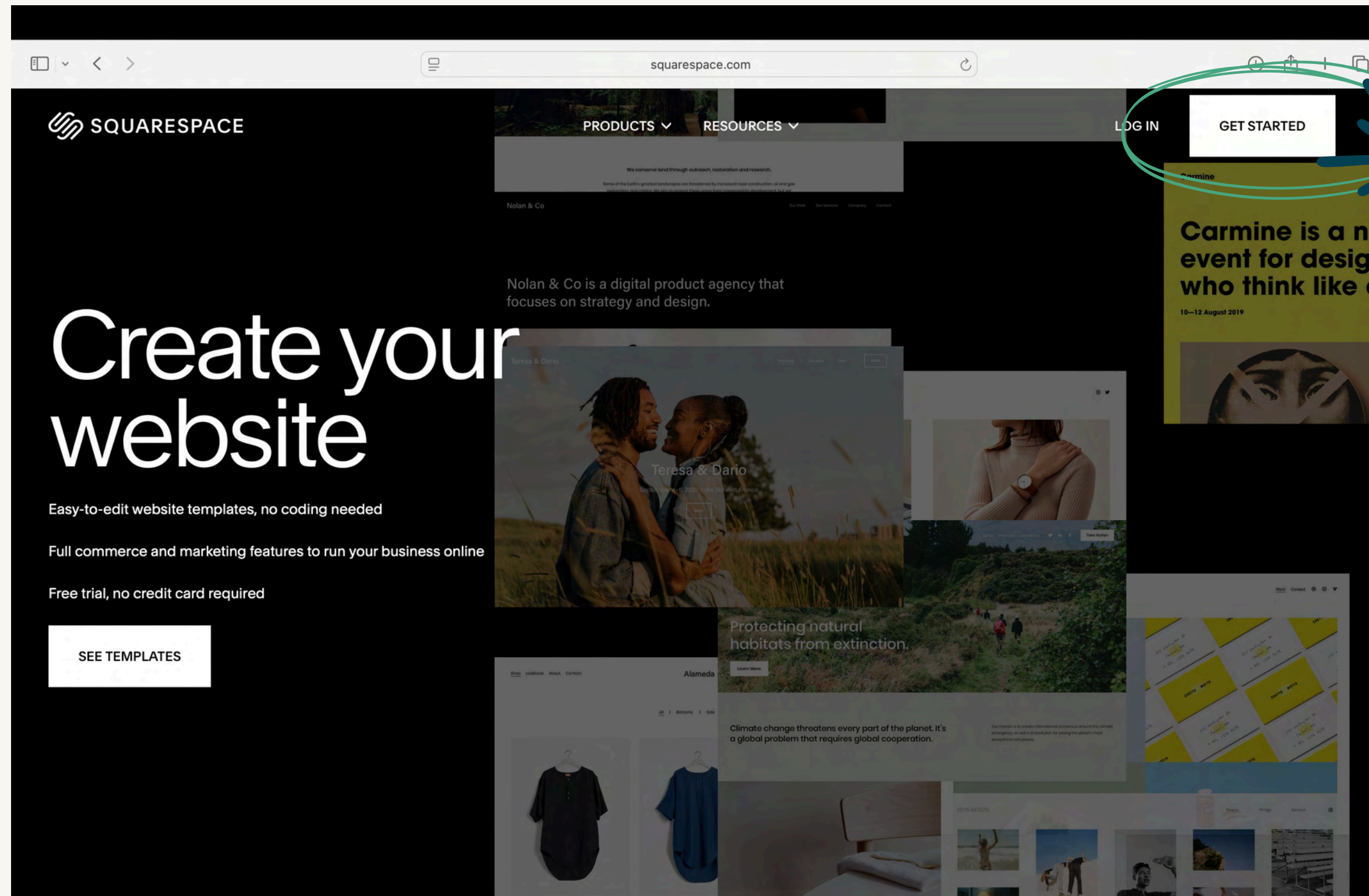
1. Sign Up or Log In
2. Go to <https://www.squarespace.com>.
3. Click "Get Started" or "Login" if you already have an account.
4. Create an account using email, Google, or Apple login.



There will be TOP TIPS throughout the presentation, so keep an eye out!



SQUARESPACE

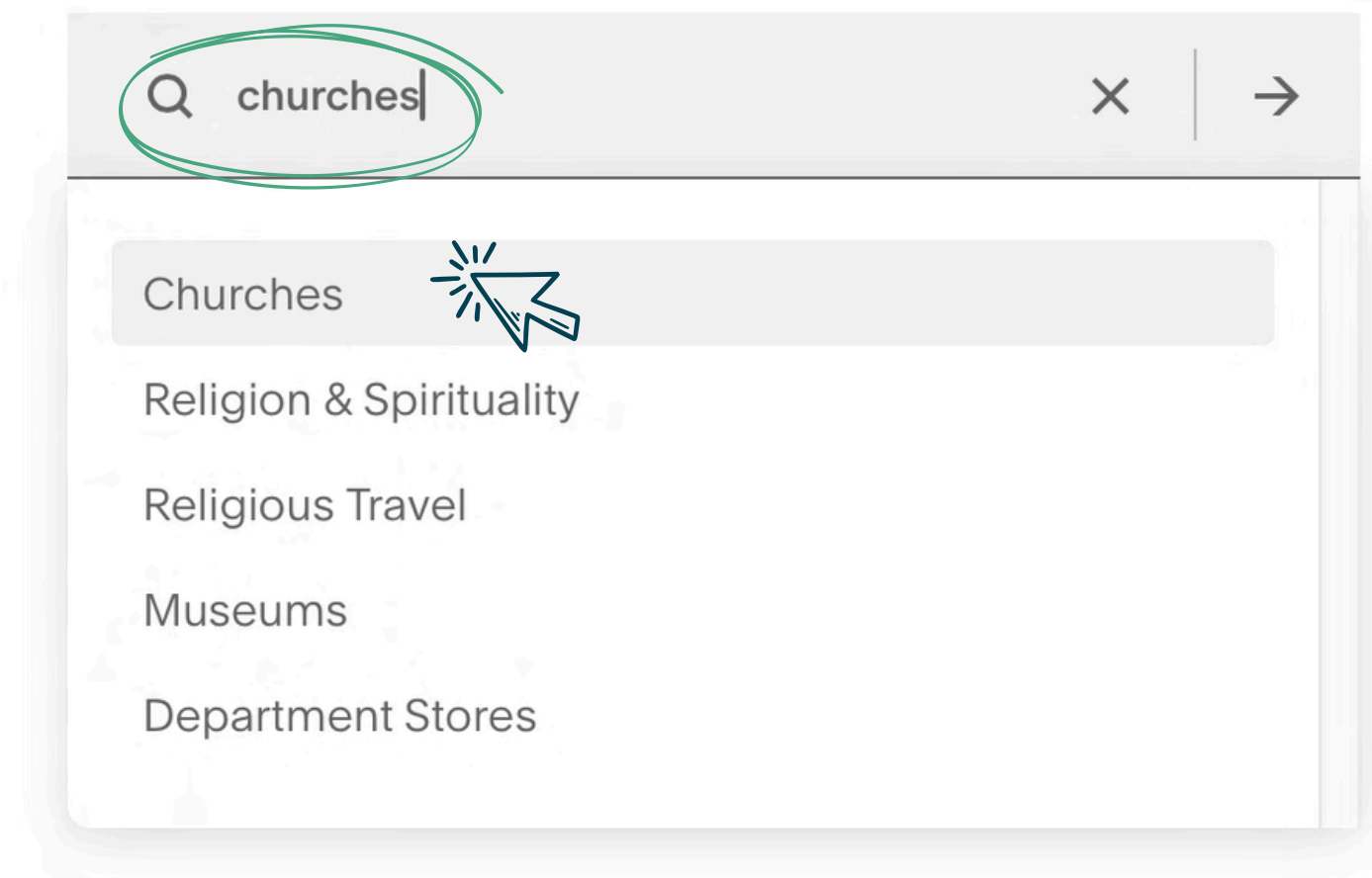


Let's get you started — search for 'squarespace.com' in your chosen search engine, open the official site, and then select 'Get Started.'

When asked 'What is your site about?' you'll see many options to choose from. Selecting the 'Church' category will help organise and categorise your site correctly, making it easier for visitors to find and understand its purpose

STEP 1 OF 3

What's your site about?
We'll tailor content and advice to your site needs.



STEP 2 OF 2

What do you want to do with your website?

<input type="checkbox"/> Publish a blog or other media	<input type="checkbox"/> Get appointments
<input type="checkbox"/> Sell on-demand videos	<input type="checkbox"/> Sell online courses
<input type="checkbox"/> Sell access to group events	<input type="checkbox"/> Showcase work/expertise
<input type="checkbox"/> Sell services	<input type="checkbox"/> Send invoices
<input checked="" type="checkbox"/> Build community	<input type="checkbox"/> Offer a contact form
<input type="checkbox"/> Promote a physical business	<input type="checkbox"/> Collect donations
<input type="checkbox"/> Sell memberships	<input type="checkbox"/> Sell products

Select as many or as few options as you like here. This section can help automatically build pages for you, but you will still need to edit and customise them to suit your needs

Create Your Account



By creating an account, you agree to our [Terms of Service](#)
and have read and understood the [Privacy Policy](#).



Continue with Google



Continue with Apple



Continue with Email

MORE OPTIONS



Where possible use a generic email address for the account such as the Church iCloud or Media email address for accessibility.

Choose your Template

Step

2

1. You'll be prompted to choose a template (theme).
2. You can:
3. Filter by website type (e.g., Portfolio, Blog, Store).
4. Preview templates before selecting one.
5. Click "**Start with [Template Name]**" once you choose.

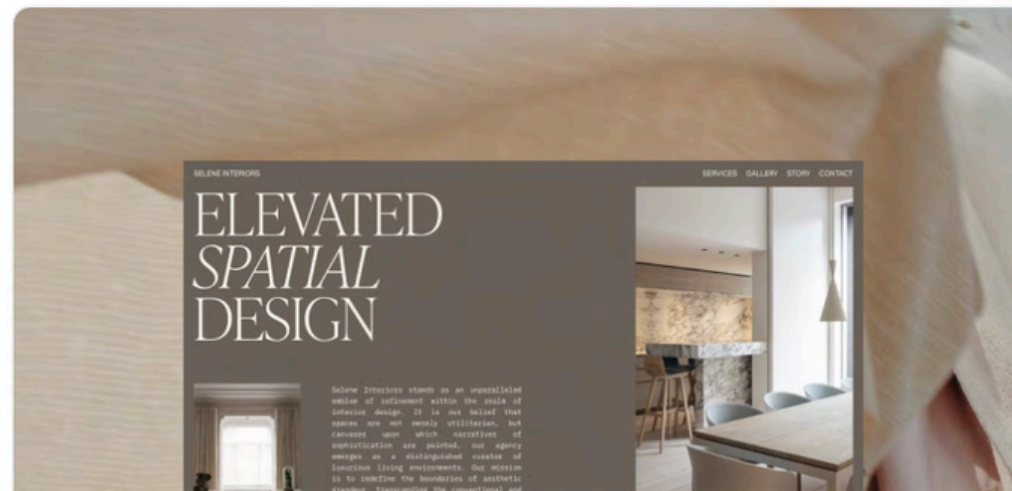
Note: Templates are customizable, so don't worry about picking the "perfect" one.



SQUARESPACE

STEP 3 OF 3

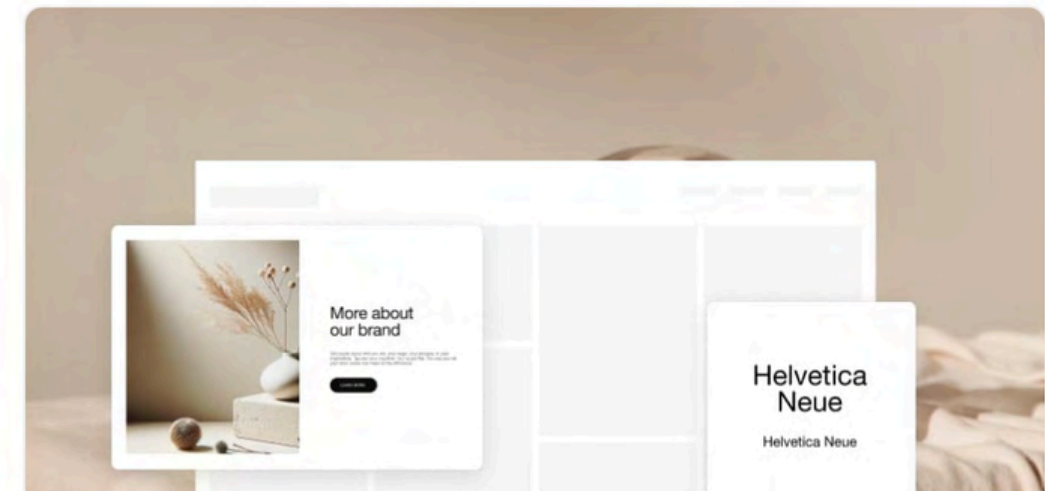
How would you like to start building your website?



Designer Templates

Choose from a curated set of professionally designed website templates.

Choose a Template



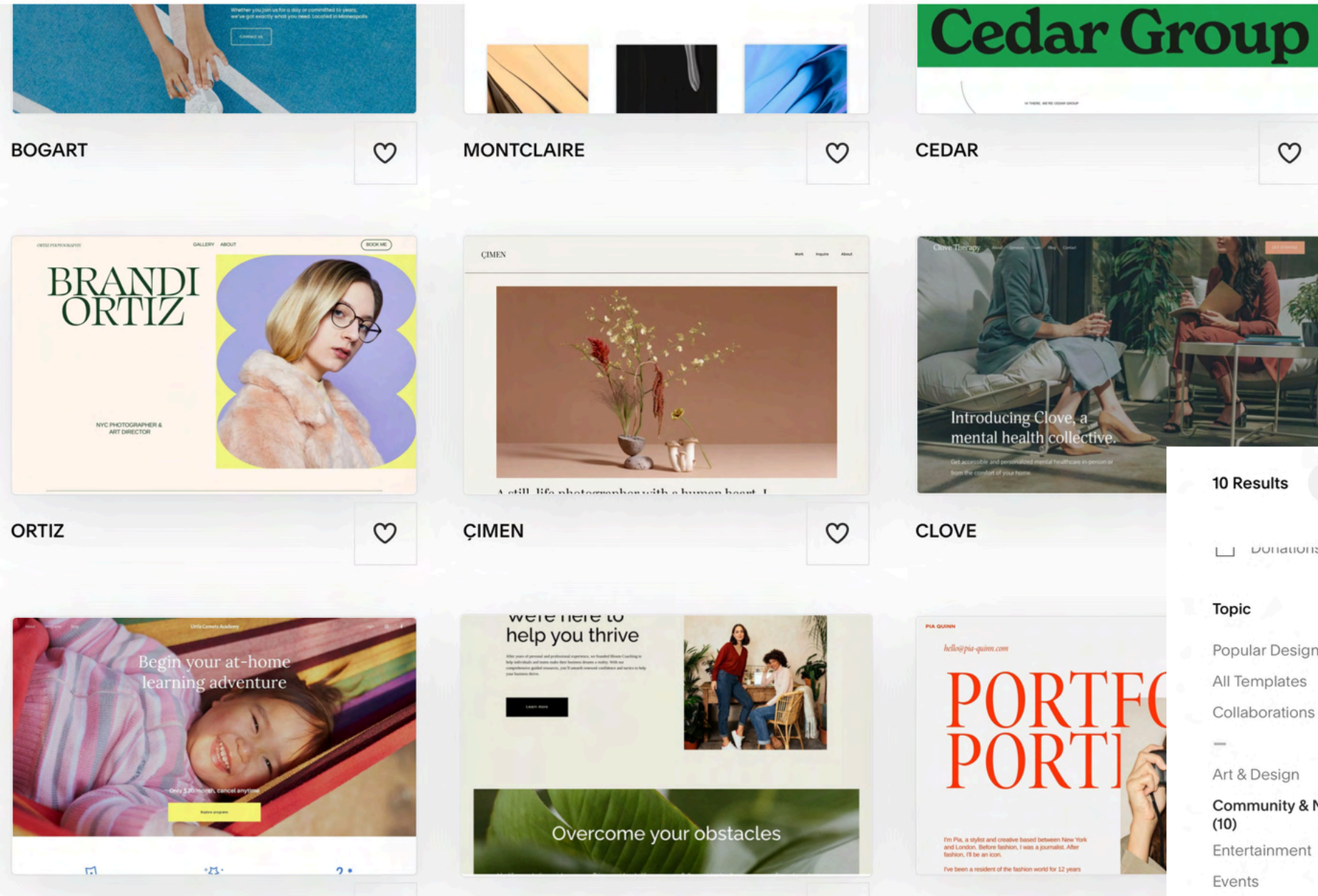
Blueprint AI

Build a custom website guided by Squarespace Blueprint AI.

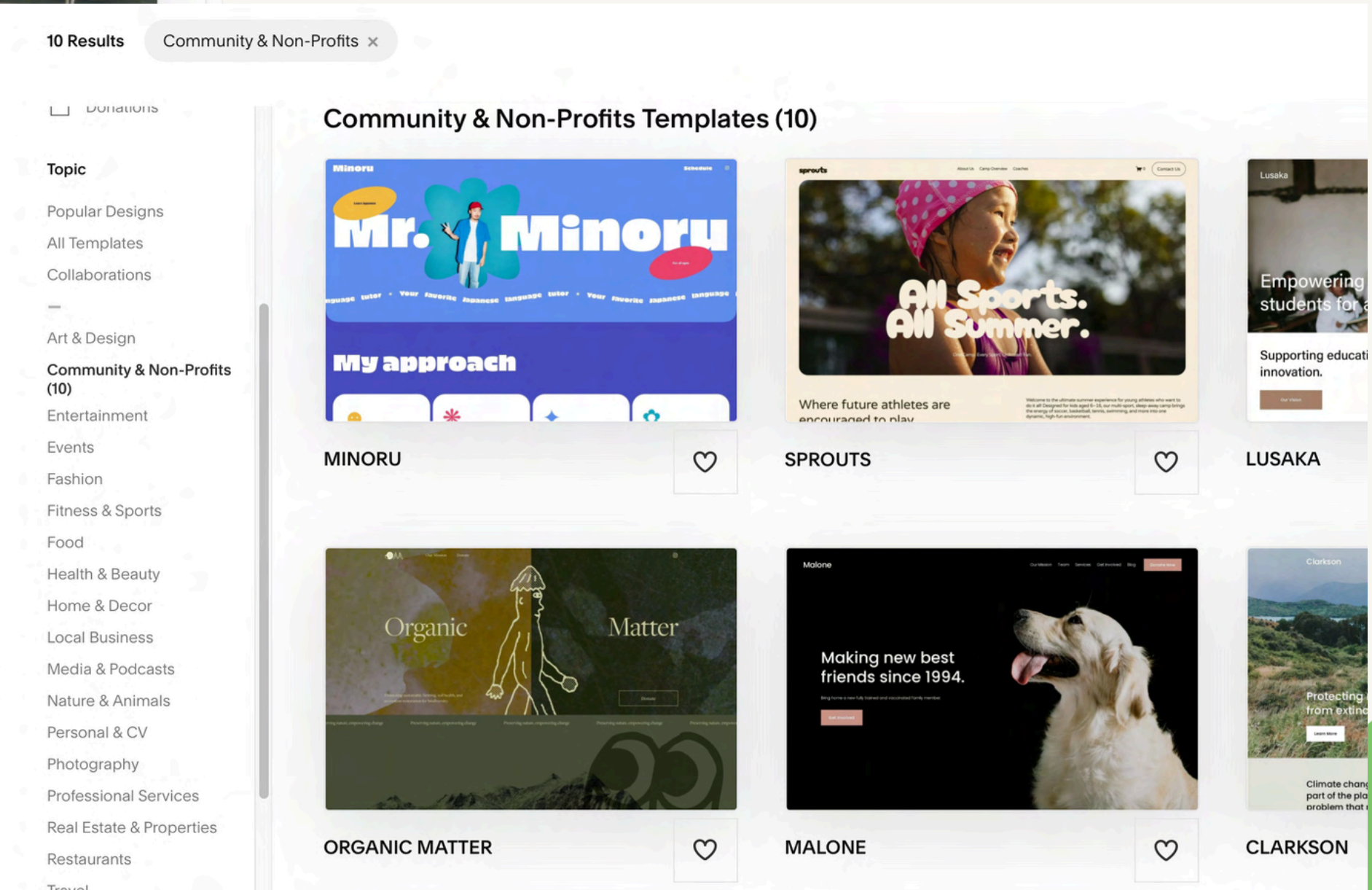
Build a Template



Squarespace offers a 'Build with Blueprint AI' feature that walks you through every step. You don't have to use it, but it's a helpful tool if you want guidance through every section.



If you choose to build it yourself using a template, Squarespace will give you lots of options, and your page will look something like this...



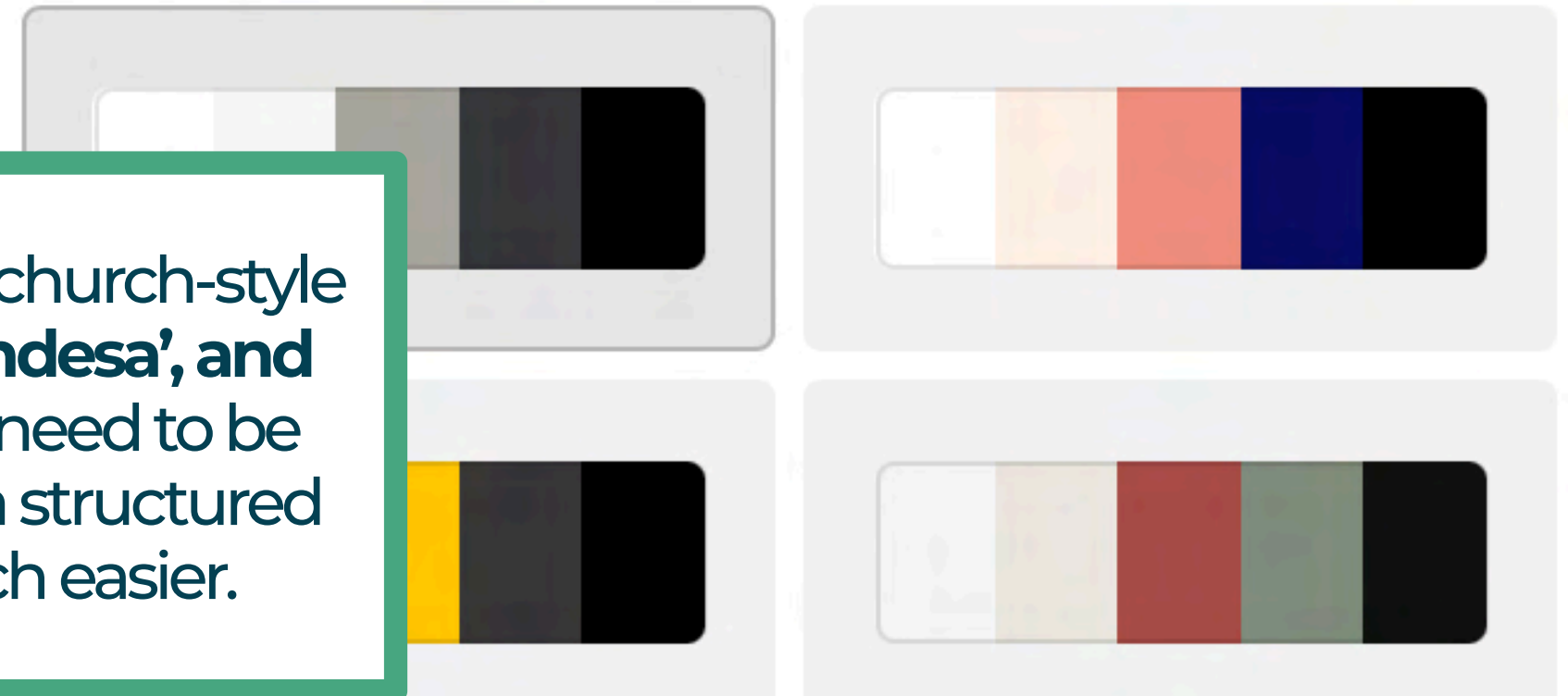
You can change elements later in the process, but picking a template that best matches the style of your church's branding will make your job a lot easier.

Continue to customize styles, add features, and more when you start a trial.

START WITH THIS DESIGN



SAMPLE COLOR PRESETS



Some template suggestions that work well for church-style websites include **'Clove'**, **'Colima'**, **'Cedar'**, **'Condesa'**, and **'Selene'**. All of these are fully editable and will need to be customised to suit your site, but starting with a structured design can make the building process much easier.

Set Up Your Site Structure

Step

3

1. Set Up Your Site Structure
2. Name your site when prompted (can be changed later).
3. Navigate to Pages from the left-hand sidebar.
4. You can:
 - a) Rename, delete, or reorder default pages.
 - b) Add new pages like Home, About, Services, Blog, Contact.
 - c) Choose page types: Blank, Cover, Blog, Store, etc.



SQUARESPACE

Your Setup Guide will keep you on track for setting up your website before publishing, with everything you need, so keep checking in with your progress -

The screenshot shows the Squarespace website setup guide interface. On the left is a navigation menu with the following items: Home (underlined), Website, Products & Services, Content & Memberships, Scheduling, Donations, Invoicing, Email Campaigns, Contacts, Analytics, and Finance. At the bottom of the menu are icons for 'EO', a question mark, a grid, and a gear.

The main content area is titled 'Get started' and contains several progress cards:

- Set up your website**: 0% progress, with a dropdown arrow on the left and a progress indicator on the right.
- Personalize your site header and logo**: 0% progress, with a right-pointing arrow.
- Customize your brand style**: 0% progress, with a right-pointing arrow.
- Modify SEO for search**: 0% progress, with a right-pointing arrow.
- Set up to sell group events**: 0% progress, with a right-pointing arrow.
- Start collecting donations**: 33% progress, with a right-pointing arrow.

Below the progress cards is a section titled 'Learn the basics' with links for 'Website', 'Group Events', and 'Invoicing'.

On the right side of the interface is a preview of the website. The preview shows a header with 'Your Site Title' and a navigation menu. The main content area features a large image of a forest with the text 'Starts With You' and a 'Learn More' button. Below the image is a paragraph of text: 'We conserve land through outreach and restoration. Some of the Earth's greatest landscapes are threatened by increased road construction, oil and gas exploration, and mining. We protect these areas from inappropriate development, but we cannot achieve our goals alone. Find out how you can help.' A 'Private' lock icon is visible on the right. Below the text is a section titled 'Your Site Title' with the URL 'bugle-platinum-gy88.squarespace.com'. At the bottom of the preview are two buttons: 'GET A CUSTOM DOMAIN' and 'PUBLISH YOUR SITE'.

Enter Edit mode and start designing !





Personalize your site header and logo



Your Site Title

EDIT SITE HEADER

About News Read Me Login

Take Action

Take Action

EDIT HEADER & LOGO

Hover and click anywhere in your site header to start editing.

1 OF 1

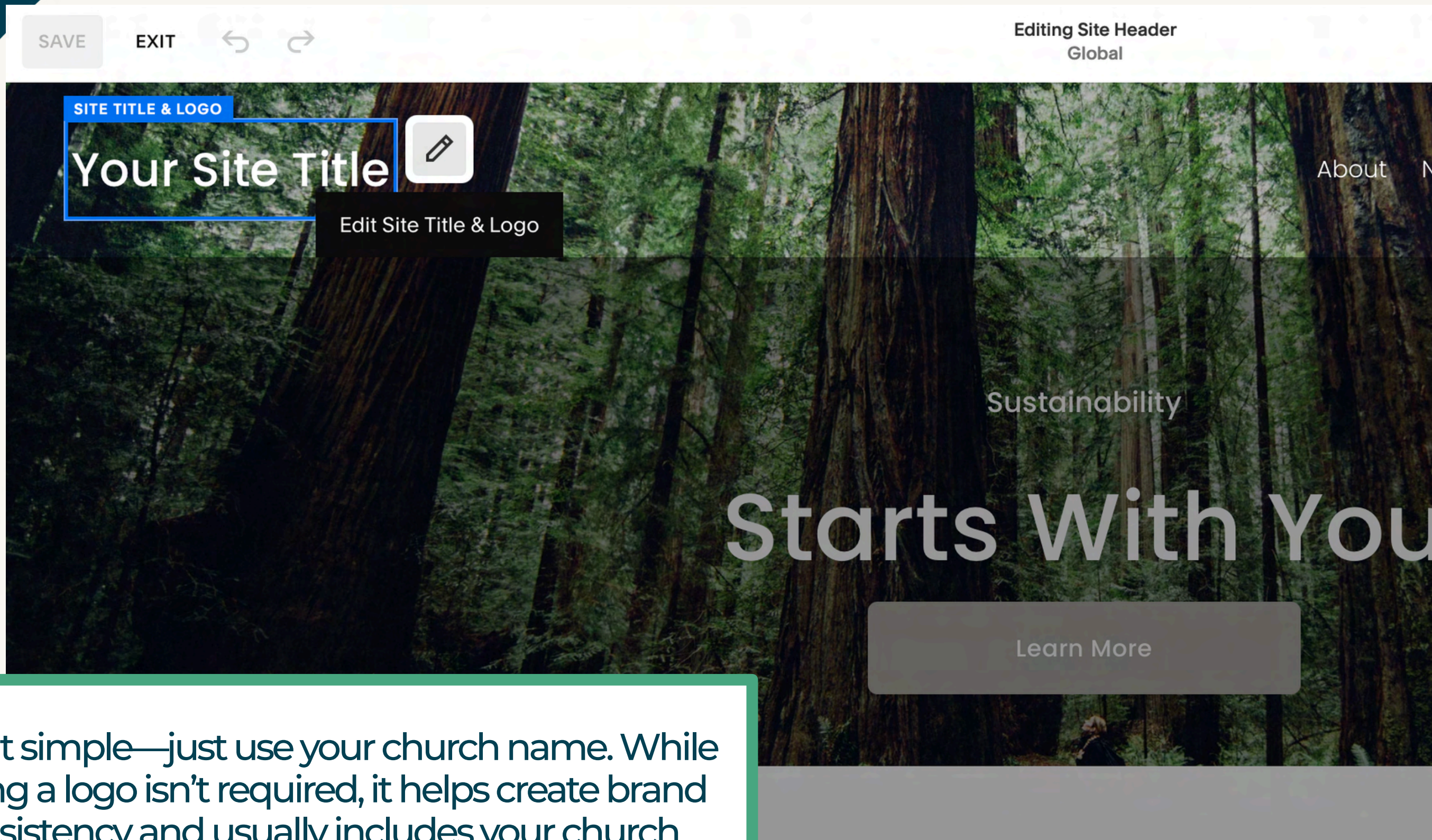
SHOW ME



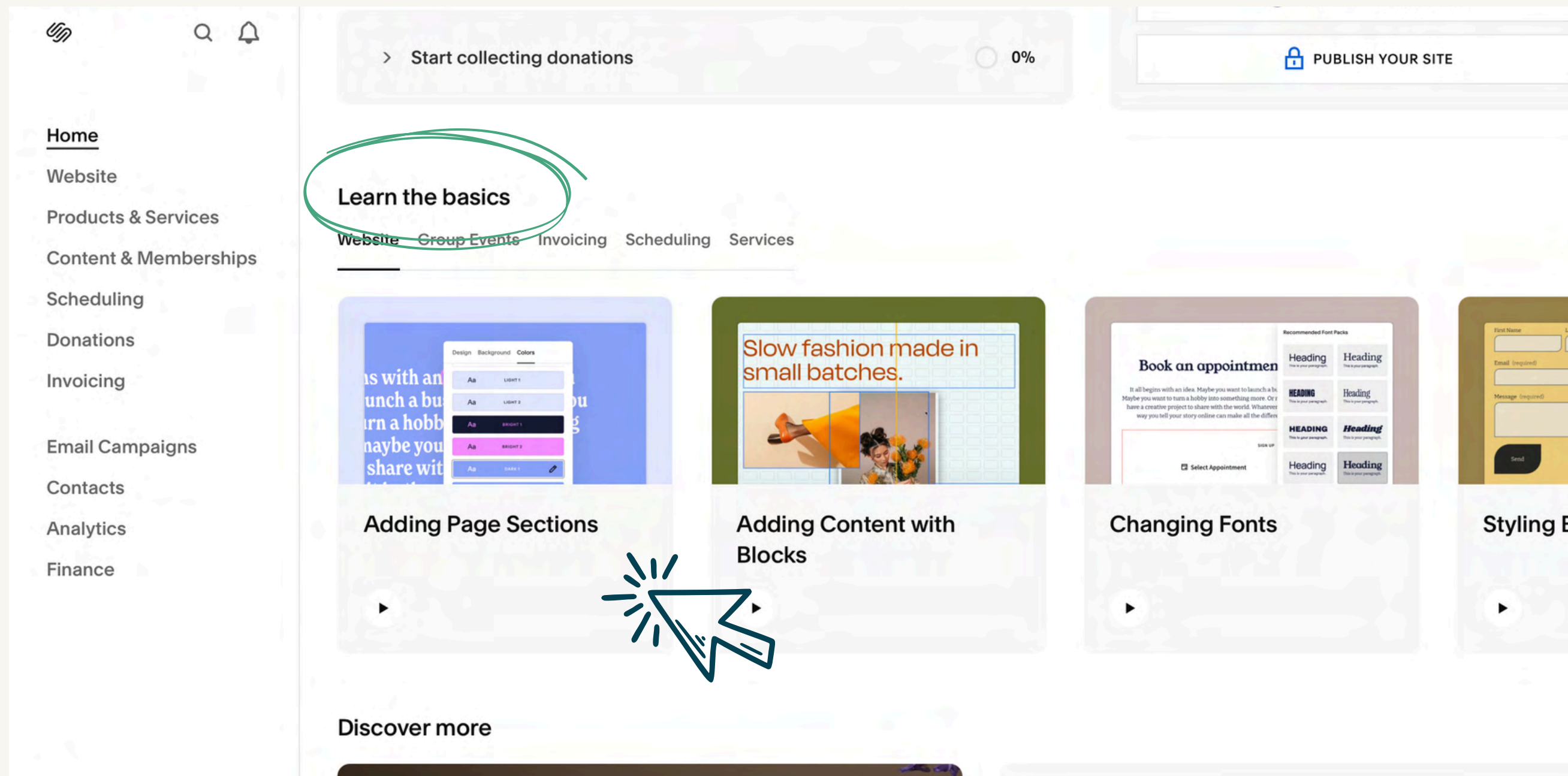
Squarespace gives you pop-up help throughout your setup process, such as this one

Spread the Word





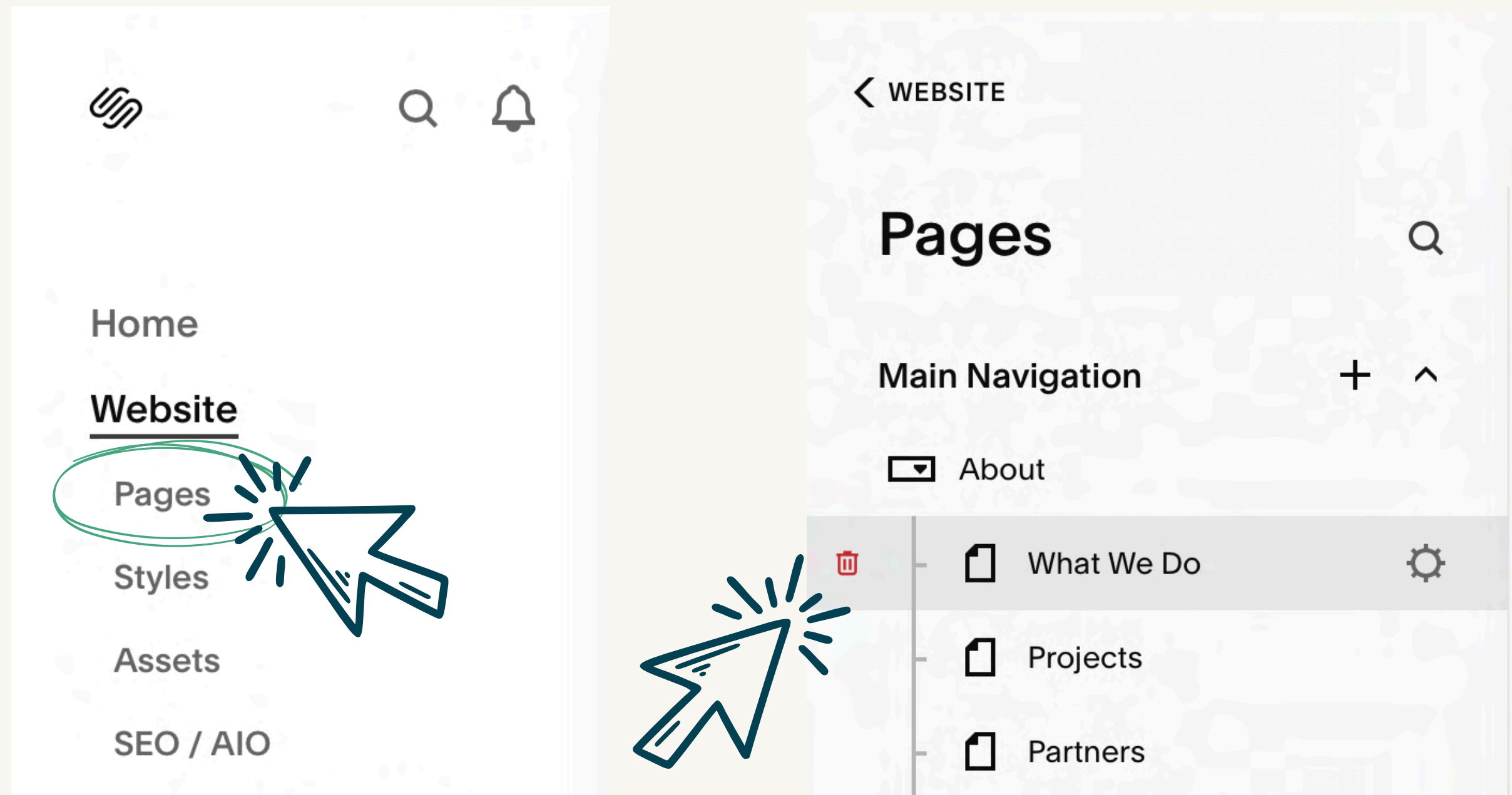
Keep it simple—just use your church name. While adding a logo isn't required, it helps create brand consistency and usually includes your church name, so there's no need to add a separate title.



There are additional resources you can access - short 'how-to' videos demonstrating the basics of editing your website. These are found in your 'Setup Guide'.

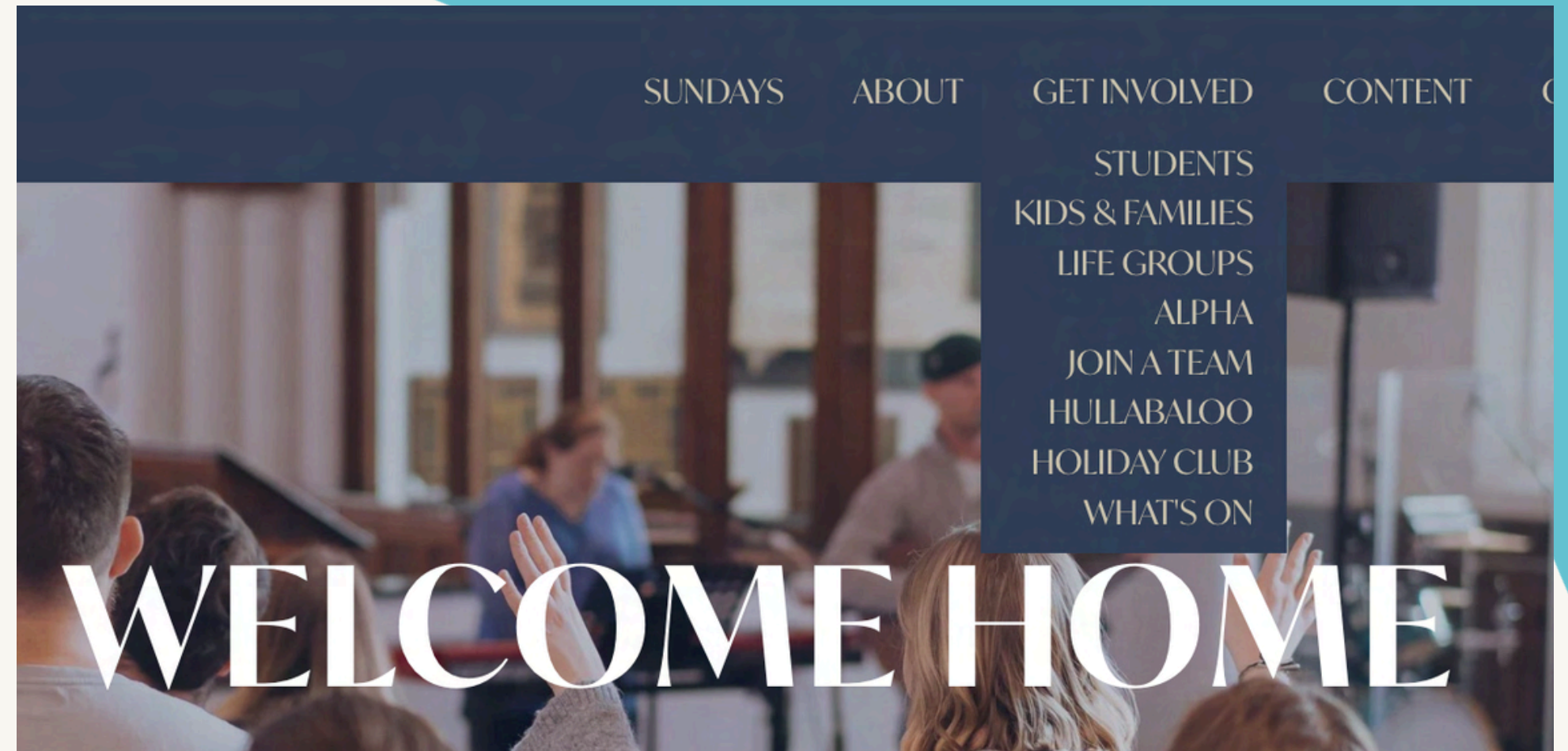
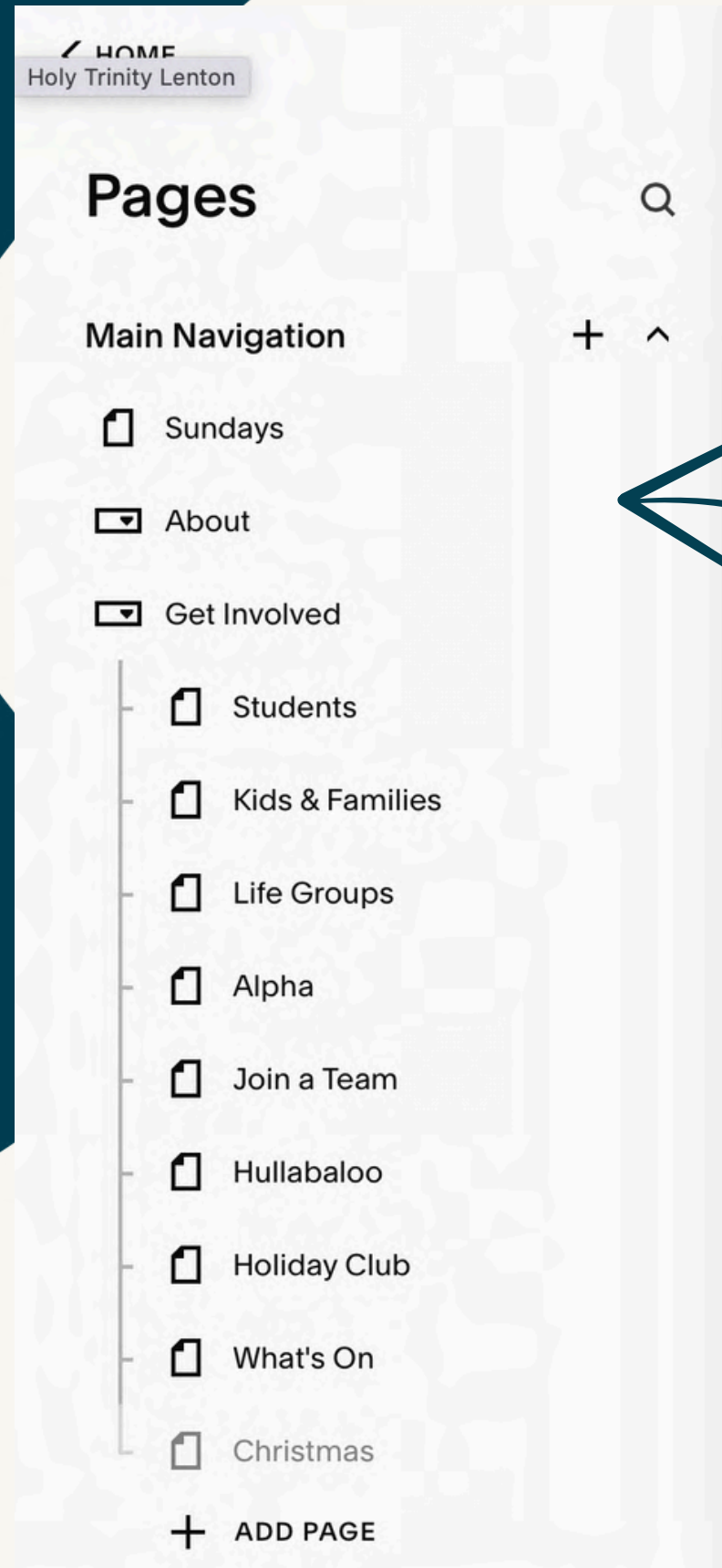
PRO TIP
Use service page layouts to give in-depth details c

Exit **'EDIT'** mode and Navigate your **'Pages'** from the left-hand sidebar.



You can:

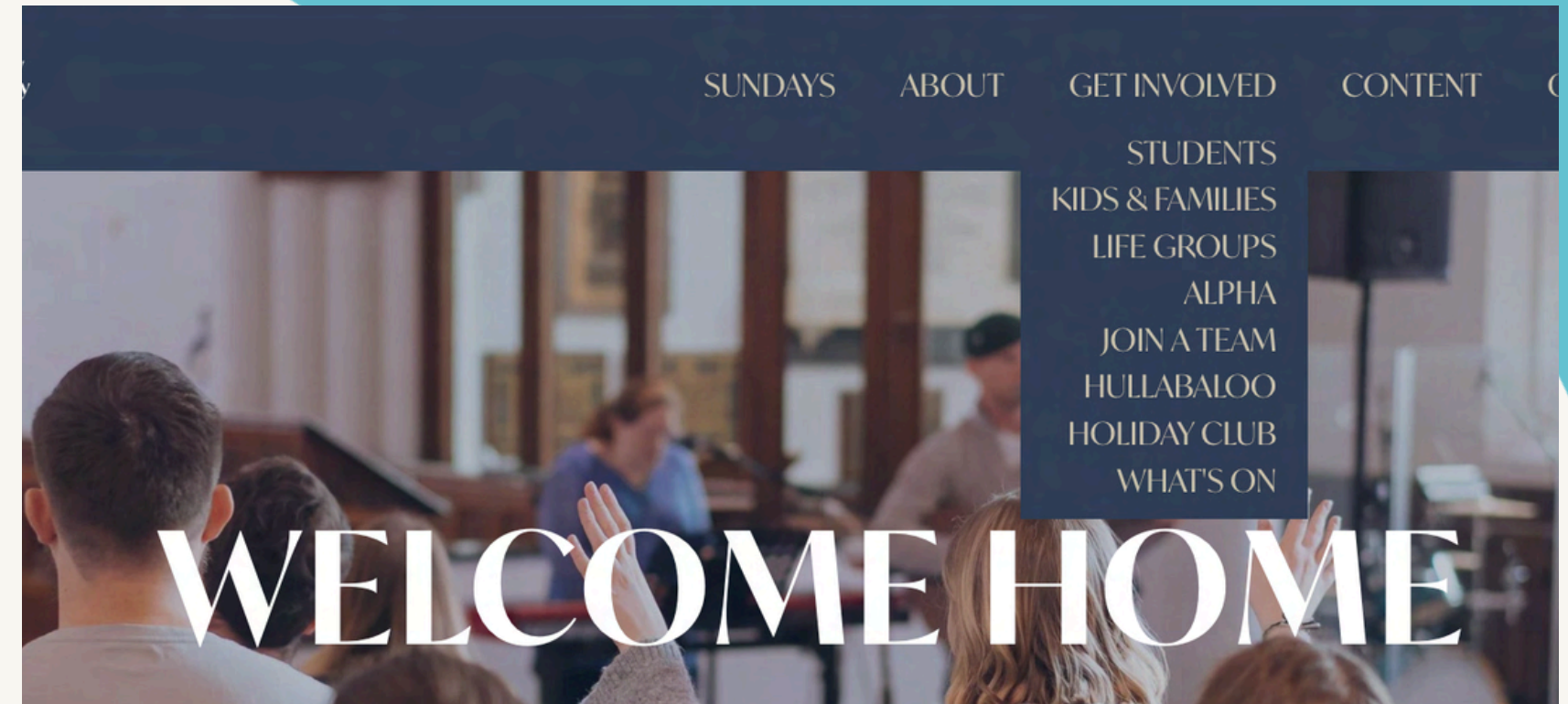
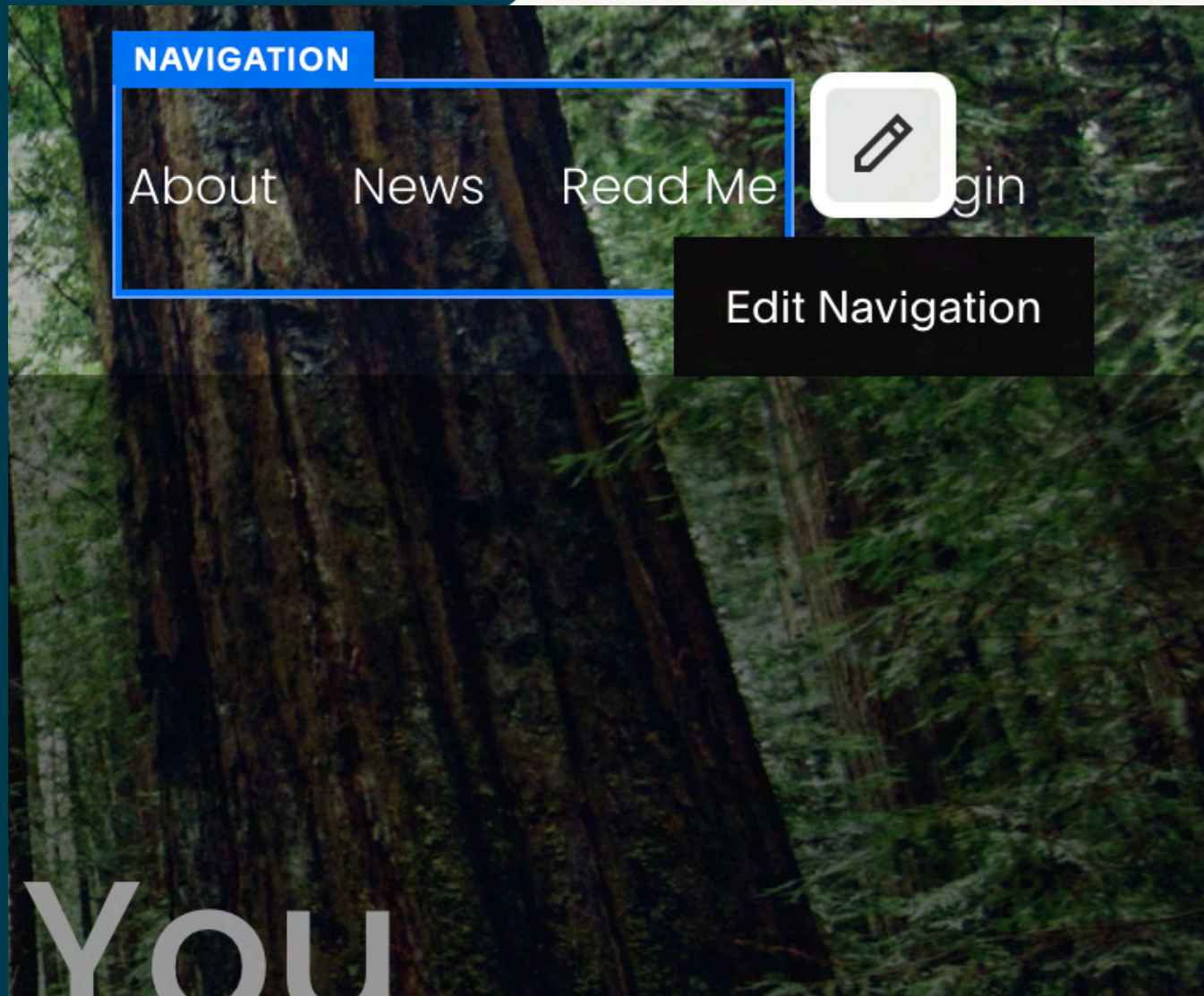
- Rename, delete, or reorder default pages by dragging them up and down .
- Add new pages like Home, About, Services, Blog, Contact.
- Choose page types: Blank, Cover, Blog, Store, etc.



Here's an example of some pages you could have for your church from Holy Trinity Lenton - which displays like this on the website when published -



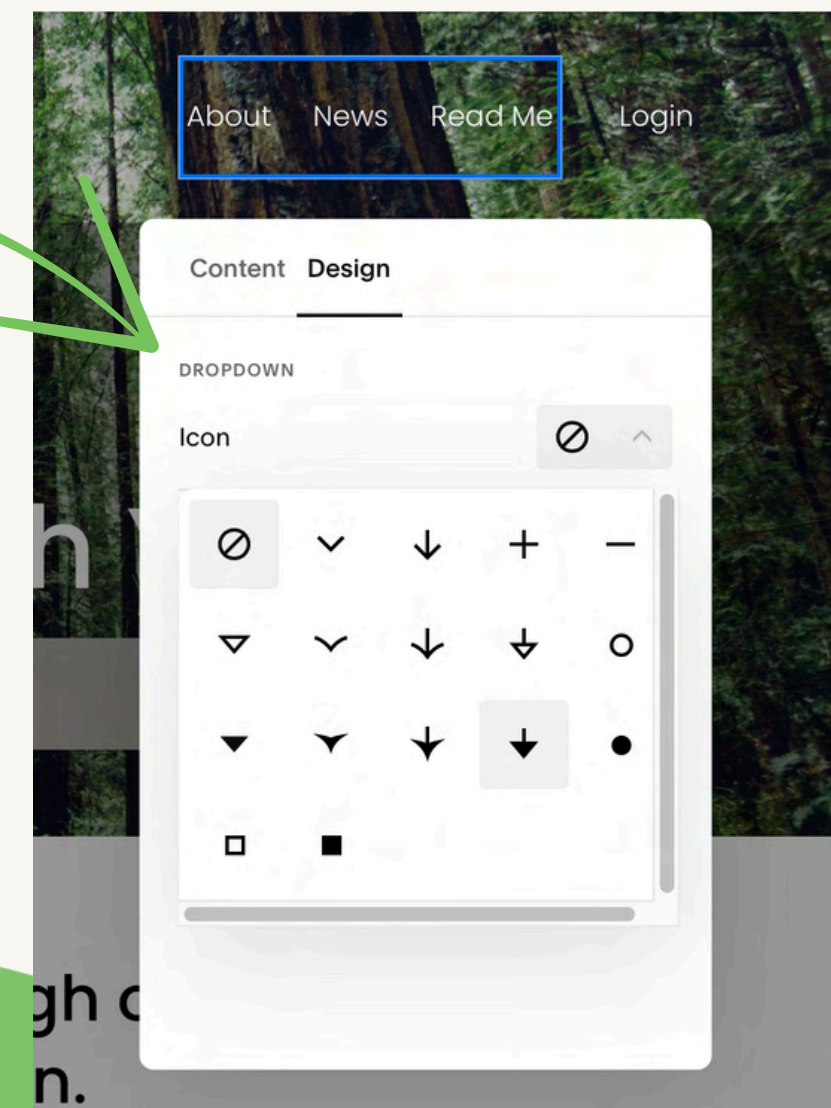
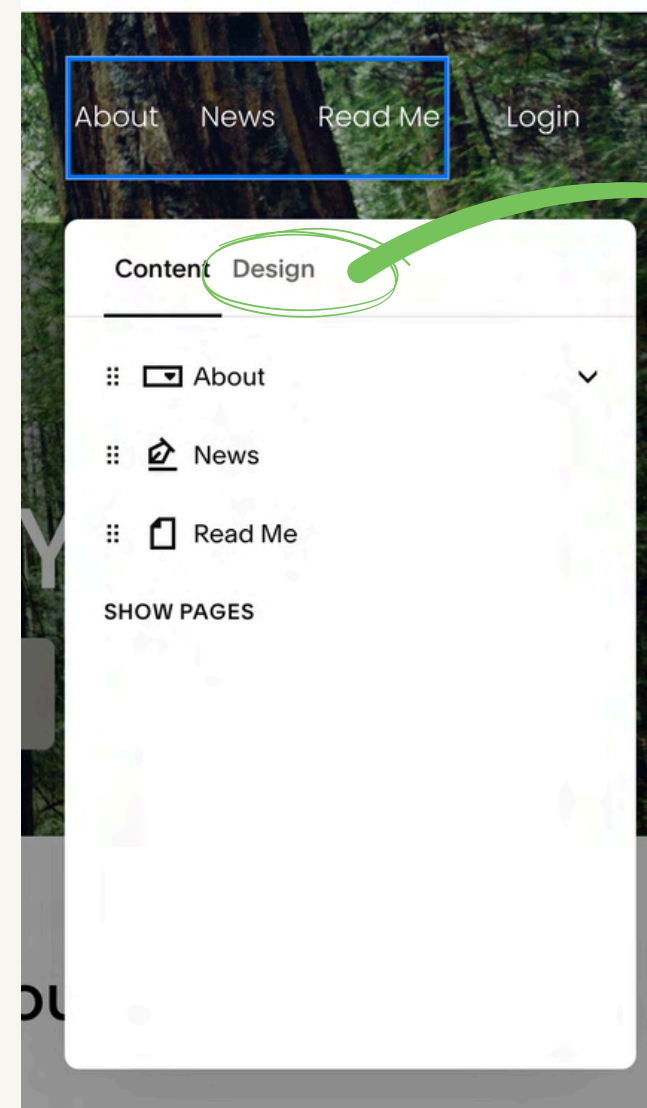
These pages make your events easily accessible and allow website visitors and existing congregation members to get connected into the life of the church.



You're able to edit how your pages drop down on your website



Make sure you're in '**EDIT**' mode by clicking the top left corner and '**SAVE**' the changes you make before exiting edit mode.



Edit

Page Content

Step

4

1. Go to Pages → Click a page → Click "Edit".
2. Click "+" (Add Block) to insert elements:
3. Text, Images, Buttons, Forms, Video, Gallery, etc.
4. Use drag-and-drop to rearrange blocks.
5. Click "Done" → "Save" when finished editing a page.



SQUARESPACE

Home Page & Sections

The homepage or landing page has a **huge job** — it needs to clearly show what the site is about, make navigation obvious, load quickly, look good (especially on mobile), and give a reason to click through to other pages.



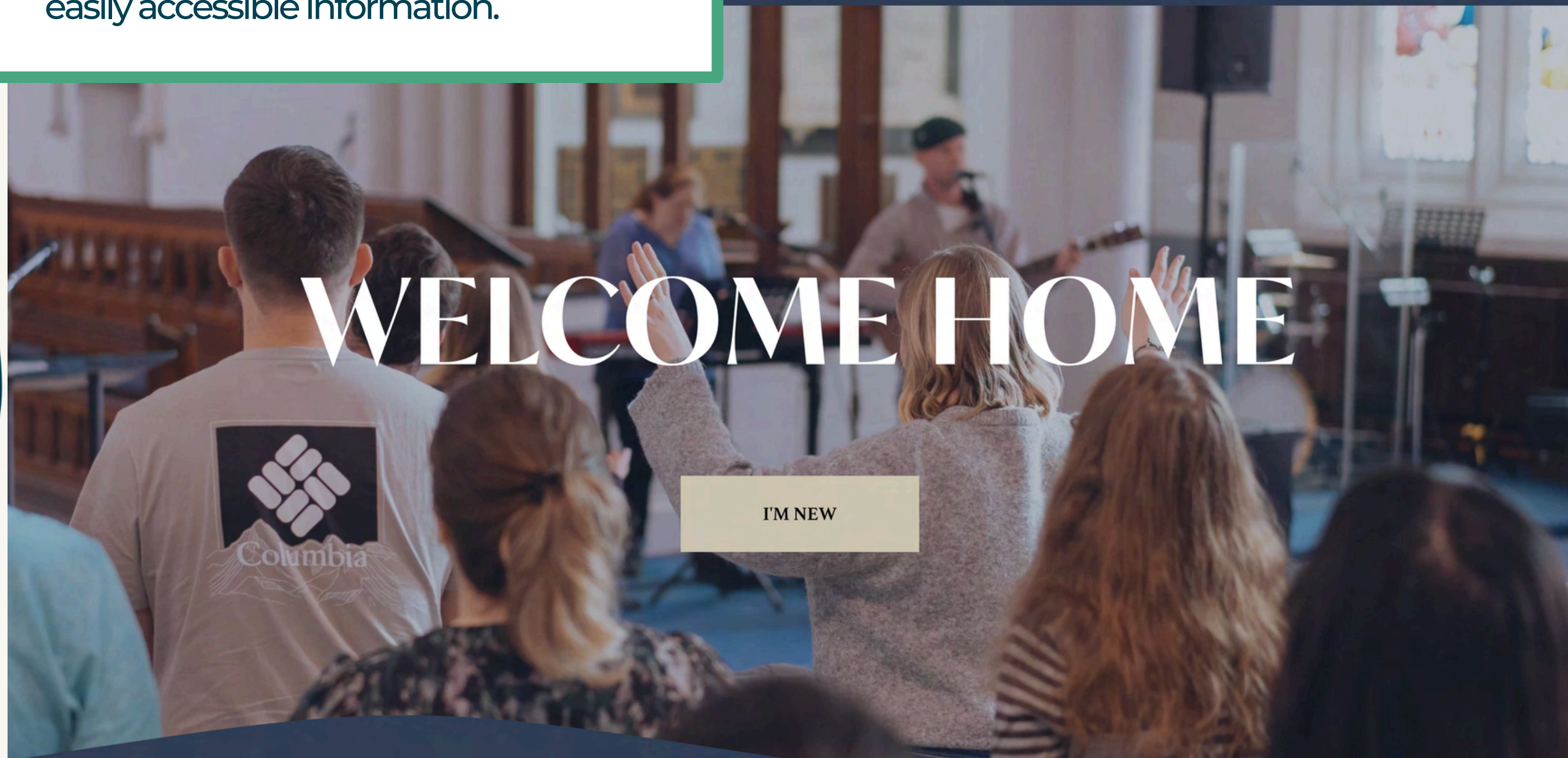
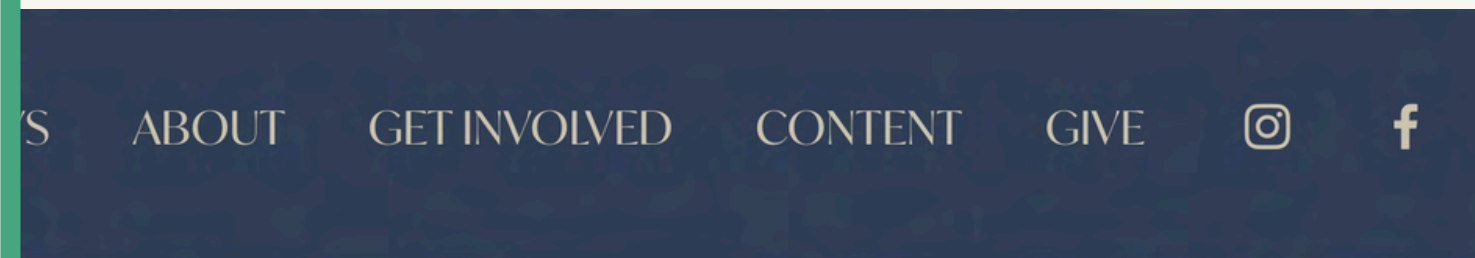
SQUARESPACE

Key Elements of your Home Page

- **1. Church Name & Logo** : Clear branding so visitors know they're in the right place
- **2. Welcome Message / Tagline** : A short, friendly sentence that shows your heart or mission
- **3. Service Times & Location** : Visible without scrolling , and Include address, Google Map link, and parking info if needed (Add 'Map' Button)
- **4. Call-to-Action** - Buttons Examples: "Plan a Visit", "Watch Online", "I'm New", "Give"
- **5. Navigation Menu** : Easy links to key pages: About, Ministries, Events, Contact, etc.
- **6. Photo or Video Banner** - High-quality image or video of real people from your church (Give people the 'Peek in the window' and make sure you demonstrate diversity)
- **7. Upcoming Events or News** : Quick highlights to show what's happening (Link your church suite calendar)
- **8. Online Service Link (if applicable)** : Watch live or catch up on recent sermons
- **9. Contact Info / Footer** : Email, phone, social links, and basic site links (footer appears on every page, not just the homepage)
- **10. Mobile-Friendly Design** - Most visitors will come from phones — make sure it works smoothly



Your home page is your most important page - **63.86%**, of visitors leave after viewing only one page. So you want your Home page to have quick and easily accessible information.



Your Site Title

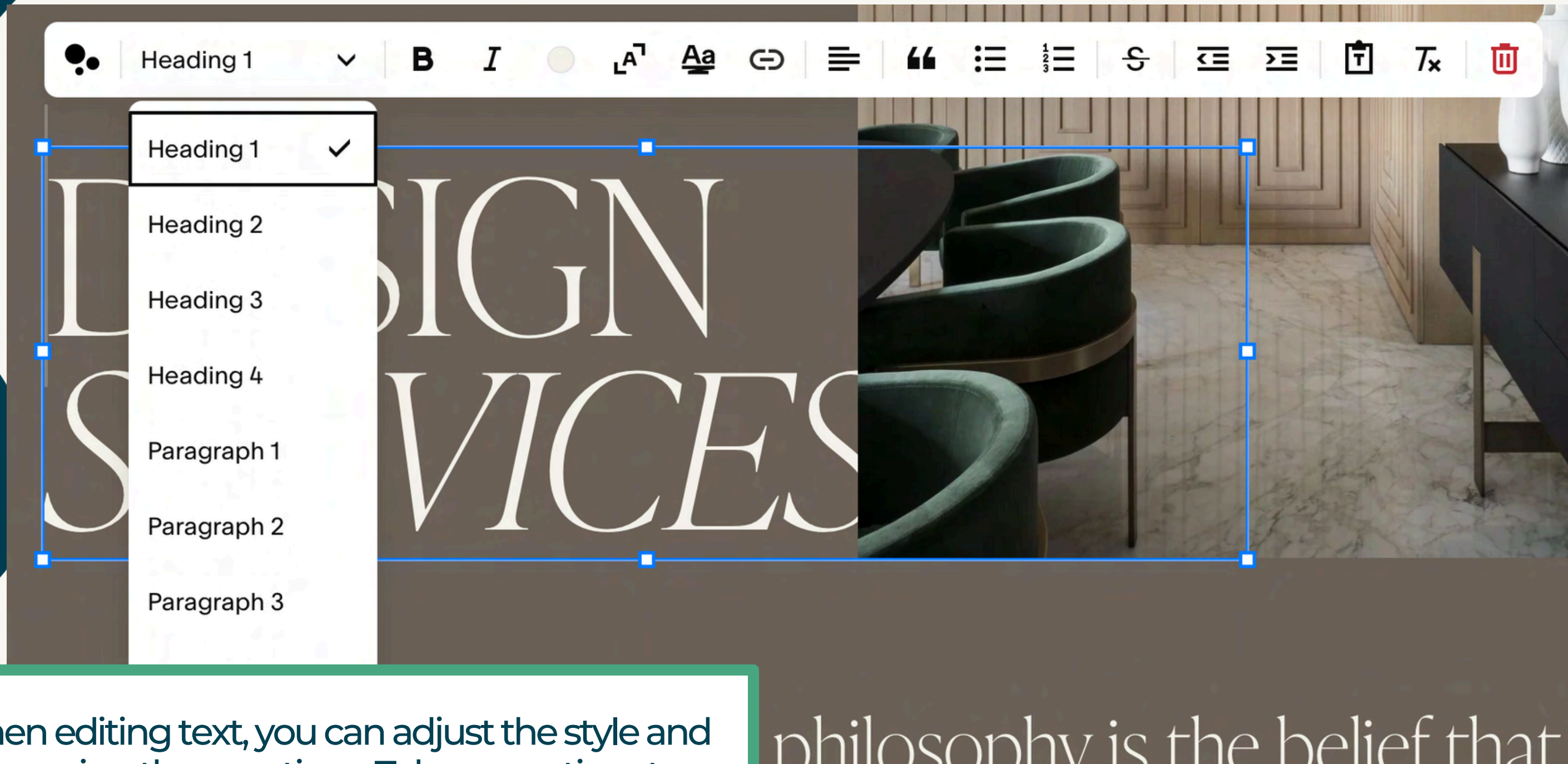
About Contact

Who we are

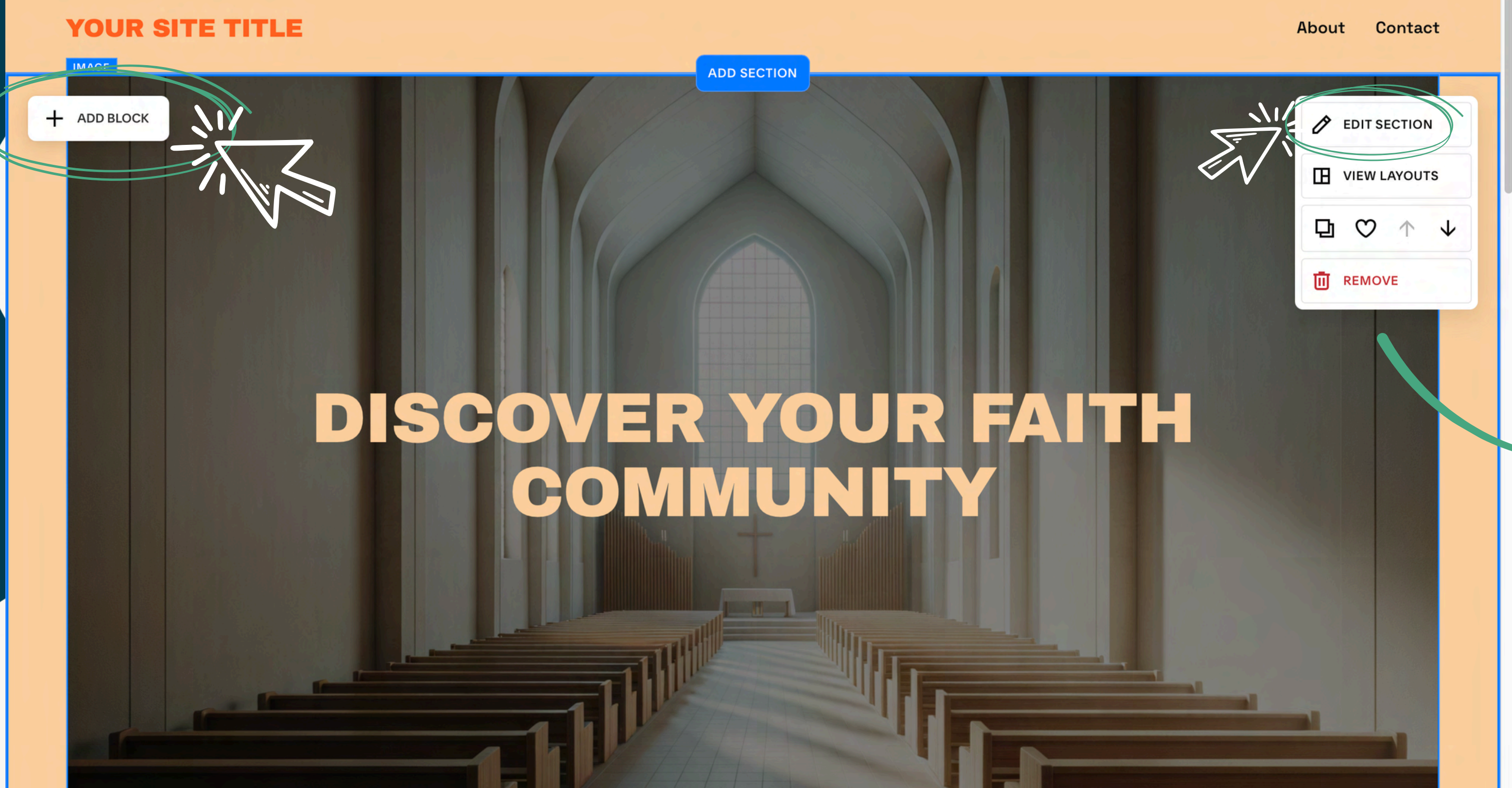
Welcome to our church community, where spiritual growth and meaningful connections flourish. Experience insightful worship, vibrant fellowship, and opportunities to engage with compassionate service.



It's **essential** to customise the text and photos in the template to suit your specific church before publishing.



When editing text, you can adjust the style and size using these options. Take some time to explore what looks best and fits your church's tone. Keep it simple and consistent—clarity is key.



Add some blocks, images, view alternative layouts - find what fits for you! Make it your own

Here, you can change the design, background image, and colour variation for each section. This helps create visual contrast between sections, making the layout clearer and easier to navigate.

The image displays three panels of a design tool interface, each with a different tab selected and highlighted by a green circle and a blue starburst icon.

- Design Panel:** Shows settings for grid layout, including Row Count (19), Gap, and a Fill Screen toggle. It also includes a Styling section with a Divider toggle and an Anchor Link field with the placeholder "#Add name".
- Background Panel:** Features tabs for Image, Video, and Art. The Image tab is active, showing a dashed box with a plus sign and the text "Add an Image 20 MB max". Below this, there is a "BACKGROUND WIDTH" section with "Full Bleed" and "Inset" options.
- Colors Panel:** Contains a text prompt: "Select a color theme for this section. To change a theme's colors, visit the [Color Theme Editor](#)." Below this are six color theme options, each with a preview box containing "Aa" and a label: "LIGHTEST 1", "LIGHTEST 2", "LIGHT 1", "LIGHT 2", "BRIGHT 1", and "BRIGHT 2". The "LIGHT 1" option is currently selected and has a pencil icon for editing.

YOUR SITE TITLE

About Contact

IMAGE




ADD SECTION

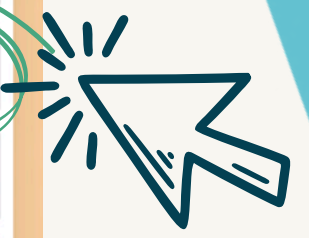
+ ADD BLOCK

- EDIT SECTION
- VIEW LAYOUTS**
- 📄 ❤️ ⬆️ ⬆️
- REMOVE

DISCOVER YOUR FAITH COMMUNITY

Layouts

- DISCOVER YOUR FAITH COMMUNITY 
- DISCOVER YOUR FAITH COMMUNITY 
- DISCOVER YOUR FAITH COMMUNITY 

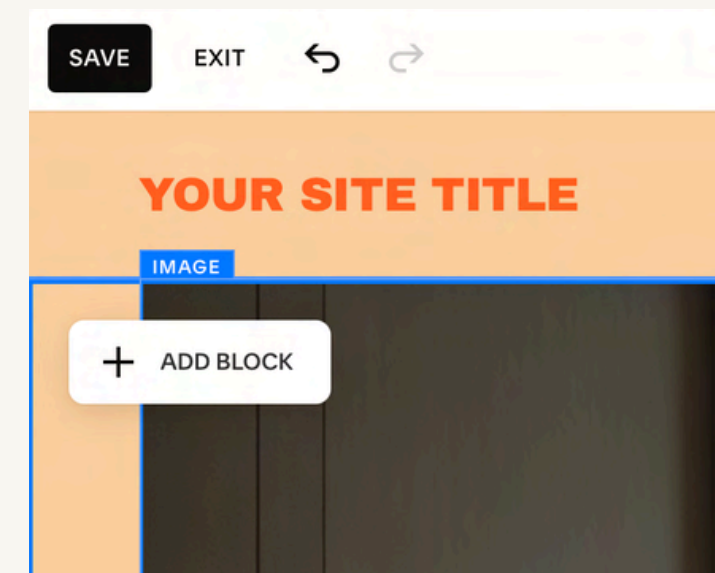


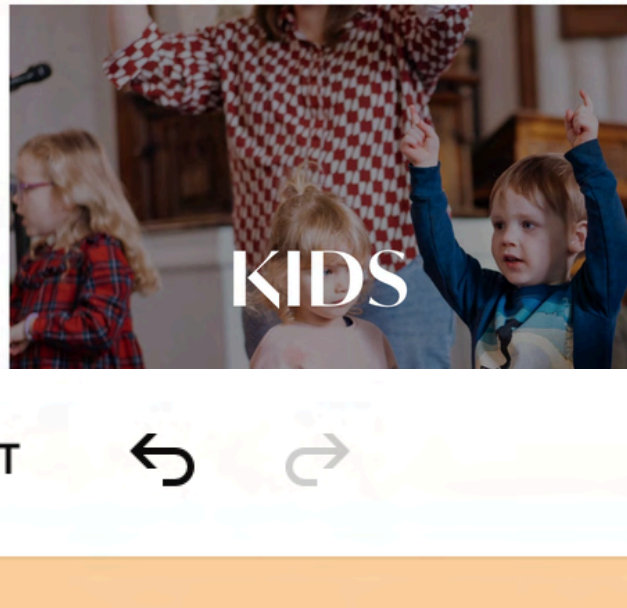
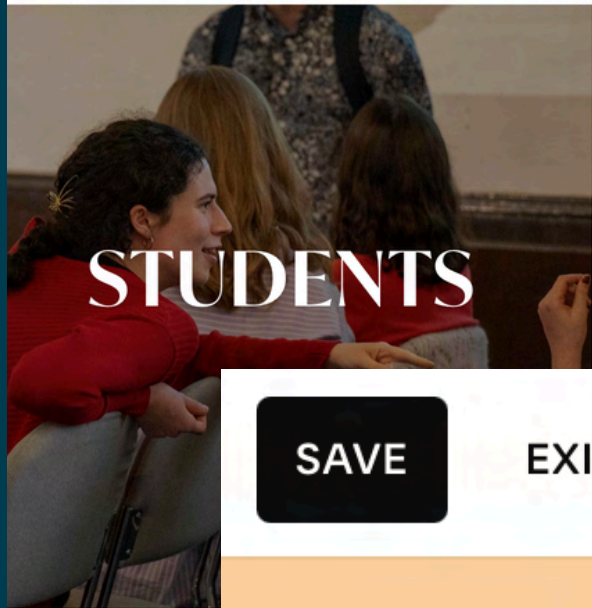


Here are some examples of page **“Sections”** and **“Blocks”** that create easy access to event pages and demonstrate that the church is active and open. We want visitors to immediately see that the church is alive, welcoming, and running events.



You can recreate this style of home page by adding a block, adding a photo and linking the button to a relevant page.





You can recreate this style of home page by adding a block > select 'Image' > linking the button to a relevant page.

SAVE EXIT ↶ ↷

YOUR SITE TITLE

IMAGE

+ ADD BLOCK

✎ 🔗 ↶ ↷ ⚙️ 📄 🗑️

🌐 URL ▾

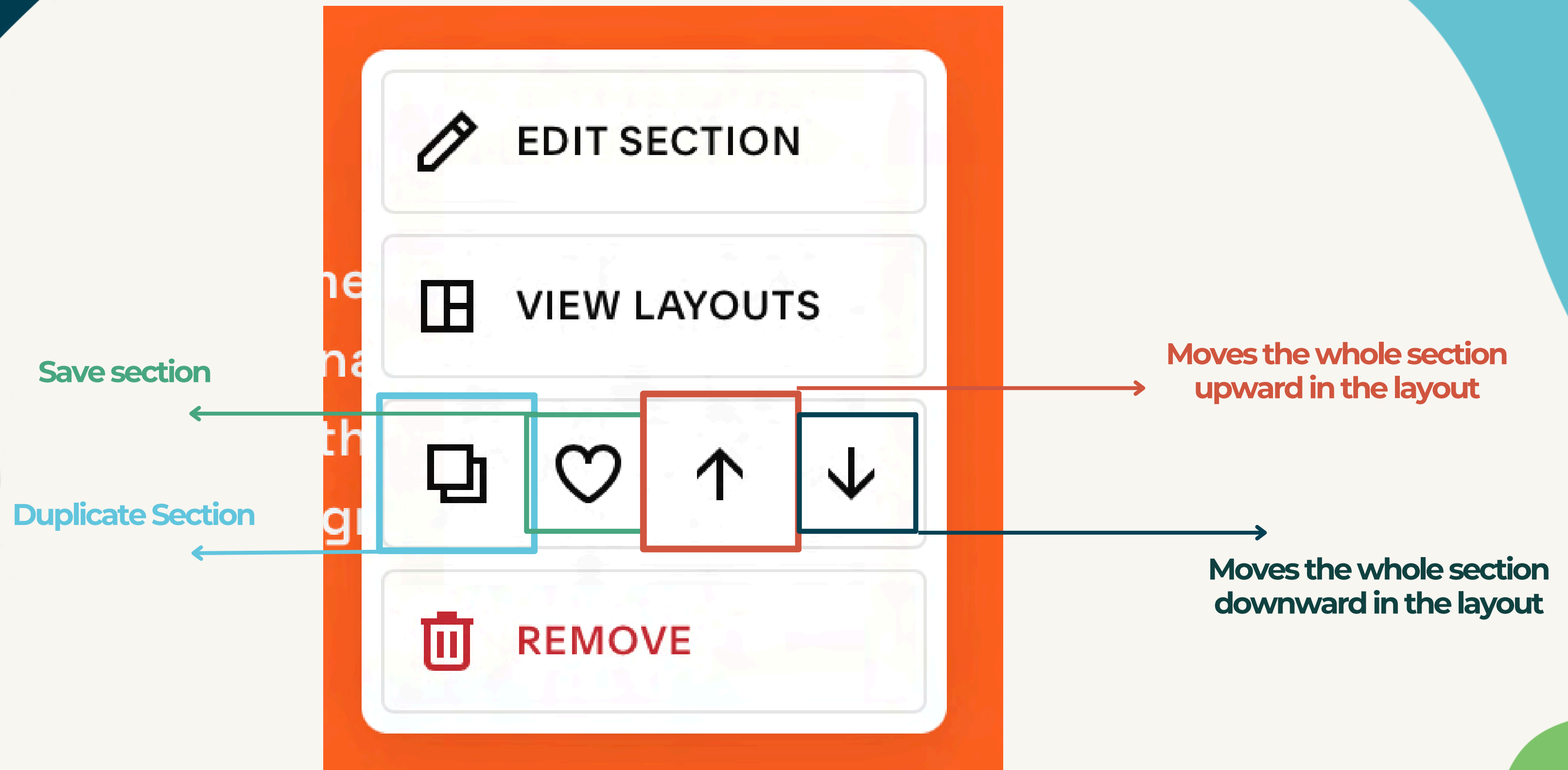
Enter link, search, or add files

MAIN NAVIGATION

📄 Services /services



What do these tools mean?



How to Add FAQs to Your Page:

1. Click on + Block and select Accordion.
2. Add your frequently asked questions in the title field.
3. Write the corresponding answer in the description field — this will appear in a dropdown when the question is clicked.
4. You can refer to some common FAQ examples that many churches will find helpful.
5. Once added, exit edit mode to test and make sure the dropdown works as expected.



FAQs are a great way to quickly answer common questions and make your website more user-friendly. They help save time, build trust, and make your church more welcoming — especially for newcomers. Plus, well-written FAQs can improve your site's visibility on Google and guide visitors to take the next step.

FAQs

▼ Where is the church?

▼ Is there parking?

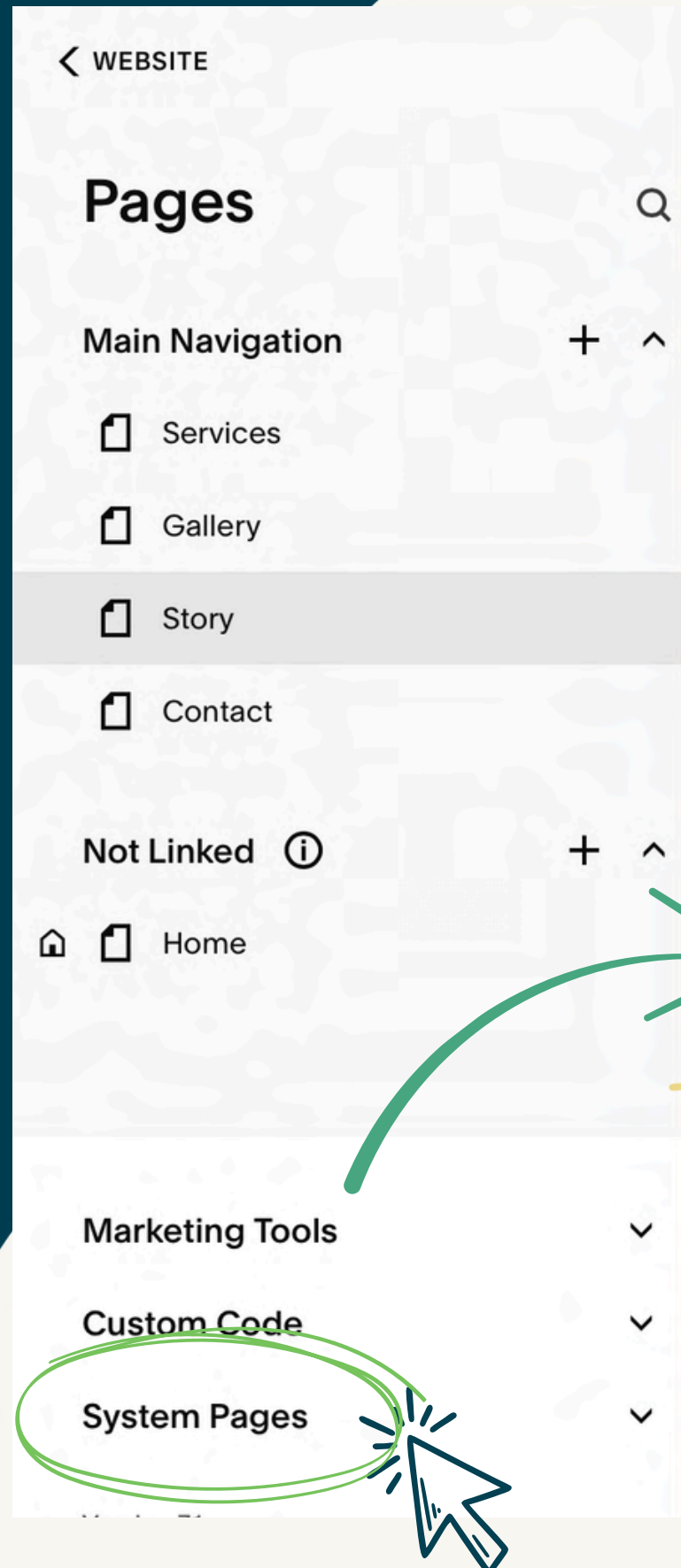
▼ Is there anything for children?

▼ What should I expect when I walk in?

▼ What happens during a service?

▼ Are the buildings wheelchair accessible?

Go to 'Website' > 'Pages' > 'System Pages' > '404 Page', and select one of the available pages from the dropdown menu to set as your default.



WEBSITE

Pages

Main Navigation

- Services
- Gallery
- Story
- Contact

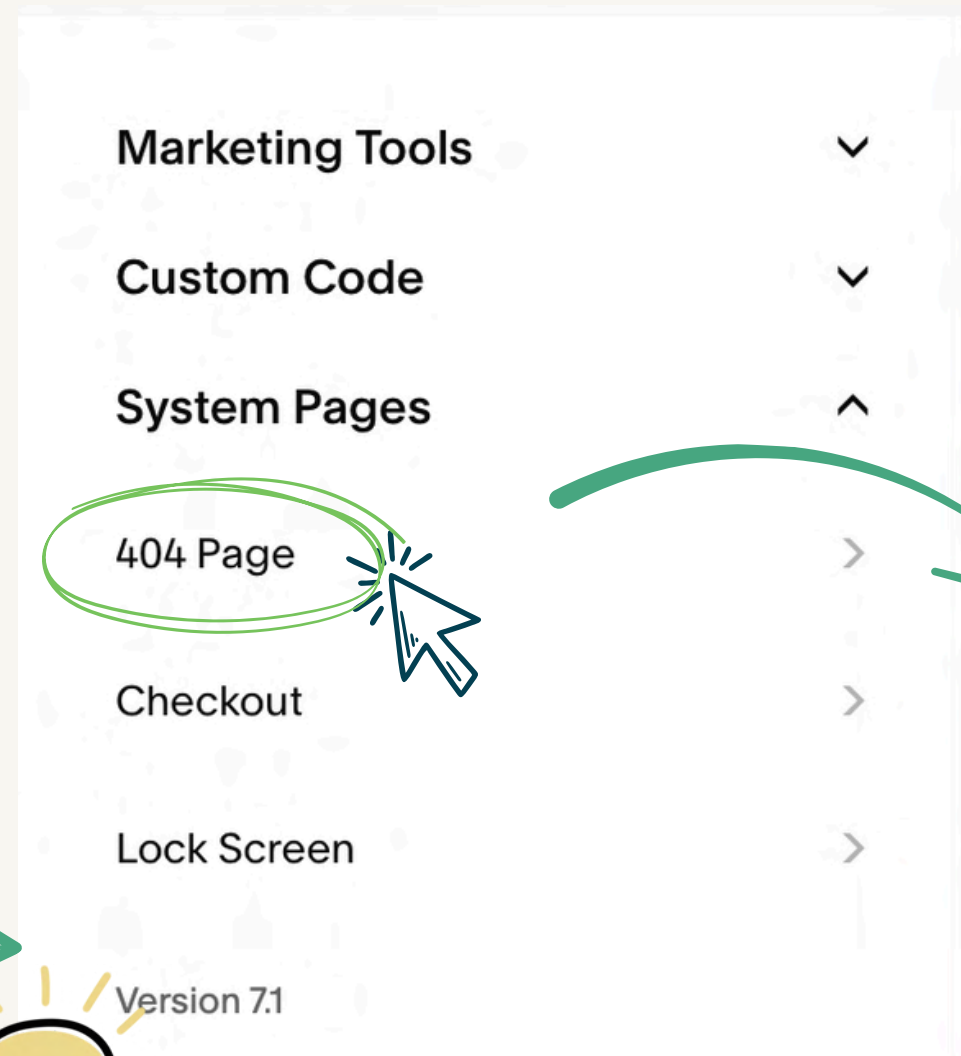
Not Linked ⓘ

- Home

Marketing Tools

Custom Code

System Pages



Marketing Tools

Custom Code

System Pages

404 Page

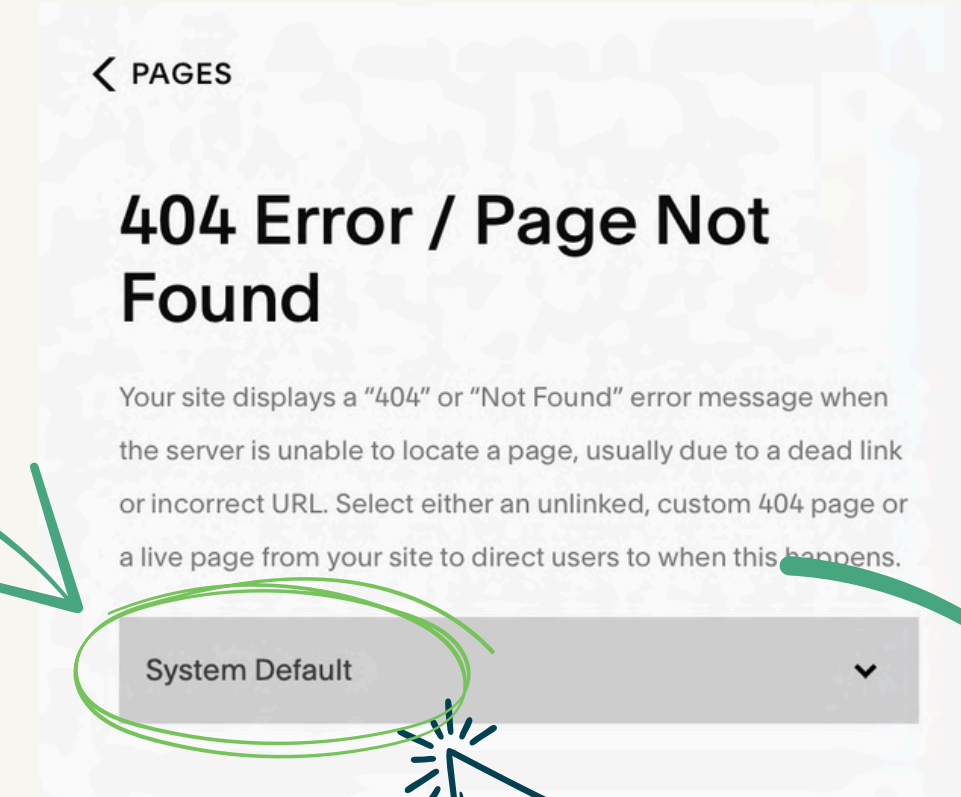
Checkout

Lock Screen

Version 7.1



We recommend setting the **Contact or Home page** as the default. This ensures that if users encounter an error (such as a 404), they can still access important information or get in touch with you easily. Most 404 errors are temporary and are usually due to a Squarespace issue, which typically resolves itself within a few minutes to a few hours.

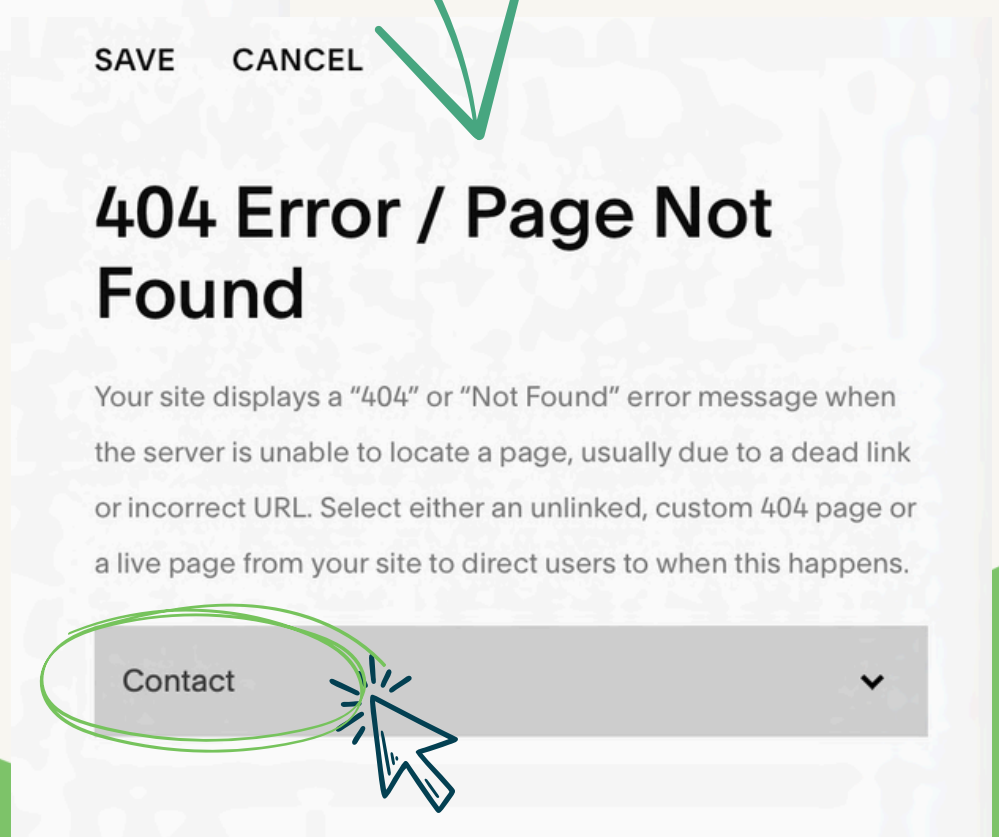


PAGES

404 Error / Page Not Found

Your site displays a "404" or "Not Found" error message when the server is unable to locate a page, usually due to a dead link or incorrect URL. Select either an unlinked, custom 404 page or a live page from your site to direct users to when this happens.

System Default



SAVE CANCEL

404 Error / Page Not Found

Your site displays a "404" or "Not Found" error message when the server is unable to locate a page, usually due to a dead link or incorrect URL. Select either an unlinked, custom 404 page or a live page from your site to direct users to when this happens.

Contact

WEBSITE

Pages

Main Navigation

- About
- Contact

Not Linked

- Home

Marketing Tools

Custom Code

System Pages

Version 7.1

EDIT About Page · Published

YOUR SITE TITLE

About Contact

WHO WE ARE

Welcome to our church... spiritual growth and me... flourish. Experience insi... fellowship, and opportu... compassionate service.

WEBSITE

Pages

Main Navigation

- About
- Contact

Not Linked

- Home

Marketing Tools

Custom Code

System Pages

Version 7.1

EDIT Contact Page · Published

YOUR SITE TITLE

About Contact

CONTACT US

Let people know what to reach out about and what to expect after contacting you. Don't forget to choose a storage option for submissions


email@example.com
(555) 555-5555

Name (required)

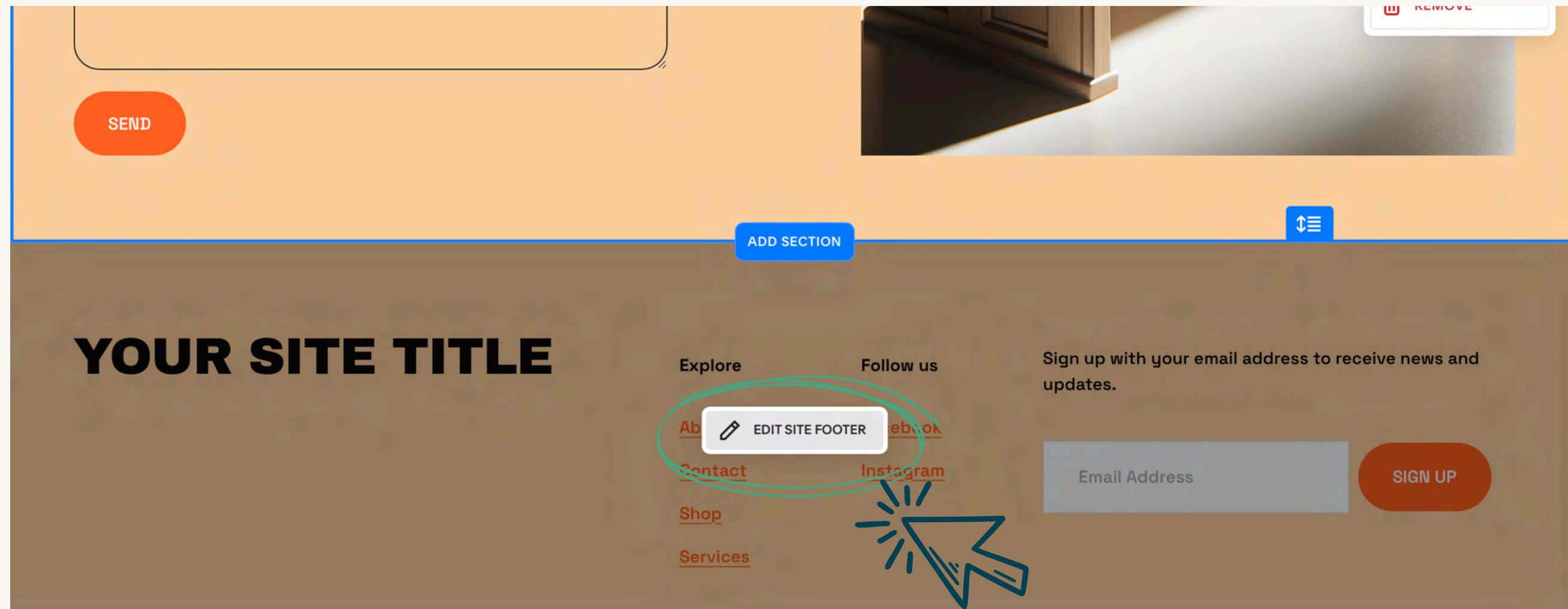
First Name Last Name

Email (required)

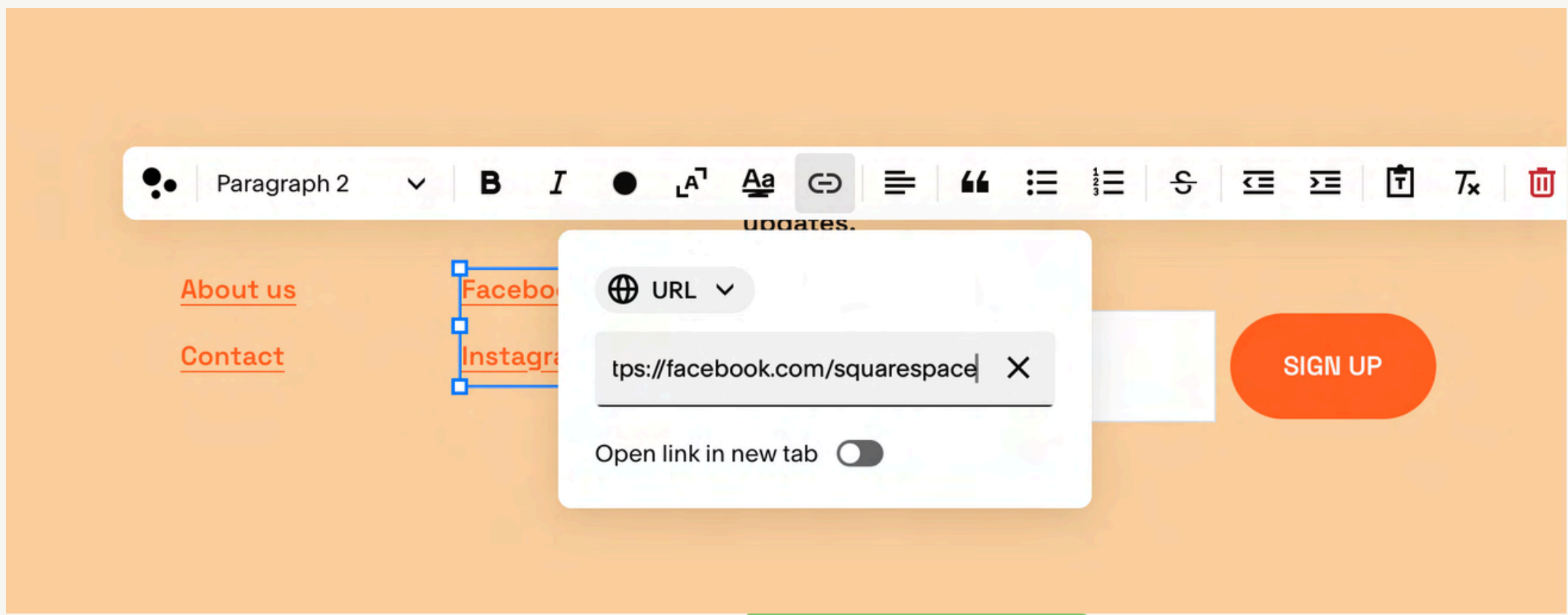
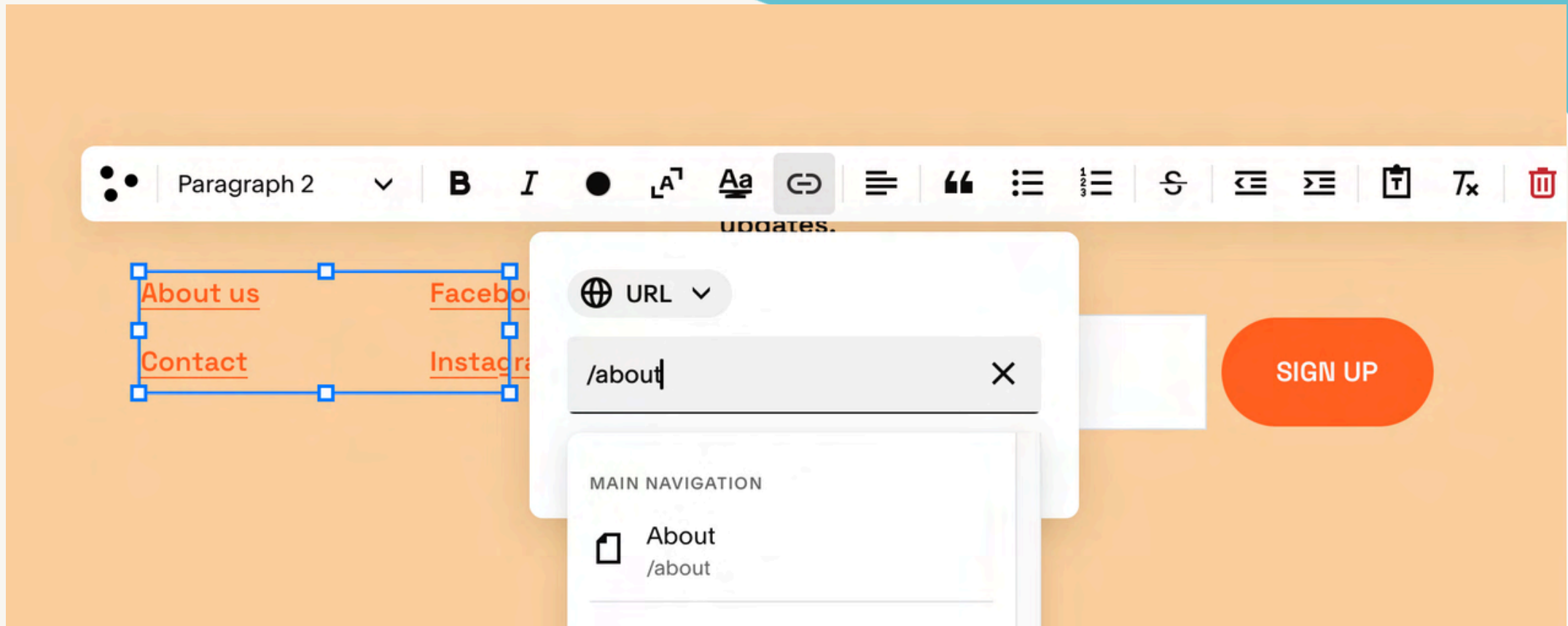
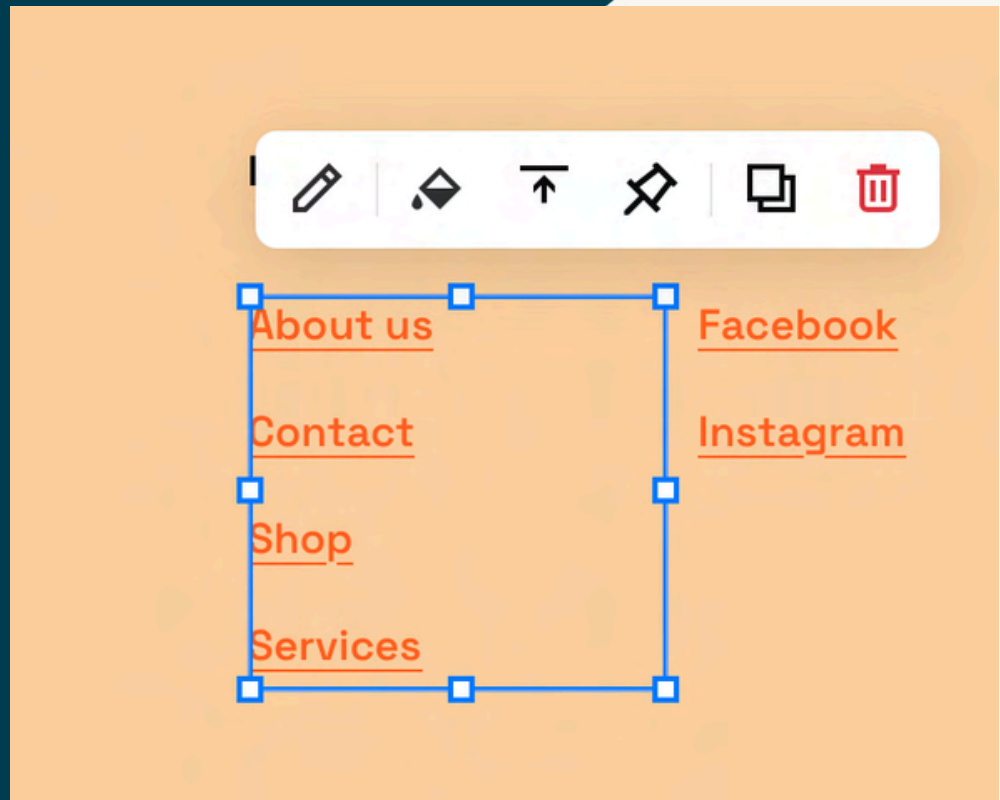
Message (required)



Go through each of your pages and edit every section to reflect your specific church. Check — and double-check — that all the information is accurate. It's essential that your buttons and links direct people to the correct places.



The footer is an important part of your website's navigation. It offers a simple way for users to find essential links and quickly get to the pages they need.



This is how you link each page to the site footer list. You can attach it to a page within your website or link to an external URL, such as a sign-up form on ChurchSuite, by copying and pasting the URL into this section.

Pages

Main Navigation + ^

About

Contact

Not Linked ⓘ + ^

Home

Marketing Tools v

Custom Code v

EDIT

Home Page · Published

YOUR SITE TITLE

About Co

DISCOVER
CO

WEBSITE

Pages

Main Navigation + ^

About

Contact

Not Linked ⓘ + ^

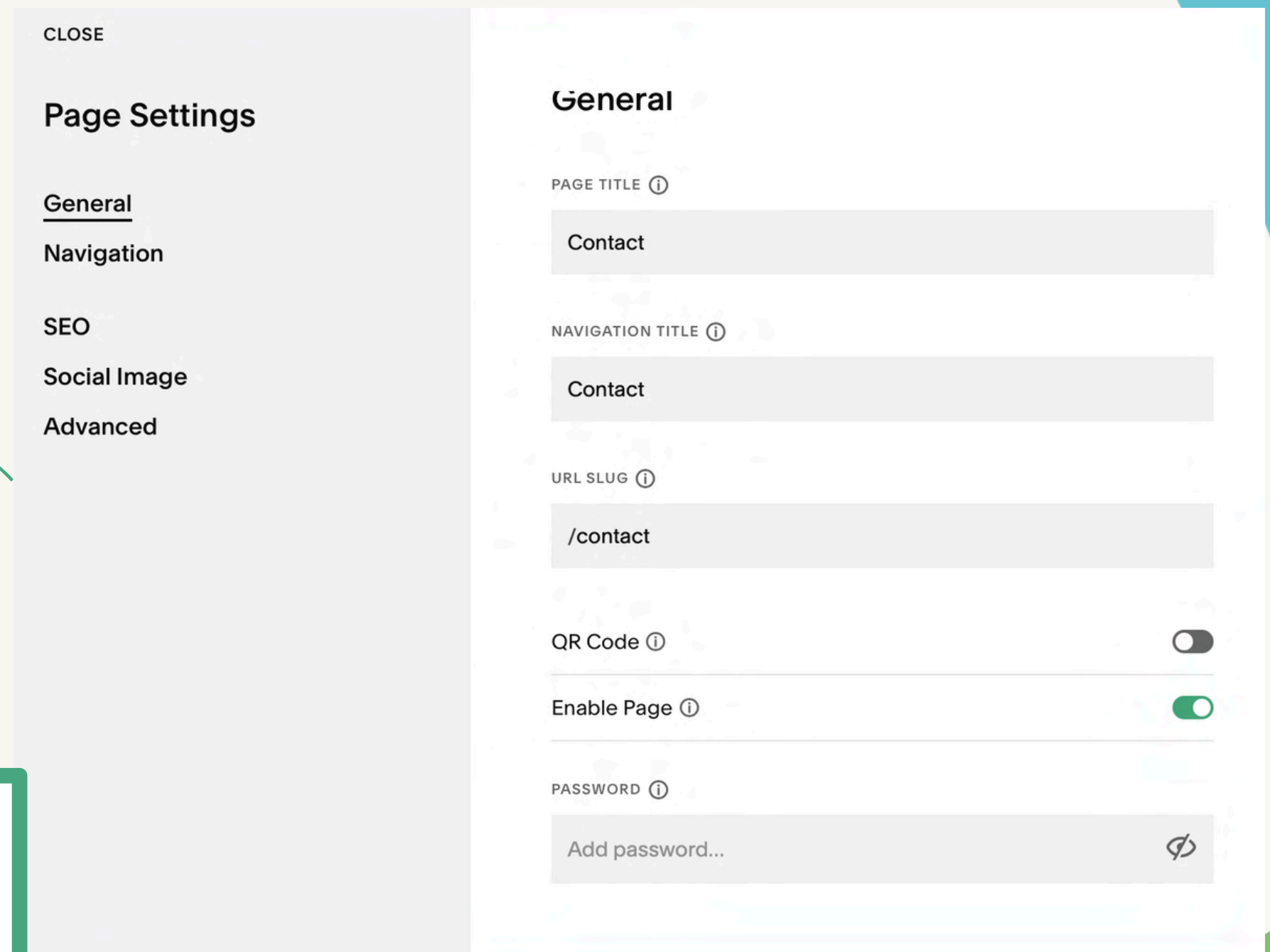
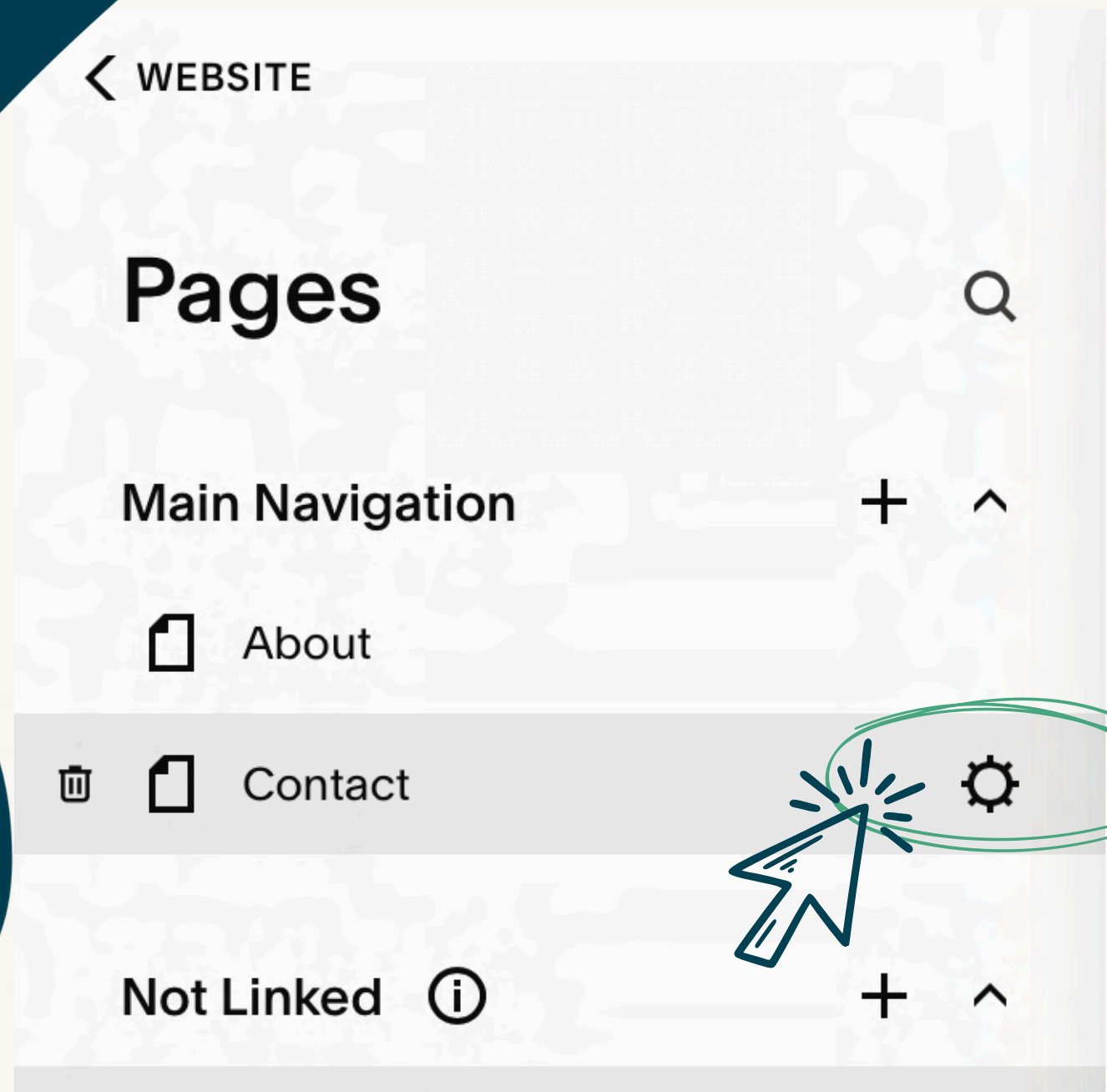
Home

EDIT

YOUR SITE T

Add a new page to the "Main Navigation" group

Add pages here. You can regularly add new pages to keep your website relevant and accessible for recent updates and upcoming events.



Every page includes settings that need to be reviewed carefully. On the **next slide**, you'll find an explanation of each setting, its purpose, and how it can benefit your site.

This is the name that appears at the top of the browser tab and in search engine resolution bar)

General

Navigation

SEO

Social Image

Advanced

PAGE TITLE ⓘ

Contact

NAVIGATION TITLE ⓘ

Contact

URL SLUG ⓘ

/contact

QR Code ⓘ

Enable Page ⓘ

PASSWORD ⓘ

Add password...



This is what shows up in your website's menu (navigation bar) -Keep it short and clear. Example: Just "About" instead of "About Our Company".

This is the end part of the web address (URL) for that page. - Make it match the page's content for clarity and SEO.

To make a page live, ensure it's 'enabled.' If the page is for a future event or not currently needed, you can disable it by deselecting this button. This allows you to keep the page for later use without deleting it.



ADD SECTION

Our church is dedicated to fostering a welcoming community where individuals can explore their faith, deepen their understanding, and connect with others.

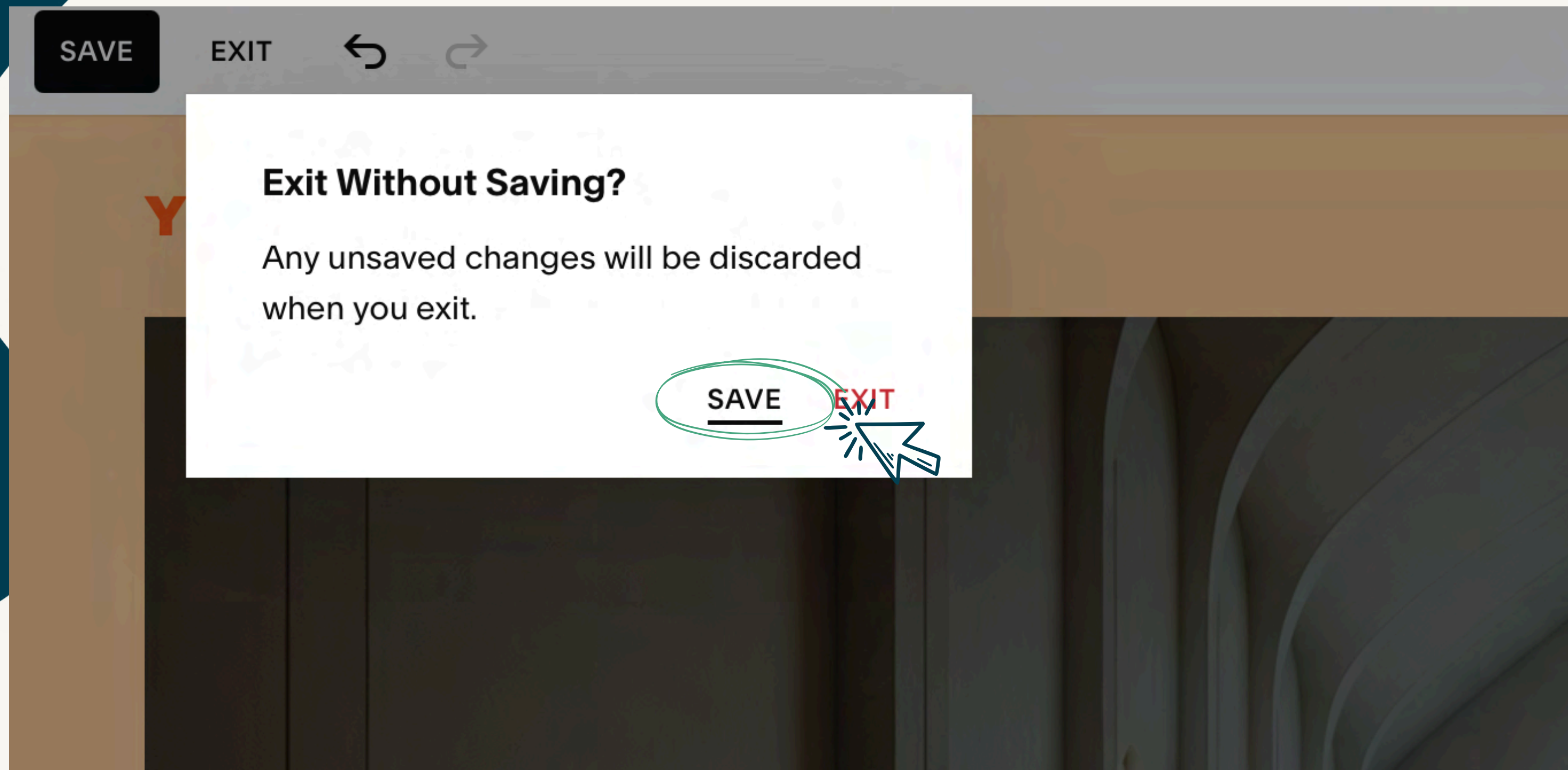
We focus on offering meaningful experiences, educational service opportunities that support personal and spiritual growth. [more](#)

- EDIT SECTION
- VIEW LAYOUTS
- Copy, Heart, Up arrow, Down arrow
- REMOVE

Move Down



Go through each section — it doesn't need to be too busy. Keep it simple and relevant. You can always add new sections and update your website monthly based on what's happening, rather than trying to include all your information at once.



SAVE SAVE SAVE !!

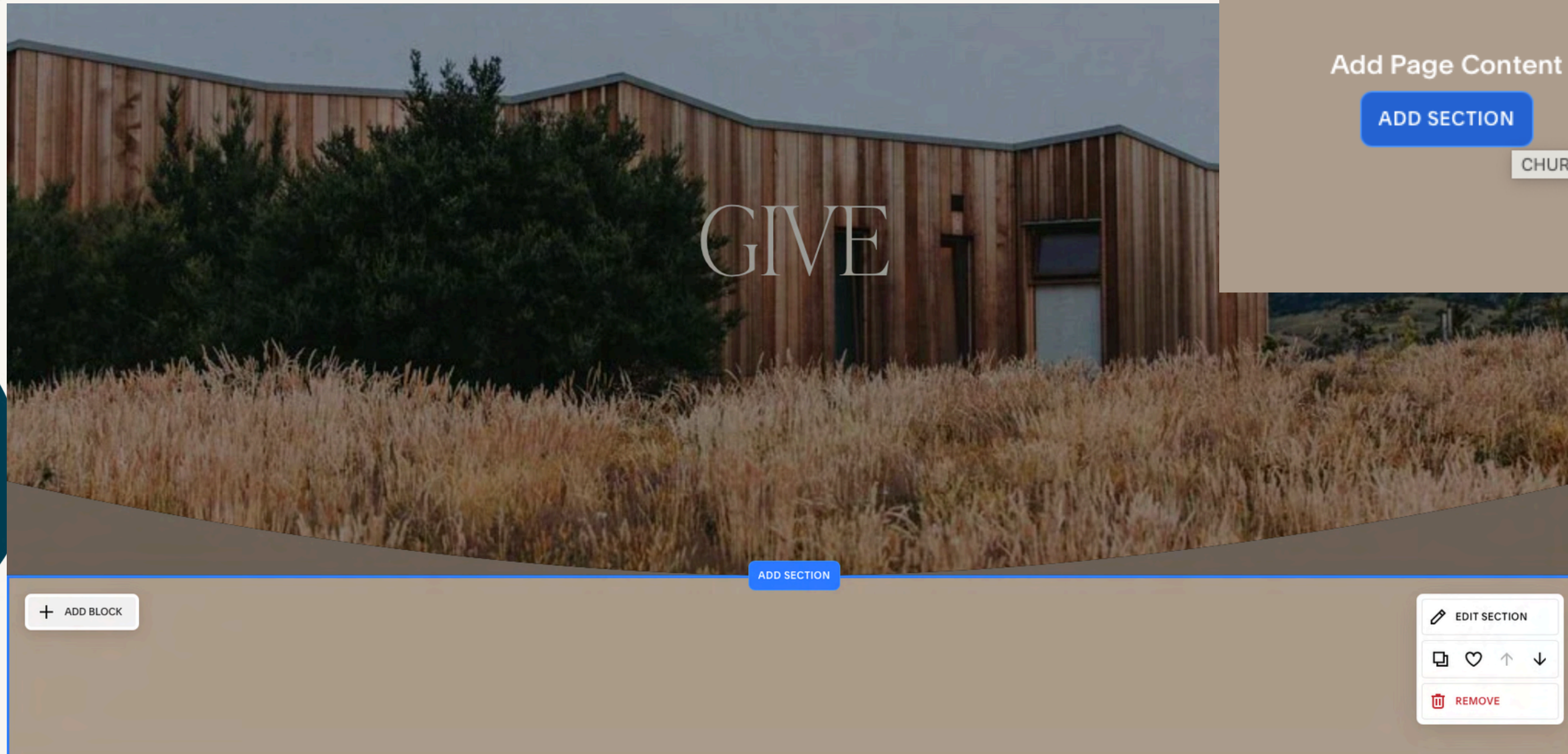
Giving & Gift Aid

Newcomers or online viewers often want to support what they value. A visible, easy-to-use giving section shows your church is open, transparent, and ready to receive support.

Making giving and Gift Aid accessible on your church website encourages regular donations, even from those who can't attend in person. It simplifies support for your mission, increases generosity, and allows UK taxpayers to boost gifts by 25% at no extra cost, strengthening your church's finances and community impact.



SQUARESPACE



Add new blank page > add page content > add section > create banner title "Give"

Add section > edit each section for 'ways to give' - Use and edit these templates if you'd like to create this section - see example on next page

Add a blank section

Saved sections

- Intro
- Contact
- About
- People
- Products
- Services
- Portfolios
- Testimonials
- Events
- Quotes
- Digital Products
- Scheduling

Make it stand out

Dream it

It all begins with an idea. Maybe you want to launch a business. Maybe you want to turn a hobby into something more. Or maybe you have a creative project to share with the world. Whatever it is, the way you tell your story online can make all the difference.

Build it

Crowd it

Make it

St Saviours Church Nottingham

CLOSE

Add a Section

Add a blank section

Saved sections

- Intro
- Contact
- About
- People
- Products
- Services
- Portfolios
- Testimonials
- Events
- Quotes
- Digital Products
- Scheduling

Make it stand out.

Whatever it is, the way you tell your story online can make all the difference.

It all begins with an idea. Maybe you want to launch a business. Maybe you want to turn a hobby into something more. Or maybe you have a creative project to share with the world. Whatever it is, the way you tell your story online can make all the difference.

Make it stand out.

It all begins with an idea. Maybe you want to launch a business. Maybe you want to turn a hobby into something more. Or maybe you have a creative project to share with the world. Whatever it is, the way you tell your story online can make all the difference.

Don't worry about sounding professional. Sound like you. There are over 15 billion websites out there, but your story is what's going to separate this one from the rest. If you read the words back and don't hear your own voice in your head, that's a good sign you still have more work to do.

Add a Section

- Intro
- Contact
- About
- People
- Products
- Services
- Portfolios
- Testimonials
- Events
- Quotes
- Digital Products
- Scheduling
- Donations
- Images
- Videos
- Menus

Events

Venue New York, NY

It all begins with an idea. Maybe you want to launch a business. Maybe you want to turn a hobby into something more. Or maybe you have a creative project to share with the world.

Make it

Upcoming events

St Saviours Church Nottingham



Utilise the functionality to change your text to headings, Bold, underlined, exc

WAYS TO GIVE

Bank Transfer.

Give a one off gift or set up regular standing order via the following details.

PCC of Lenton // 08-92-99 // 65237863

Online.

Give a one off gift or set up regular giving via the button below.

Give online

In Person.

There is an opportunity give during our services on the first Sunday of the month. We also have a contactless giving station at HT.

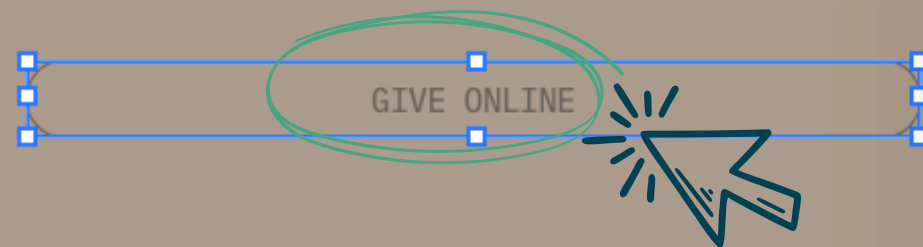
Example from Holy Trinity Church Lenton Website

Online.

In Person.

Give a one off gift or set up regular giving via the button below.

DESCRIBE WHAT THIS LOOKS LIKE IN YOUR CONTENT



Content Design

TEXT

Give Online

LINK

ATTACH LINK

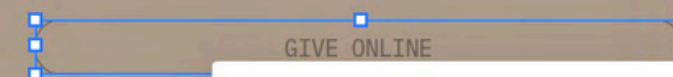
WAYS TO GIVE

Online.

In Person.

Give a one off gift or set up regular giving via the button below.

DESCRIBE WHAT THIS LOOKS LIKE IN YOUR CONTENT



URL

Enter link, search, or add files

MAIN NAVIGATION

- GIVE /give
- Sunday Teaching /sunday-teaching
- Services /services

Content Design

TEXT

Give Online

LINK

ATTACH LINK

Add button > Change text > Attach link to **Churchsuite Giving page**

Pages

CHURCH

Main Navigation

- GIVE
- Sunday Teaching
- Services
- Gallery
- Story
- Contact

Not Linked

- Home
- Deleted Pages

Marketing Tools

- Custom Code
- System Pages

Pages

- Blank Page (Start with a blank page)
- Page Layouts (Use a designer layout)
- Scheduling (Book appointments or classes)
- Collections
 - Blog (Share stories, thoughts, and ideas)
 - Store (Sell products and services online)
 - Portfolio (Present projects and visual work)
 - Events (Showcase upcoming events)
 - Videos (Create a full library of videos)
 - Course (Create a series of guided lessons)
- More
 - Member Site (Create content for members only)
 - Dropdown (Create and show more pages)

CHURCH

Add Page Content

ADD SECTION

- Services
- Portfolios
- Testimonials
- Events
- Quotes
- Digital Products
- Scheduling
- Donations
- Images
- Videos
- Menus
- Forms
- Charts
- Audio

Let's work together.

Interested in working together? Fill out your info and we will be in touch shortly! We can't wait to hear from you!

Name (required)
First Name Last Name

Email (required)

Phone (optional)

What services are you interested in?
 Option 1 Option 2 Option 3

What is your budget?

How did you hear about us?
Select an option

Message (required)

SEND

Gift Aid

Add new blank page > Change name 'Gift Aid' > Add page content > Add form

(required)
 First Name Last Name

 Email (required)
 Sign up for news and updates
 Phone

 What services are you interested in?
 Option 1 Option 2 Option 3
 What is your budget?

Edit the form fields — refer to the example on the next page and decide which sections you need for your forms. **Delete** any fields that are not applicable and add the correct ones. You can rearrange them by dragging and dropping using the **six small dots**.

Name (required)
 First Name Last Name

 I would like to give
 £

 I/we would like to give this amount (required)
 Select an option

 Subject (required)

 Message (required)

Content Design Storage

 Form Name Gift aid form ?
 Button Text Submit
 Edit Form Fields >
 Post-Submit >

< BACK Edit Form Fi...

 Name >

 Email >

 Phone >

 What services are y... >

 What is your budget? >

 How did you hear a... >

 Message >
 ADD FIELD

TYPE OF FIELD

 Check-box Check-box Check-box

Your Name(s) (required)

I/we would like to give (required)

£

I/we would like to give this amount (required)

Weekly Monthly As a one-off gift

This is a change to my current giving. (required)

Yes No

I/we will start or continue our giving on (required)

29/09/2025

I would like to gift aid my giving (required)

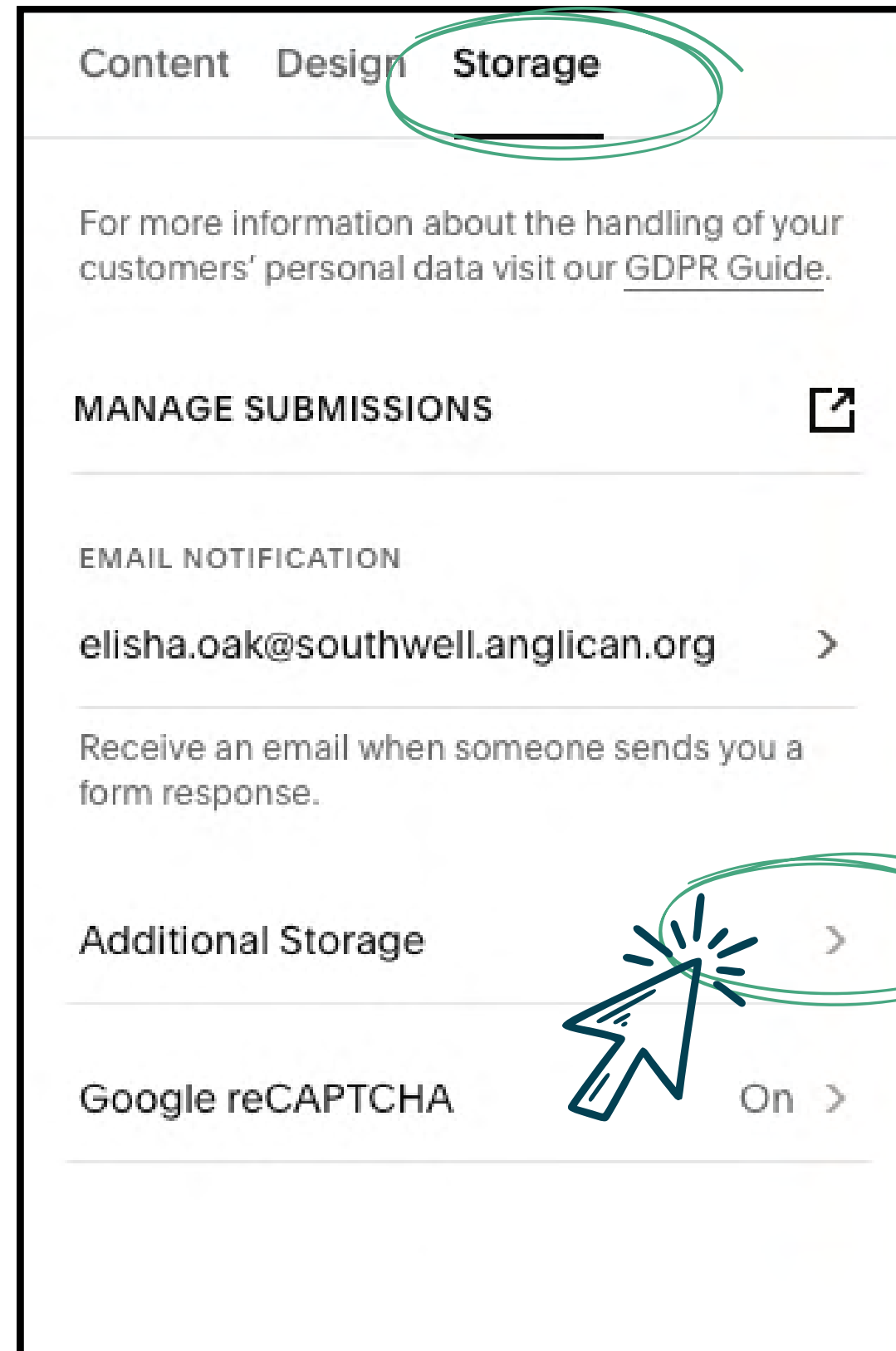
Yes No

Submit




Once you've created this form on a new page, **go back to your Giving page** and link the form as a **button** instead of leaving it as a separate page. This keeps your site clean and organised. You can also hide pages that are only used as button links by dragging them in the navigation menu on the left into the **'Not Linked'** section. This keeps the page live but removes it from your site's main navigation.

Link Google Drive for backup storage



Content Design **Storage**

For more information about the handling of your customers' personal data visit our [GDPR Guide](#).

MANAGE SUBMISSIONS 

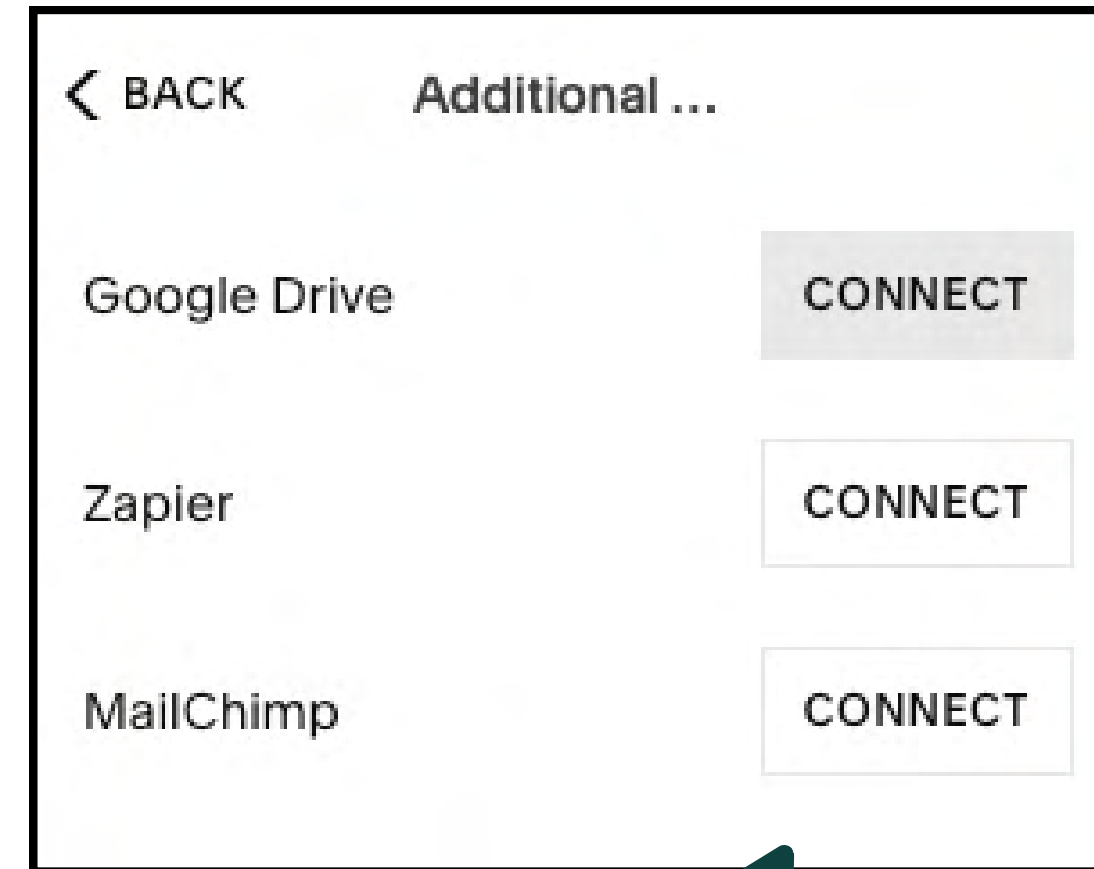
EMAIL NOTIFICATION

elisha.oak@southwell.anglican.org >

Receive an email when someone sends you a form response.

Additional Storage >

Google reCAPTCHA On >



< BACK Additional ...

Google Drive CONNECT

Zapier CONNECT


MailChimp CONNECT

This ensures all your forms are sent to one place, so that your finance team or volunteers can easily find them in order to apply for Gift Aid.

Customise Your Design

Step

5

1. Click "Edit" in the top left sidebar.
2. Use the Site Styles  to adjust: Fonts, Colours, Buttons, Spacing and Image settings



SQUARESPACE



Themes create a general style for your fonts, colours, and buttons, but you'll need to edit these separately to adapt them to your individual church style.



The screenshot displays a website editor interface. The main preview area shows a church interior with the text "DISCOVER YOUR FAITH COMMUNITY" in large, bold, orange letters. The top navigation bar includes "About" and "Contact" links. A "Site Styles" button is circled in green in the top right corner of the editor. To the right, the "Edit Color Theme" sidebar is open, showing various settings for the theme, including "Section Background", "Background Overlay", "Inset Border", "Section Divider Stroke", and "TEXT" options like "Heading (Extra Large)", "Heading (Large)", and "Heading (Medium)".

Your trial ends in 14 days. Upgrade now to get the most out of your site. [SUBSCRIBE](#)

By clicking on 'Site Styles,'  you can edit your theme, fonts, colors, buttons, etc.

< COLORS

Edit Color Theme

Changes you make will affect all sections that use this color theme.

Palette Custom

EDIT SITEWIDE PALETTE

SITEWIDE

- Section Background
- Background Overlay
- Inset Border
- Section Divider Stroke

TEXT

- Heading (Extra Large)
- Heading (Large)
- Heading (Medium)

< COLORS

Palette Custom

Hex #0D0D0D

Background Overlay

Inset Border

Section Divider Stroke

TEXT

- Heading (Extra Large)
- Heading (Large)
- Heading (Medium)

Hex #0D0D0D



To keep things accurate try using something called a 'hex code' you can get these once you have chosen your brand colours - you can use **Canva** as a tool to select your colours and get your hex codes - use them whenever you can for consistency



The image shows a Canva design workspace. On the left, a 'Colour' panel is open, displaying a search bar with the text 'Try "blue" or "#00c4cc"'. Below the search bar are sections for 'Document colours', 'Brand Kit', 'Photo colours', and 'Default solid colours'. A tooltip for 'Dark turquoise #007d56' is visible over a color swatch in the 'Document colours' section. A mouse cursor is hovering over this swatch. On the right, another 'Colour' panel is open, showing the same search bar and color swatches. A tooltip for 'Dark turquoise #007d56' is also visible over a color swatch in the 'Document colours' section. The central canvas shows a design for 'THE CHURCH OF ENGLAND Diocese of Southwell & Nottingham' with the text 'Design your Church' and 'EQUIPPING PARISHES TO CREATE, SHARE, AND'. The design features a green wavy line and a blue wave graphic. At the bottom of the canvas, there are four small cards: 'Why Website?', 'Stay Relevant in a Digital World', 'Introduction to Squarespace', and 'Lets get started Sign Up'.

Just hover your mouse over the colour to see the hex code — then you can copy and paste it directly into Squarespace.

Step 6

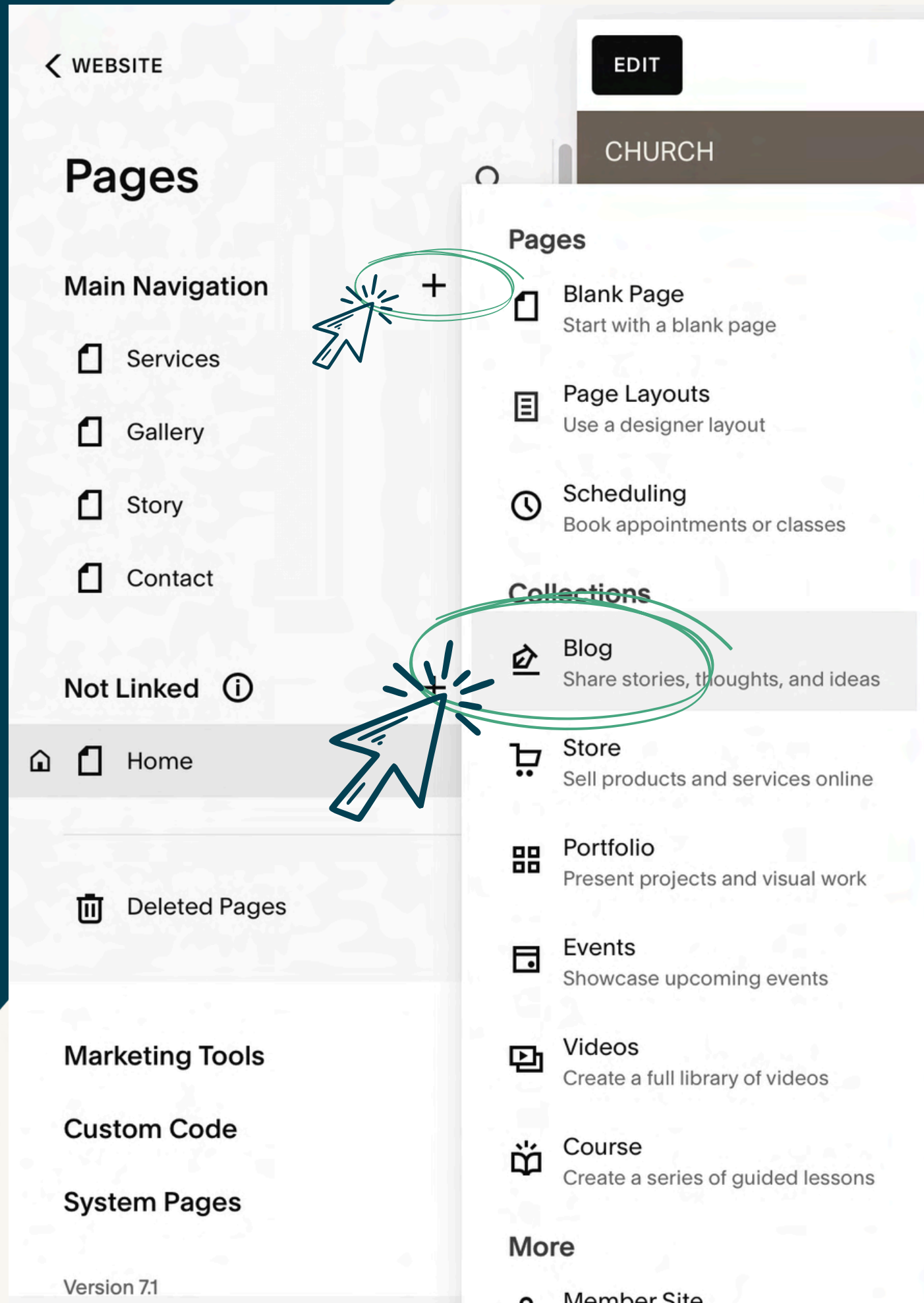
Add a Blog (Optional)

1. Add a Blog Page under **Pages**.
2. Add new blog posts with titles, text, and images.
3. Schedule or publish posts.

This is where some churches will upload and publish their streamed sunday services, podcast or newsletters.



SQUARESPACE



Go to Main Navigation > click the '+' icon on the right-hand side of the menu > select 'Blog' > choose your preferred blog style.

In this example, I've used the 'Blog 3' template.

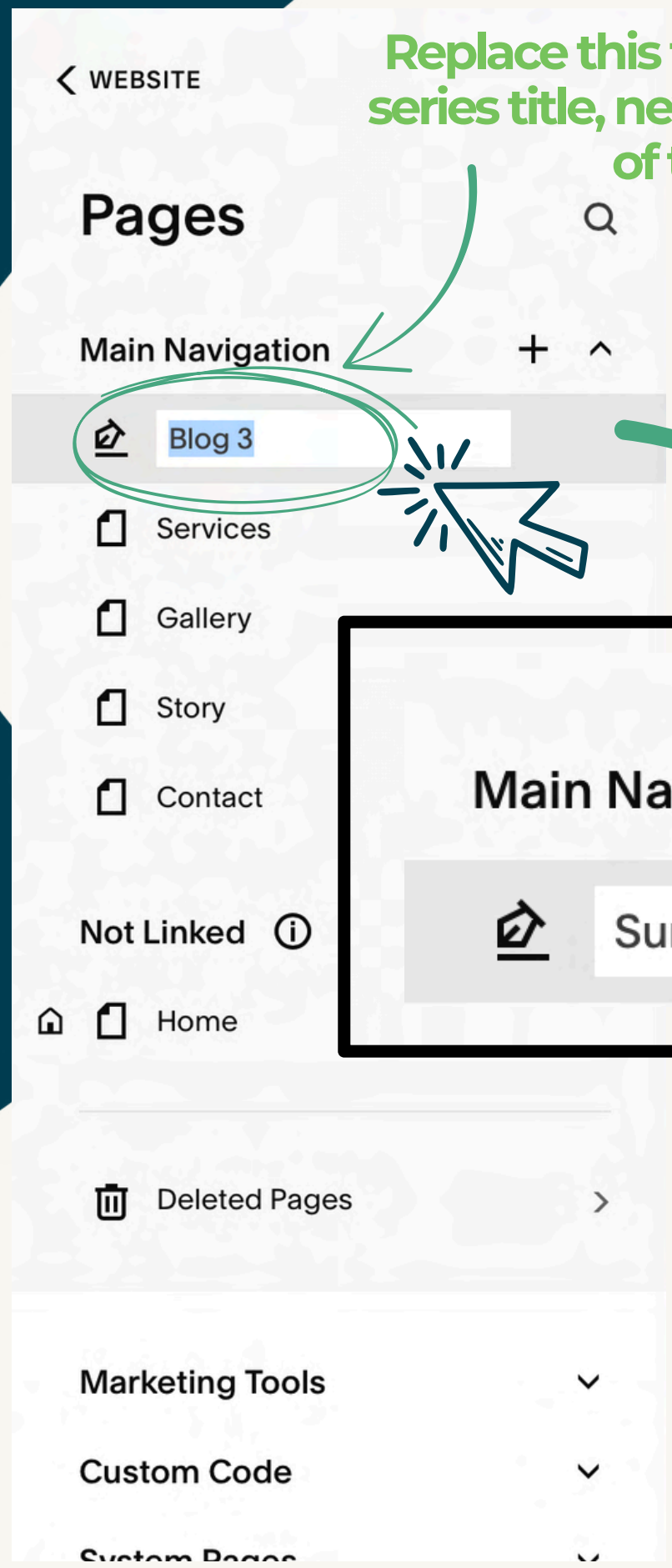
Add Blog

Share thoughts, stories, ideas.

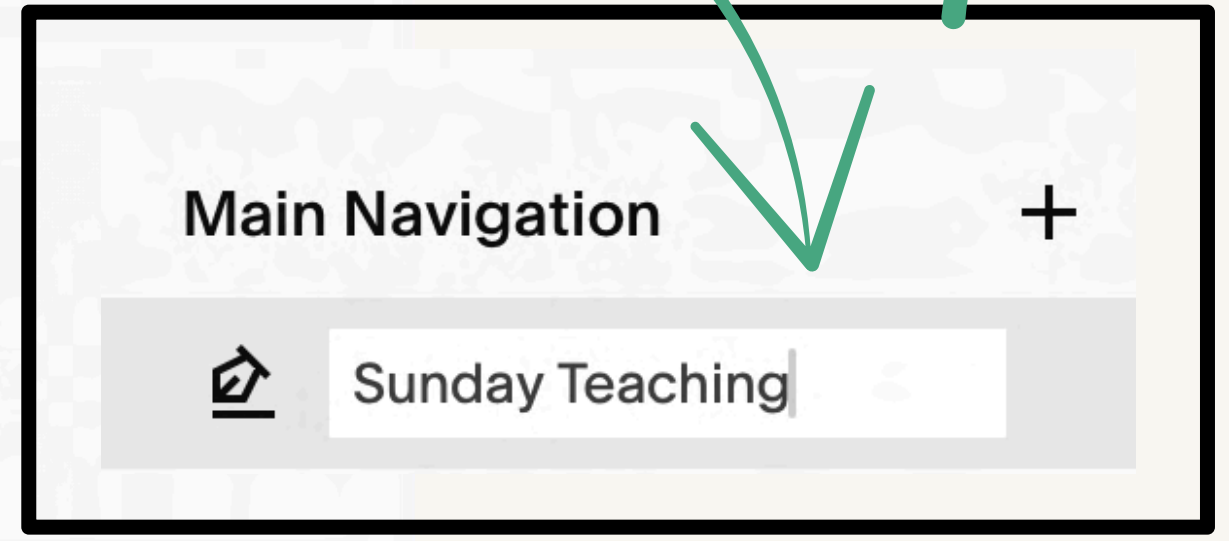
Blogs are organized into Blog Page and individual blog posts. The Blog Page is the first page users see when they visit your blog.

Blog

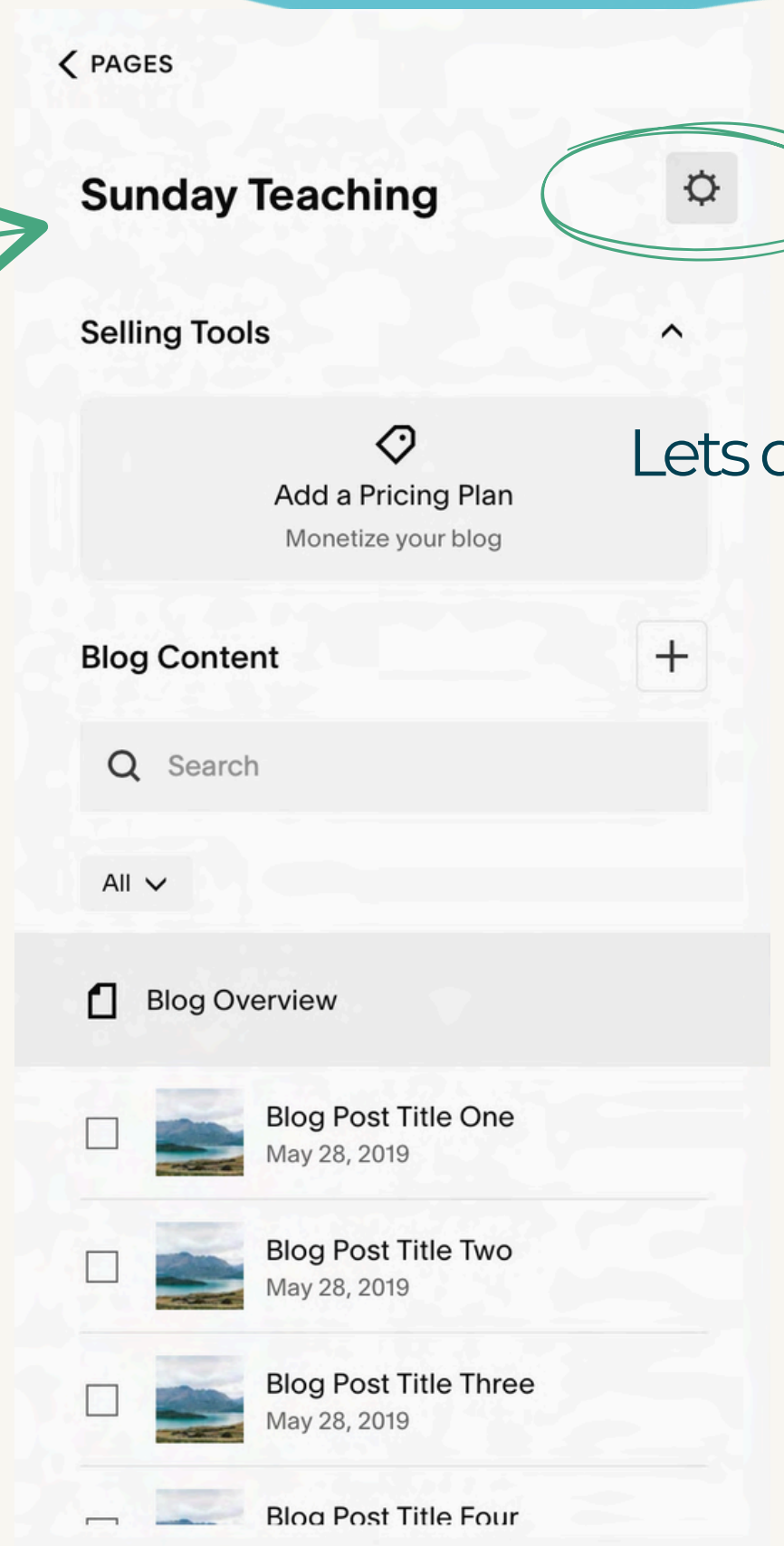




Replace this text with your podcast series title, newsletter title or the title of this episode.



Ensure you change the name of the blog something generic like **'Sunday Teaching'** or **'Podcast'** or **'Weekly Newsletter'** Is great!



Lets dive into **'settings'**

This is the name that appears at the top of the browser tab and in search engine resolution bar)

The image shows a screenshot of the WordPress 'Blog Settings' interface, specifically the 'General' tab. On the left, a sidebar lists settings categories: 'General', 'SEO', 'Social Image', 'Feeds', and 'Advanced'. The 'General' option is circled in green, and a mouse cursor icon points to it. The main content area is titled 'General' and contains several settings: 'PAGE TITLE' with the value 'Sunday Teaching', 'NAVIGATION TITLE' with the value 'Sunday Teaching', and 'URL SLUG' with the value '/sunday-teaching'. Below these is a toggle switch for 'Enable Page', which is currently turned on. Further down are 'PASSWORD' and 'Posts per Page' settings. A blue arrow points from the 'General' sidebar item to the 'General' settings section. A green box highlights the 'PAGE TITLE' field, with an arrow pointing to the top of the page. A dark blue box highlights the 'NAVIGATION TITLE' field, with an arrow pointing to the right. A light blue box highlights the 'URL SLUG' field, with an arrow pointing to the bottom left. A red box highlights the 'Enable Page' toggle switch, with an arrow pointing to the right.

This is what appears in your website's menu (navigation bar). It will automatically update to whatever you've entered as your blog name

To make a page live, ensure it's 'enabled.' If the page is for a future event or not currently needed, you can disable it by deselecting this button. This allows you to keep the page for later use without deleting it.

This is the end part of the web address (URL) for that page. - Make it match the page's content for clarity and SEO.

SAVE CANCEL

Blog Settings

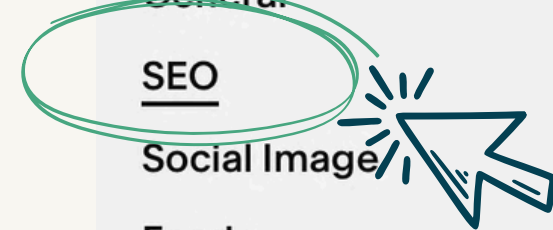
General

SEO

Social Image

Feeds

Advanced



Please leave this blank — it will automatically populate with your blog title (e.g. 'Sunday Teaching').

SEO

Search engine optimization (SEO) allows you to improve your ranking in search results. Use these features to make it easier for users to find your page when they search for it. [Learn More](#)

SEARCH RESULTS PREVIEW

[Blog 3 — CHURCH](#)

<https://saxophone-haddock-gcdc.squarespace.com/sunday-teaching>

This description will be automatically generated by search engines. To override that description, enter one below.

SEO TITLE (OPTIONAL)

Blog 3

94



SEO DESCRIPTION (OPTIONAL)

Add description...

400

Search results typically show your SEO title and description. Your title is also the browser window title, and matches your [title formats](#). Depending on the search engine, descriptions displayed can be 50 to 300 characters long. If you don't add a title or description, search engines will use your page title and content.



Learn more about SEO in
Step 7

SAVE CANCEL

Blog Settings

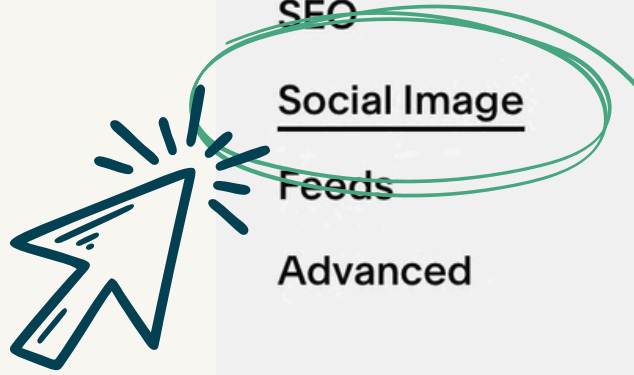
General

SEO

Social Image

Feeds

Advanced



Social Image

Social networks typically show your social sharing image together with your SEO title and description. If you don't add a social sharing image, we'll use your social sharing logo or site logo instead. [Learn More](#)

SOCIAL PREVIEW

Blog 3 — CHURCH

This description will be automatically generated depending on the service this link is shared on. To override that descripti...

<https://saxophone-haddock-gcdc.squarespace.com>

To override the automated description, edit it in the section below.

ALTERNATE SOCIAL SHARING IMAGE (OPTIONAL)

+

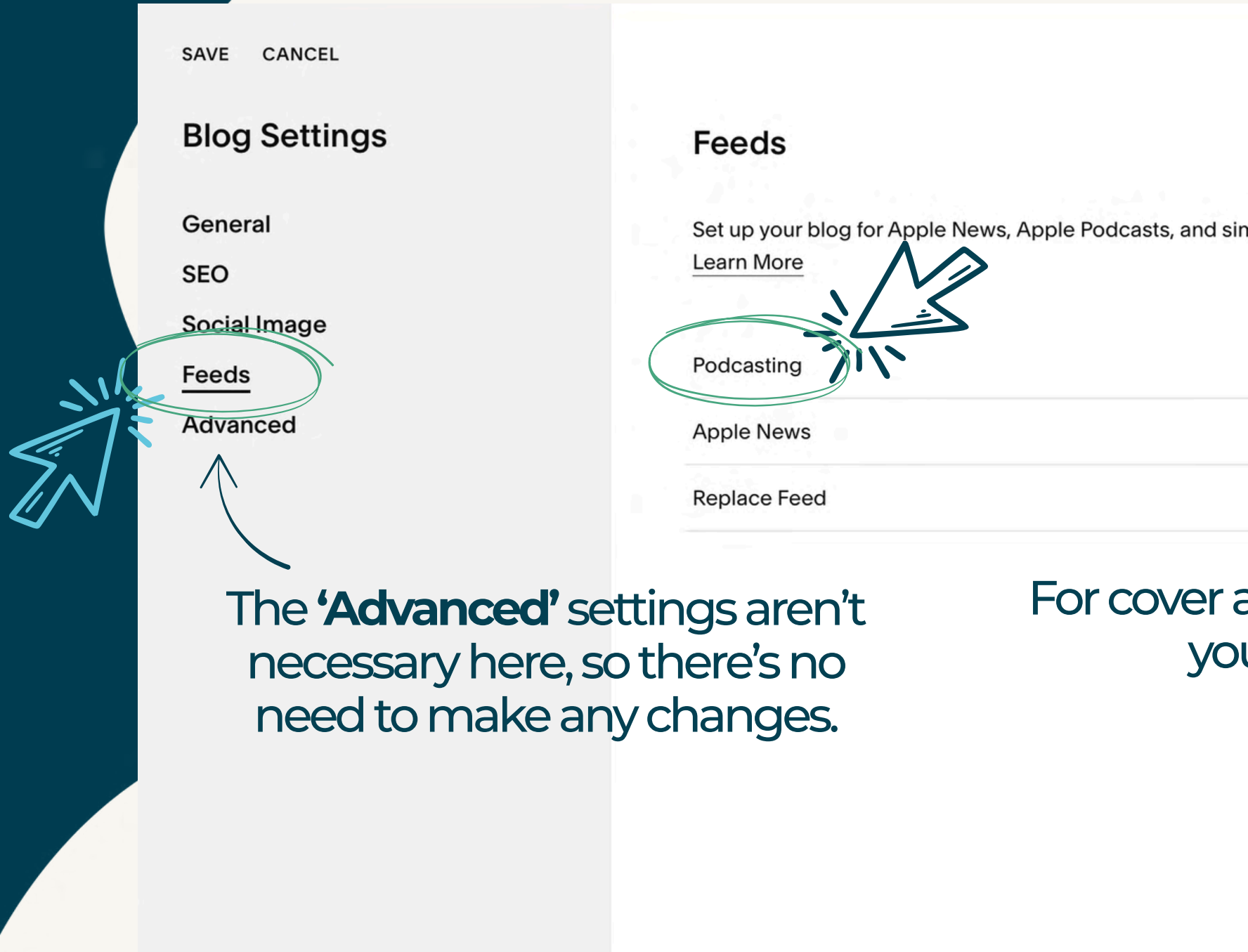
Add an Image

20 MB max

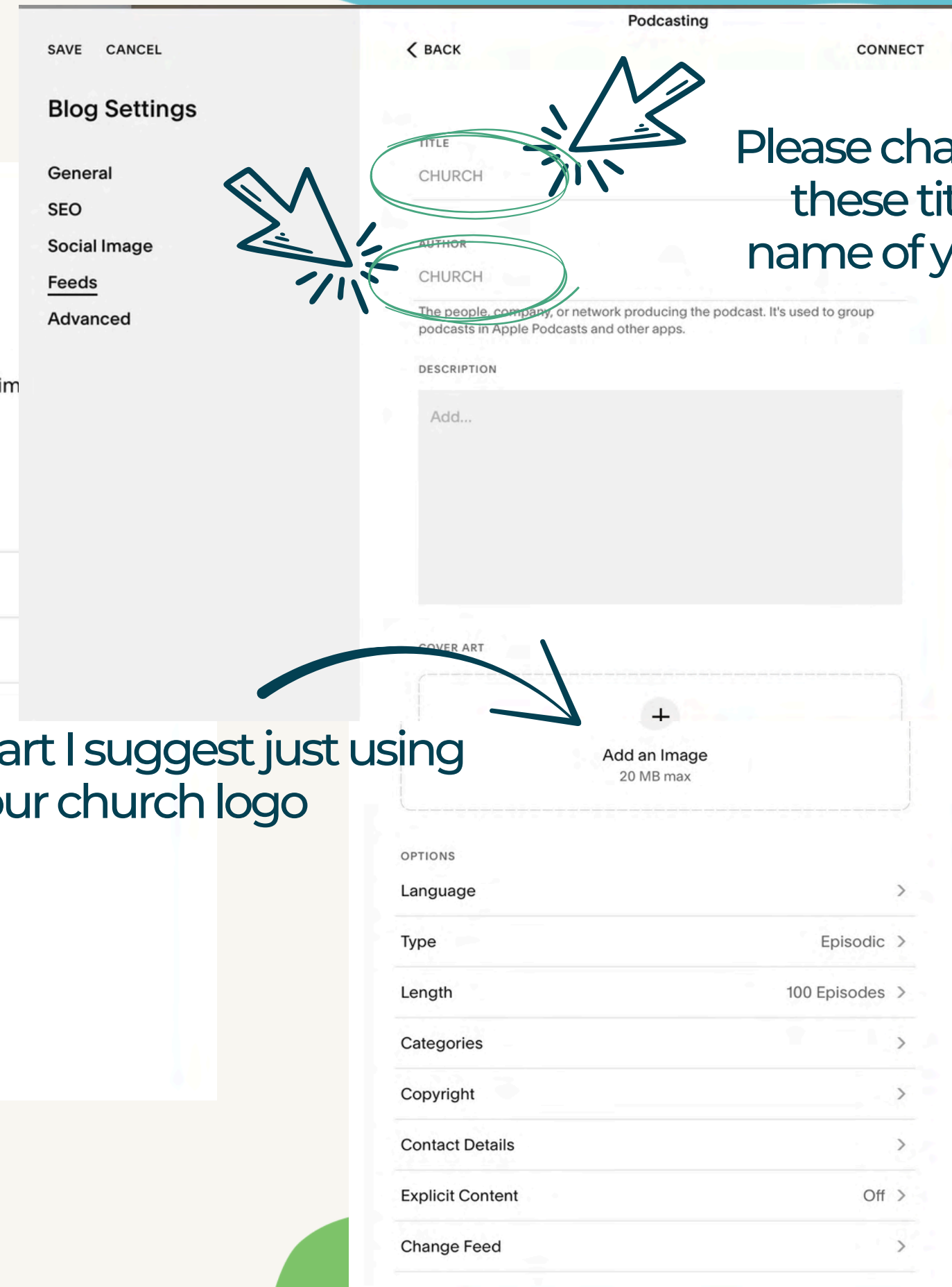
You can see an example of how this appears on the next slide.



Your **social image** is the image that appears when someone shares your blog post (or blog page) on social media platforms - You can do your church logo to start with.



The **'Advanced'** settings aren't necessary here, so there's no need to make any changes.



Please change **both** of these titles to the name of your church

For cover art I suggest just using your church logo

< PAGES

Sunday Teaching

Selling Tools

Add a Pricing Plan
Monetize your blog

Blog Content

Search

All

Blog Overview

- Blog Post Title One
May 28, 2019
- Blog Post Title Two
May 28, 2019
- Blog Post Title Three
May 28, 2019
- Blog Post Title Four

CLOSE

Blog Post Settings

- Content
- Options
- SEO
- Social Image
- Share
- Location

Here's where you can upload your podcast graphic. It could just be your logo, or you might choose to design a different graphic if you're planning to have separate artwork for sermon series or other content.

FEATURED IMAGE

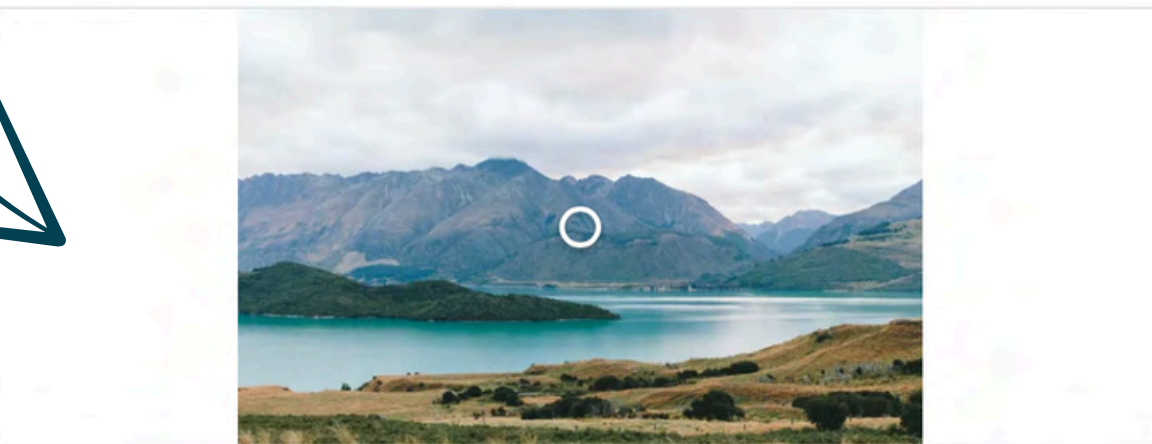


IMAGE EDITOR REMOVE IMAGE

EXCERPT

It all begins with an idea.

Leave this blank or type something generic that would fit for every episode such as eg. Listen back to this week's message and stay connected with what God is doing in our church.

CLOSE

Blog Post Settings

- Content
- Options**
- SEO
- Social Image
- Share
- Location

Options

Status Published >

Tags >

Categories >

Comments

[Click here for advanced comment settings](#)

Featured Post

Some templates and blocks will highlight a post flagged as featured.

SAVE CANCEL

Blog Post Settings

- Content
- Options**
- SEO
- Social Image
- Share
- Location

< BACK

Draft
Save this post to edit later.

Needs Review
Add this post to the review queue.

Published
Published on May 28, 2019, 4:13 PM

Scheduled
Publish this post at a set date and time.

PUBLISHED

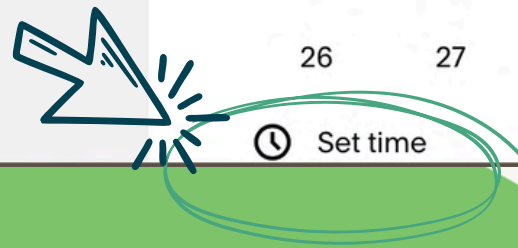
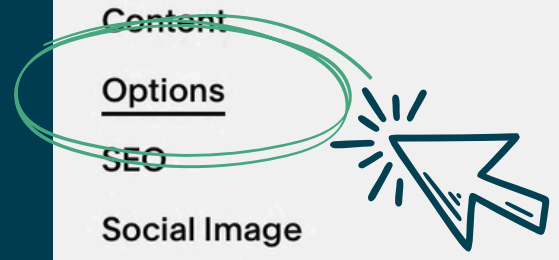
May 2019 < >

S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Set time 4:13pm



Options > Status > Published > Select the date you want your post to be published. This tool is helpful, for example, if you recorded your service on Sunday but only get around to editing and posting it on Monday — you can backdate it so that it appears as published on Sunday. You can also schedule posts ahead of time by changing the date and time to when you want them to go live.



SAVE CANCEL

Blog Post Settings

Content

Options

SEO

Social Image

Share

Location

This title will automatically update to match whatever you enter on the page (for example, "Sunday Teaching 1," as shown on the next slide).

SEO

Search engine optimization (SEO) allows you to improve your ranking in search results. Use these features to make it easier for users to find this item when they search for it. [Learn More](#)

SEARCH RESULTS PREVIEW

Blog Post Title One – CHURCH

https://saxophone-haddock-gcdc.squarespace.com/sunday-teaching/blog-post-title-one-eglzt

This description will be automatically generated by search engines. To override that description, enter one below.

SEO TITLE (OPTIONAL)

Add title...

100

SEO DESCRIPTION (OPTIONAL)

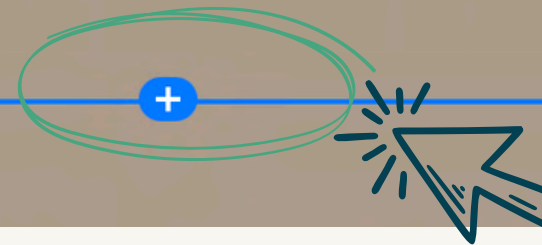
Add description...

400

Search results typically show your SEO title and description. Your title is also the browser window title, and matches your [title formats](#). Depending on the search engine, descriptions displayed can be 50 to 300 characters long. If you don't

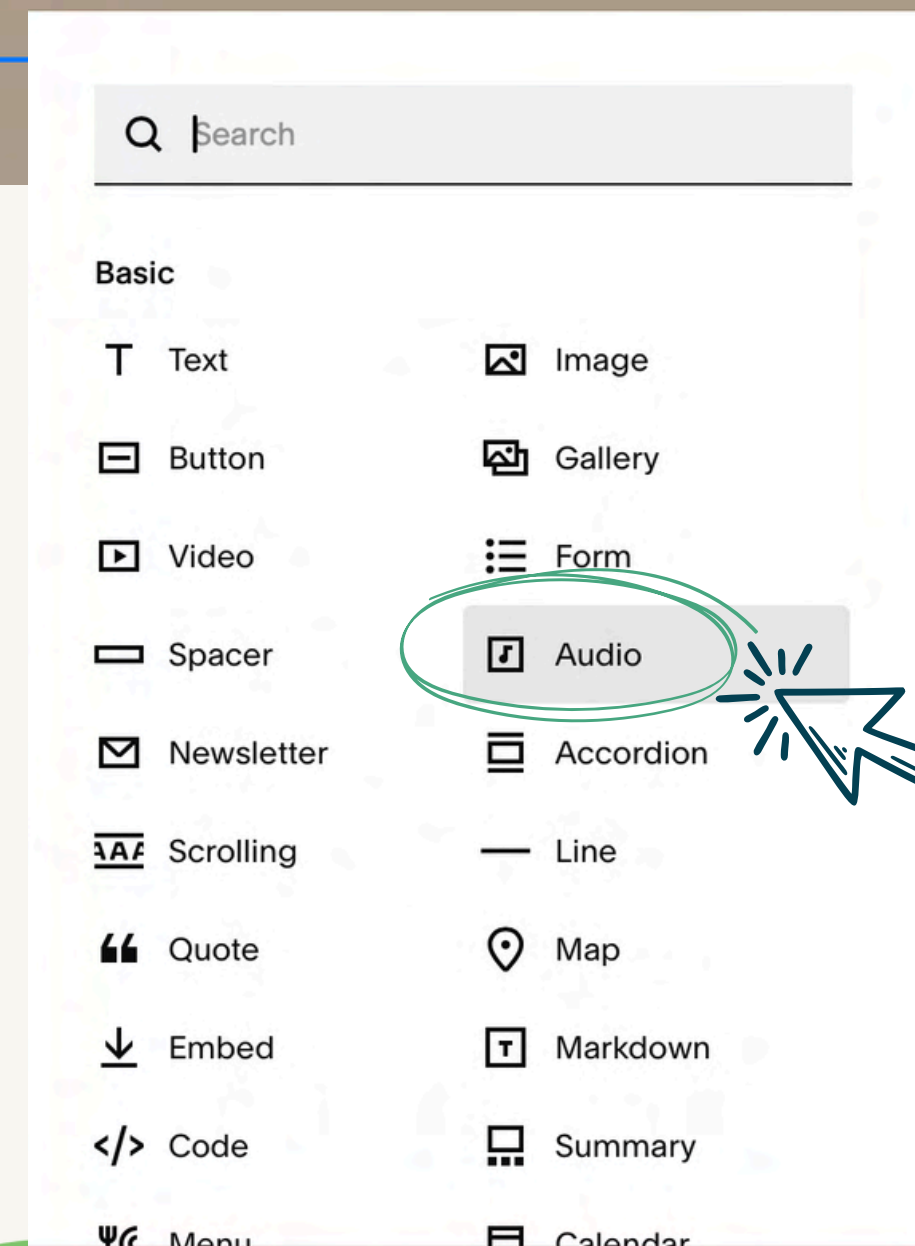
This will be corrected when you sort your domain later in step 10

Sunday Teaching 1



Then, you can add a block by hovering your mouse and selecting the blue + icon, then choosing **Audio**.

Alternatively, if you want to share a YouTube link to an online service or a resource, choose **Embed** instead, then copy and paste the YouTube video URL.



By double-clicking on the black box (the audio file block) that appears, you can enter these settings.

AUDIO

Embed Podcasting Design

Add an audio player to the page for a single .mp3 file. You can upload a file from your computer or link to an externally hosted file. [Learn more](#)

Upload File External File

Add an audio track.

Title **

Author / Artist **



This is how your episode will be displayed on sharing platforms such as Spotify and Apple Podcasts.



This is where you upload your MP3 file. It must be in MP3 format, as other file types may not be compatible with some podcast sharing platforms. If needed, you can use a free tool such as FreeConvert to convert your audio into the correct format.

AUDIO

Embed Podcasting Design

These fields become tags for your podcast's RSS feed. Squarespace uses Apple Podcasts' standard format. [Learn more](#)

Title **

The name of this episode.

Subtitle

A brief description of this episode.

Summary

This is optional but recommended

A full description of the episode with detailed information.

Episode Note

Write here...

AUDIO

Embed **Podcasting** Design

A complete episode.

Season Number **

Apple Podcasts only displays season numbers for podcasts with more than one season.

Episode Number **

An episode number. This sets the recommended order for your podcast episodes.

Episode Duration (hh:mm:ss) **

The duration of this episode.

Explicit Content
This episode contains explicit content.

Podcast Analytics URL

This isn't essential

To track analytics for this episode using a third-party service, enter its URL. [Learn more.](#)

You can customize how you want it to be displayed on the website here.

AUDIO

Embed Podcasting **Design**

Show Download Link
Allow the user to download a copy of this track.

Player Style

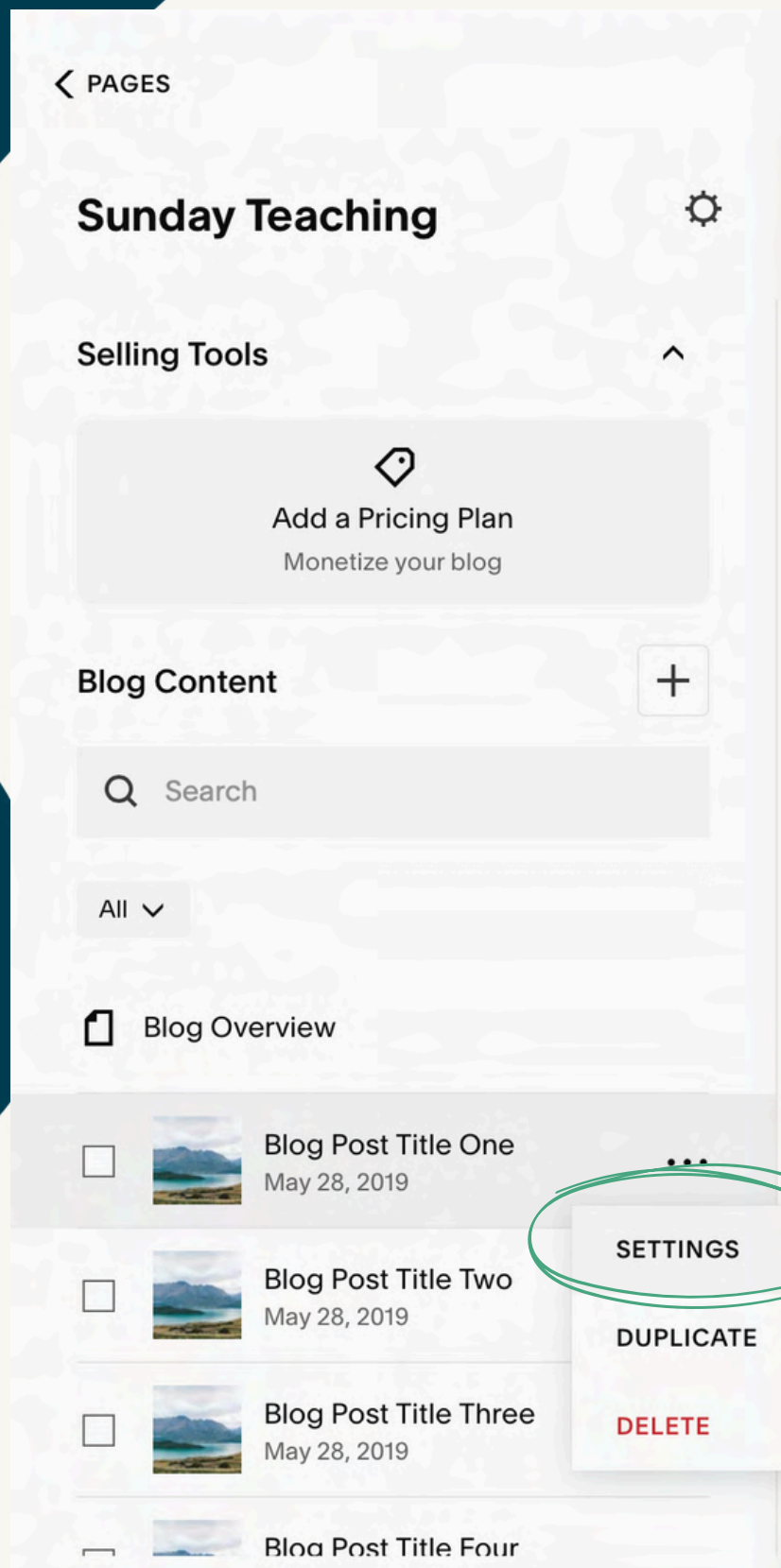
Minimal

Player Color

Dark



You must enter the correct MP3 duration; otherwise, your episode cannot be distributed to sharing platforms. You can find the duration in the properties or settings of your MP3 file.



Once all your settings are in place, you can simply **duplicate** the template when uploading a new podcast episode or newsletter. This allows you to keep all the same settings and images—for example, if you're doing a podcast series and want to use the same cover photo each time. From there, just insert your new titles, audio files, etc. If you ever need to change the image or settings later on, you can easily do that in the duplicated version as well.

Adjust Site Settings

Step 7

Go to **Settings** from the left-hand menu.

Important settings to update:

1. Site Title & Description
2. Domain (connect or purchase one)
3. SEO (page titles, meta descriptions)
4. Social Links
5. Analytics (add Google Analytics if desired)



SQUARESPACE

What is SEO?

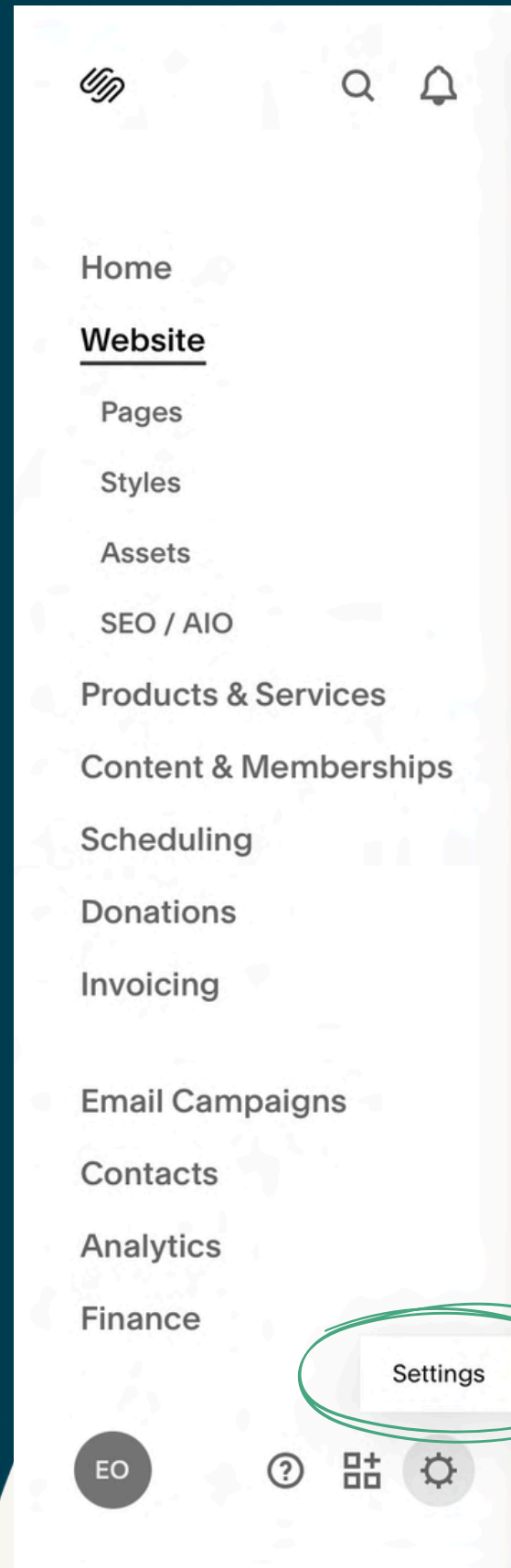
SEO helps people in your community find your church online when they're looking for hope, support, or a place to worship. A well-optimized website becomes a digital front door—welcoming people before they even step inside your building.

Search Engine Optimisation (SEO) helps your church website show up in search results (like Google) when people search for things like:

“Church near me” // “Sunday services in [your city]” // “Youth ministry [city]”



- Use clear page titles e.g. Sunday Services | St Saviours
- Add **short** page descriptions
- Keep URLs simple: yourchurch.org/sermons
- Include keywords people search for
- Make your site mobile-friendly



Settings

Website



Domains & Email

For support with Domains & Email - Refer to step 9

Customer Notifications

Selling

Brand

Marketing

Third Party Tools











Link third-party tools such as your social media accounts so visitors can easily access them through buttons on your site. You can also connect your Google account for form storage and other integrations.

Permissions & Ownership

Billing

Developer Tools

-  **Site Availability** Private
Select who can view your site
-  **Site Languages**
Select default language for your site
-  **Regional Settings**
Set location, timezones, and measurement displays
-  **Cookies and Data Privacy**
Set up cookie preferences for site visitors
-  **Favicon**
Adjust your site's favicon
-  **Social Links**
Add and manage social media and email links
-  **Social Sharing**
Adjust your site's social logo
-  **Pinterest Save Buttons**
Add Pinterest Save buttons to appear on image hover



Complete this in step 11

Linking ChurchSuite

Step

8

1. In ChurchSuite: open **Calendar** → **Settings (cog)** → **Embed Options** → **Add configuration, set filters/format/brand and Save.**
2. Click Copy HTML on that configuration to copy the generated iframe/embed code.
3. In Squarespace: edit the page → add an Embed block (Insert point → Embed) → choose Code snippet / Embed Data and paste the HTML → Save.
4. If the embed won't display, paste the iframe into a Code block instead (iframes/JS in code blocks require the appropriate Squarespace plan).
5. Publish and verify — changes in ChurchSuite update automatically on your site; ensure events are set to Show in embed in ChurchSuite

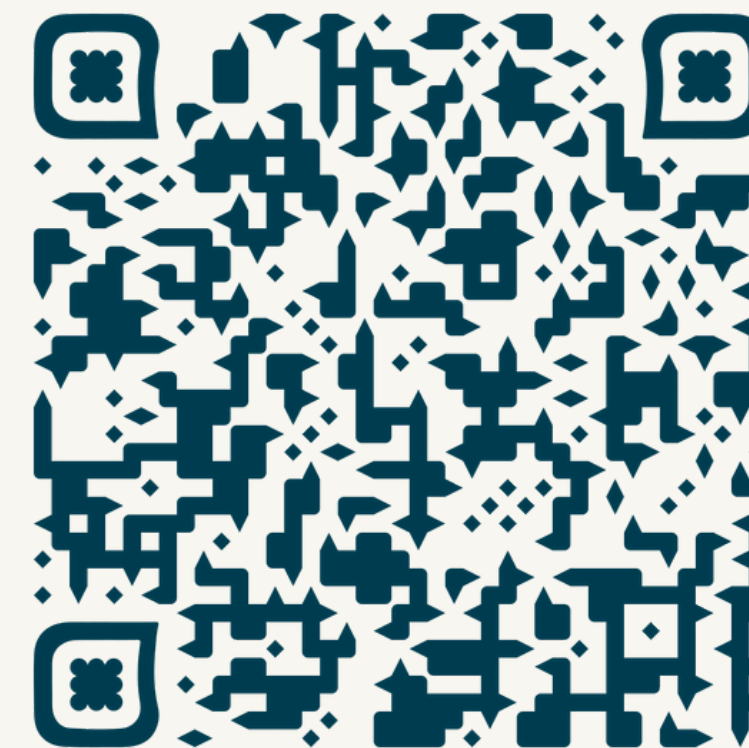
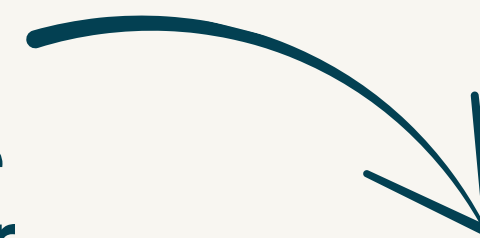




The Church calendar is a great way to show what's happening in the building, guide visitors wondering about events, and highlight the church's life, keeping members and guests informed and engaged.

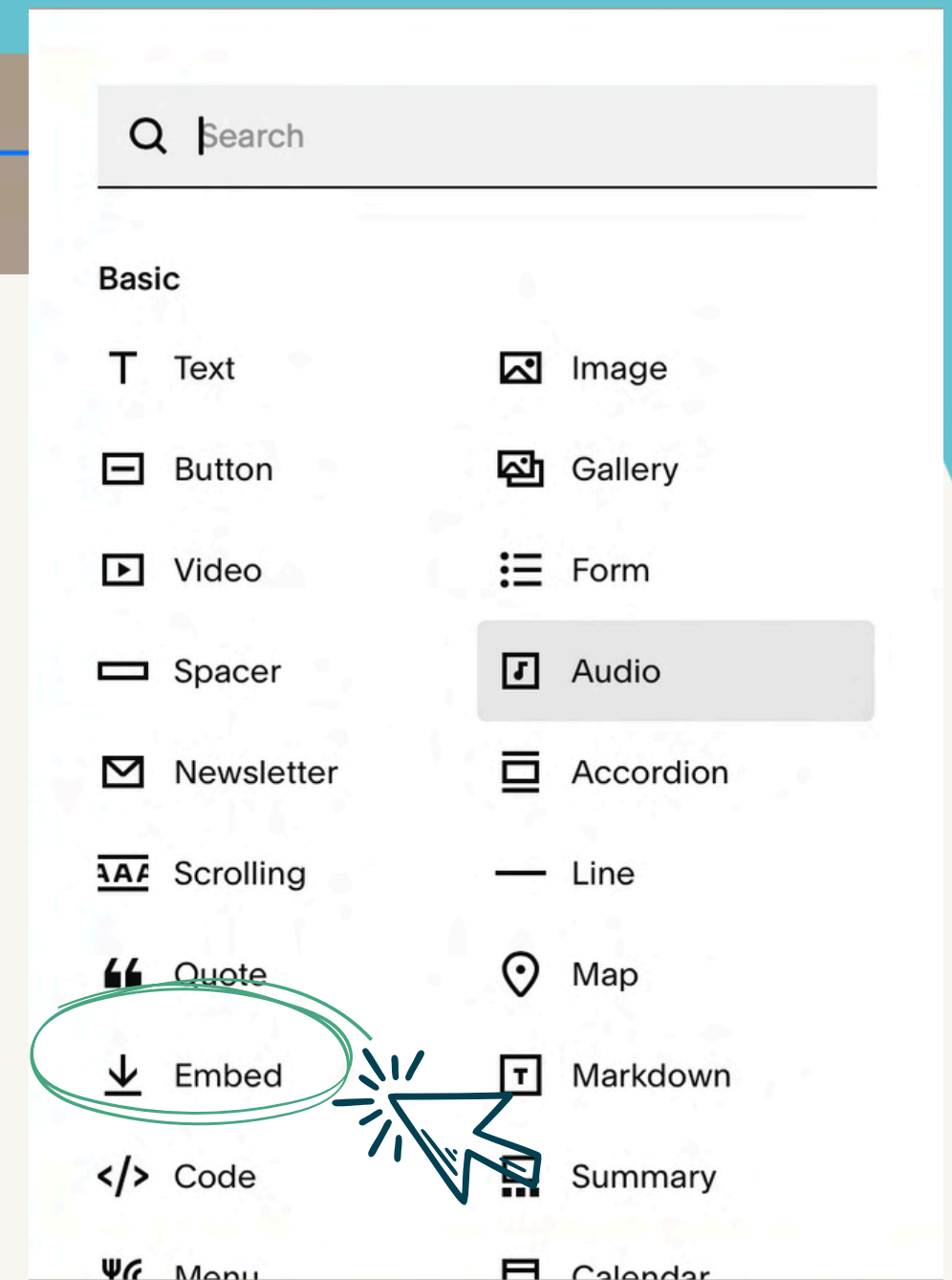
When linked to ChurchSuite, your website calendar will automatically update with whatever you enter in ChurchSuite, making it easy to manage and display events in real time.

For a more detailed walkthrough, follow the instructions on this page to set up your ChurchSuite calendar as an embedded feature on your site.





Once your ChurchSuite calendar is set up and you're happy with how it looks, hover your mouse over the section where you want to add it and click the blue "+" icon. Select Embed from the options, then go to your ChurchSuite calendar and click **Copy HTML to copy the embed code**. Finally, paste that code into the Embed Link section of your new block.



Related Articles

Embed a newcomer My Details form on your website

Embed calendars and events into your website

Embed small group lists and maps in your website

Enabling small group sign-up through an embedded small group list or map

Embed a free/busy resource planner on your website

Embed organisation lists and maps in your website



Or search for '**ChurchSuite Support**' and select 'Embed calendars and events into your website.' There are also several other useful features you can embed by following the instructions on the ChurchSuite support page and using the '**Embed**' button on your website page.

Preview & Test Your Site

Step

9

1. Click "View Site" or the eye icon to preview.

2. Test your website:

- a)** Links
- b)** Mobile responsiveness
- c)** Contact forms
- d)** Page loading speed



SQUARESPACE

66%

of website visitors will use their mobile

*Most people will visit your website on their phone — in fact, over half of all website traffic now comes from mobile devices. That's why it's vital to **preview and edit** your website in mobile view. Squarespace gives you tools to check how your site looks on a phone, and things can look quite different from the desktop version.*



- Some elements may shift — spacing, text boxes, image alignment, or button placement might not appear how you intended.
- Use mobile editing mode to adjust layout, spacing, and alignment specifically for phones.

Important note: Editing your site in mobile view won't affect your desktop layout — unless you delete an element. If you delete something in mobile view, it will also be removed from the desktop version. So, use mobile mode to adjust the layout, not to remove content.

- Before publishing, always check your site on both mobile and desktop views to make sure everything looks polished and functions well.

Connect a Domain

Step 10

1. Go to Settings → **Domains**.
2. Choose to:
 - a)** Buy a new domain via Squarespace, or
 - b)** Connect an existing domain you own



SQUARESPACE

Domains

Buy, connect, and manage domains associated with your website.

[Learn more](#)

GET A DOMAIN

USE A DOMAIN I OWN

BUILT-IN DOMAIN

saxophone-haddock-gcdc.squarespace.com

Never Expires



If you already have a domain, add it here — this is particularly important if you have a pre-existing website but are switching to Squarespace. Doing so ensures that all your existing information, signposting, banners, flyers, and emails that mention your current website can remain the same.

Website

Domains & Email

Customer Notifications

Selling

Brand

Marketing

Third Party Tools

Permissions & Ownership

Billing

Developer Tools

saxophone-haddock-gcdc.squarespace.com

Never expires

This is your built-in Squarespace domain. Your site can always be accessed from this domain and it never expires.

Domain Details

SSL Certificate Status

Issued

Site ID

ChurchInNottingham

Customize your built-in domain.

Domain Details

Confirm Site URL Change

You are about to change your site's primary URL. External links to your site may break.

CANCEL

CONFIRM



Customize the site ID and domain name to match your church's name. This helps people easily find and remember your site online.

Choose a

Plan & Publish

Step

11

1. Click "Subscribe" or go to Settings → Billing.
2. Choose a plan (Personal, Business, Commerce).
3. Enter payment info and subscribe.
4. Once subscribed, click "Publish Site" — you're live!



SQUARESPACE

Home

Website

Products & Services

Content & Memberships

Scheduling

Donations

Invoicing

Email Campaigns

Contacts

Analytics

Finance

Get started

▼ Set up your website 0%

Personalize your site header and logo →

Customize your brand style →

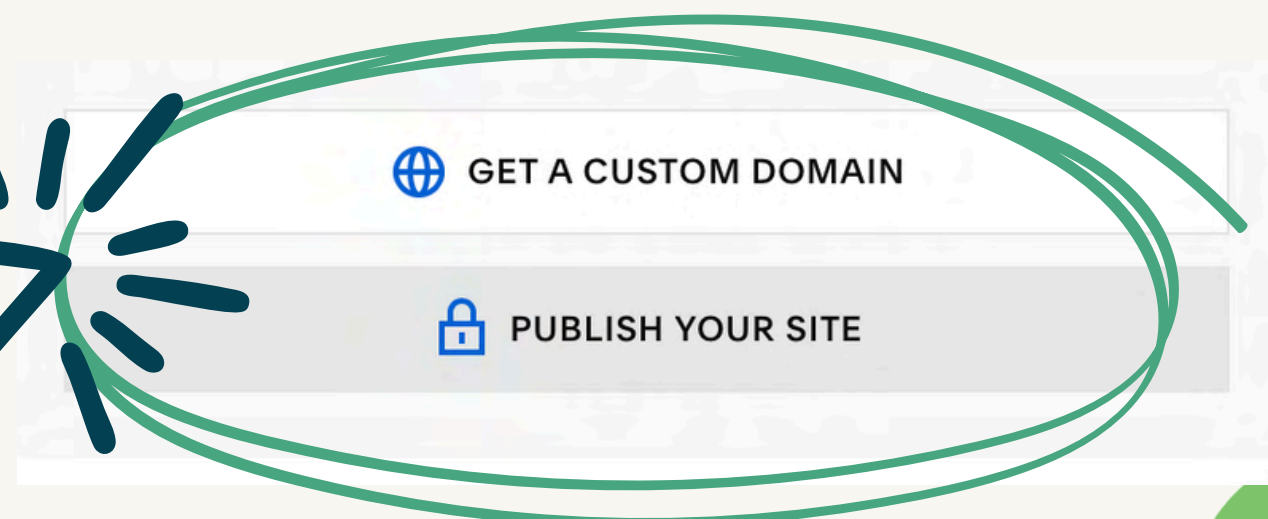
Modify SEO for search →

> Set up to sell group events 0%

> Start collecting donations

 GET A CUSTOM DOMAIN

 PUBLISH YOUR SITE



Settings

Website

Domains & Email

Customer Notifications

Selling

Brand

Marketing

Third Party Tools

Permissions & Ownership

Billing


Developer Tools

Website / Site Availability

Site Availability

Control who your site is available to.

UPGRADE TO PUBLISH

- Public**
Anyone can see the site.
- Password Protected**
Anyone with the password can see this site.
- Private**
Only contributors can see the site.
- SSO Protected**  **ENTERPRISE**
Only authorized single sign-on (SSO) users can see the site.



Select a Plan

Simple plans. Simple prices. Only pay for what you really need. All plans come with award-winning 24/7 customer support. Prices do not include applicable taxes.



Basic
£12
per month
Save 25% annually

SELECT

RECOMMENDED

Core
£17
per month
Save 29% annually

SELECT

Plus
£29
per month
Save 19% annually

SELECT

Advanced
£79
per month
Save 11% annually

SELECT

BUILD YOUR WEBSITE

Designer templates to fit every need ⓘ



Most churches choose the £12/month Squarespace plan because it's affordable, easy to use, and includes essentials like a custom domain, sermon pages, and contact forms. It fits tight budgets, requires no tech skills, supports growth, and lets churches focus on ministry while maintaining a simple, professional online presence.

Select a Billing Cycle

Choose how often you would like to be billed. You can change the frequency of your billing cycle later.

Pay annually (£12/month)

Billed £144.00 annually + applicable taxes

You save 25% by paying annually.



Pay monthly (£16/month)

Billed £16.00 monthly + applicable taxes



CONFIRM SELECTION

Webiste

Step

12

Maintenance

Now lets ensure all your efforts can stay up to date, relevant and helpful -

- Update content regularly – Keep service times, staff info, and sermons current.
- Review homepage monthly – Check colors, images, and overall layout for freshness.
- Maintain the calendar – Ensure events in ChurchSuite or other tools are up to date.
- Remove outdated pages/buttons – Delete or update pages, links, and media no longer needed.
- Check functionality – Test forms, donation buttons, and navigation.
- Ensure accessibility and mobile-friendliness – Make the site easy for all users.
- Back up and secure the site – Keep software/plugins updated to protect data.



SQUARESPACE



 THE CHURCH
OF ENGLAND

Diocese of Southwell & Nottingham

Any Questions?

Make sure you've reviewed every step and completed the setup. If you still need help, contact Elisha Oak at **Elisha.oak@southwell.anglican.org** with the reference *"Squarespace Design Support"*