

Survey-taking Guidelines

This guide is intended to help churches and other institutions complete the Episcopal Asset Map survey. Included in this guide is information on how to find an institution's page and survey, as well as suggestions and guidelines for what to include in each of the survey's fields.

How do I find the survey page my church, school, institution?

After you've navigated to the [Diocese of Texas Episcopal Asset Map](#) website, you will see a map of your diocese spangled with blue pins. Each of these pins represents a church, school or other facility affiliated with The Episcopal Church. Zoom in on the map to your location and click on your pin, or use the keyword field to narrow your search (e.g., keyword-searching "All Souls" to find All Souls Episcopal Parish).

Click on your pin and then click on the name of your institution in the pop-up bubble. At the top of the organization's page, click the survey button, below:



IMPORTANT NOTE: If you have entered information, do not navigate away from the survey page without clicking on the "Submit" button at the bottom of the page. If you do not submit the information before leaving the page, it will be lost.

- You do not have to fill out the entire survey in one sitting. However, if you click submit, any information entered will be submitted for publication. This information will not appear on the survey until it has been approved, which means the information will not be viewable until a Map Administrator approves the changes.
- If you want to see the changes you're suggesting before submitting them, you can use the preview button at the bottom of the page. Please use the [Contact](#) form if you run into problems.

What information should I add?

Basic Information

- You can ignore "Other Affiliations and Tags" for now. If you know that your institution is affiliated with another organization (i.e., Jubilee Ministries, Episcopal Charities, etc.), and would like to include that information, you can enter that here. This is not the same field for ministry-specific affiliations. That information can be entered further down.

Contact Person

- It's recommended you name the parish administrator, head priest, office manager, executive director or other appropriate role for your organization.

Type of Facility

- *Church* refers to churches, missions, parishes... basically any type of congregation with an address
- *School* refers to Episcopal primary, middle, and high schools and does **not** include day-care, after-school programs, Sunday school, camps or seminaries. Preschools may be listed as separate pins if they are independent from the church that houses them.
- *Other* includes all of the above excluded, as well as Episcopal non-profits, food pantries and food banks with their own unique address, diocesan offices, etc.
 - Note: non-profits and service organizations based out of churches or schools must be independent 501c(3)s to be their own separate pin on the map

Episcopal Network Affiliations and Tags

Here you can enter any national or regional Episcopal organizations that this facility belongs to or is affiliated with (e.g., Jubilee Ministries, National Association of Episcopal Schools, Episcopal Service Corps, etc.) If an affiliate already exists, it will show up as you begin to type its name. If you would like to suggest a new affiliate, please contact us using the [Contact](#) form on the main menu. Participating affiliates will each have their own Network map. You can view the list of maps of currently participating affiliates in the [Other Maps](#) section of the main menu.

Local Episcopal Partners

Type in the name of affiliate Episcopal organizations in your diocese that you collaborate with in your ministry programs. If that organization is already represented as a pin on the map, you should be able to select it in the menu that appears. These partnerships will be listed at the top of the main content page for your facility.

- Example: A congregation who hosts a weekly food pantry in their parish hall might list as an affiliate the church in their deanery who co-manages the food pantry and provides some funding and volunteers.

Church Description/Main Content: A short description of the institution can be pulled right from your institution's website, or it can be written uniquely for this page.

- Example: All Souls is an LGBT-affirming and family-oriented community in North Berkeley...
- Other examples of information you may choose to include here:
 - For churches, the style or hours of worship
 - The history of your institution
 - For schools, grade levels served
- Note: The field directly underneath the church description box can be ignored. This field gives you the option to change the text format between html and plain text. For tech-savvy users, this option allows you to enter HTML tags directly into the church description box.

Church Image: Note, this image must be smaller than 250x250

- To upload an image from your computer, first click on the button “Choose File.” This will open a window showing the file explorer on your computer. Navigate to the image file you want to use and double click on it or use the button at the bottom right of this window to choose the file. This will take you back to the survey page. Now click on the button “Upload.”

Property Assets:

The extra box below can be used to add assets not listed or to explain assets checked off above.

- This field is here for disaster preparedness purposes. Although this information will be visible on individual survey pages, anonymous visitors will not be able to find this information using the general search features on the website.

Regular Languages of Worship

This field is intended to show what languages are used at an institutional level, whether as a language of worship or in provision of services.

Organized Groups

This is by no means an exhaustive list of the groups that are hosted at your facility. The field includes groups that are made up of members of your institution or groups that simply use the space. This field is one way of highlighting the network strengths of your facility.

Looking for Volunteers

This section allows you to identify volunteer opportunities at your church or organization. A volunteer search feature will be added to the map soon! If this does not apply, you can leave it on the default “none” or choose “no” from the drop-down menu. If you want to recruit for one-time opportunities or ongoing commitments for local volunteers, choose the first option “Yes, local volunteers”. If you have mission trip opportunities available at your site, choose “Yes, mission trips.”

A text box will appear asking you to provide a more detailed explanation of the volunteer opportunities. This is a good place to include things like the type of activity available, the times of service, and contact info for people to get involved. **NOTE!!!** If you have both short-term opportunities and mission trips, choose “Yes, mission trips” and use the text box to describe the opportunities in more detail.

Ministry Services

It’s natural that when distilling all of the ministries of The Episcopal Church into a limited number of categories, some ministries won’t be labeled perfectly. Select the categories that best describe the organization’s programs. This field creates search filters for the map, but it is possible that

some ministries do not fit into this list. You can describe up to 16 ministries individually in the fields below, whether or not you select categories for them here.

More information about these categories will be available in the [About This Map](#) section of the main menu.

Ministry

It's important here that you provide descriptive data (both *qualitative* and **quantitative**) for each of the ministries you list. Include, for example, the ministry leader's name/email/phone number, the type of service, the number of people the ministry serves and how frequently the ministry occurs.

Make sure to use descriptive words and proper nouns to help make your ministry more searchable.

For example:

Disaster Preparedness

Monthly meetings with local community organizations to build disaster preparedness in the neighborhood around the church.

Vs.

Resilient Diamond Heights (Disaster Preparedness Ministry)

Group organizing to build community resilience in the Diamond Heights neighborhood of San Francisco, partnering with the Diamond Heights Shopping Center, SF CARD and the Neighborhood Empowerment Network (NEN) to create preparedness and response strategies and to host NERT/CERT trainings and community parties.

- Meetings on the third Wednesday of every month, 3:30pm, at St. Aidan's - contact the rector of St. Aidan's for more information.

For example:

Mission trip

College student Spring Break mission trip to Belize.

Vs.

Canterbury Mission Trip

Bi-annual college spring break mission trip by the Canterbury Association campus ministry to Ambergris Caye, Belize. Construction work and tutoring at Holy Cross Anglican School in San Pedro within the Anglican Diocese of Belize. Fundraising from the Grand Illuminations sales in December and the Gala in the spring go to support the trip and a donation made to the school.

Also, link to other websites, include pictures and add as much or as little information as feels appropriate.

For each additional ministry, click the next Ministry header and the editing fields will appear.

The “Ministry” category can refer to many things

- An outreach program (weekly food pantry, winter shelter, etc.)
- An organized ministry group (Casserole Brigade, rides to church, Eucharistic visitors)
- Anything hosted at the church (preschool/after-school program in church building, yoga classes, AA groups, monthly concert series)
- A partnership (St. Xavier’s Lutheran Church uses our church space every other Sunday, the house church around the corner does their sandwich-making ministry in our kitchen)
- Any group (the men’s group, the knitting group, the Bible study, the young adult group, etc.)

- **OR anything** - the boxes are named ‘ministry’ but they don’t have to be explicit ministries of the community: use them creatively to describe the life and mission of your community or organization

Submitting

When you are ready to submit, be sure to enter your name, relationship to the facility, and contact information in the “Last Updated By” field, so that we can contact you with any questions about your submission. Lastly, complete the captcha math problem at the bottom and click the “Submit” button.