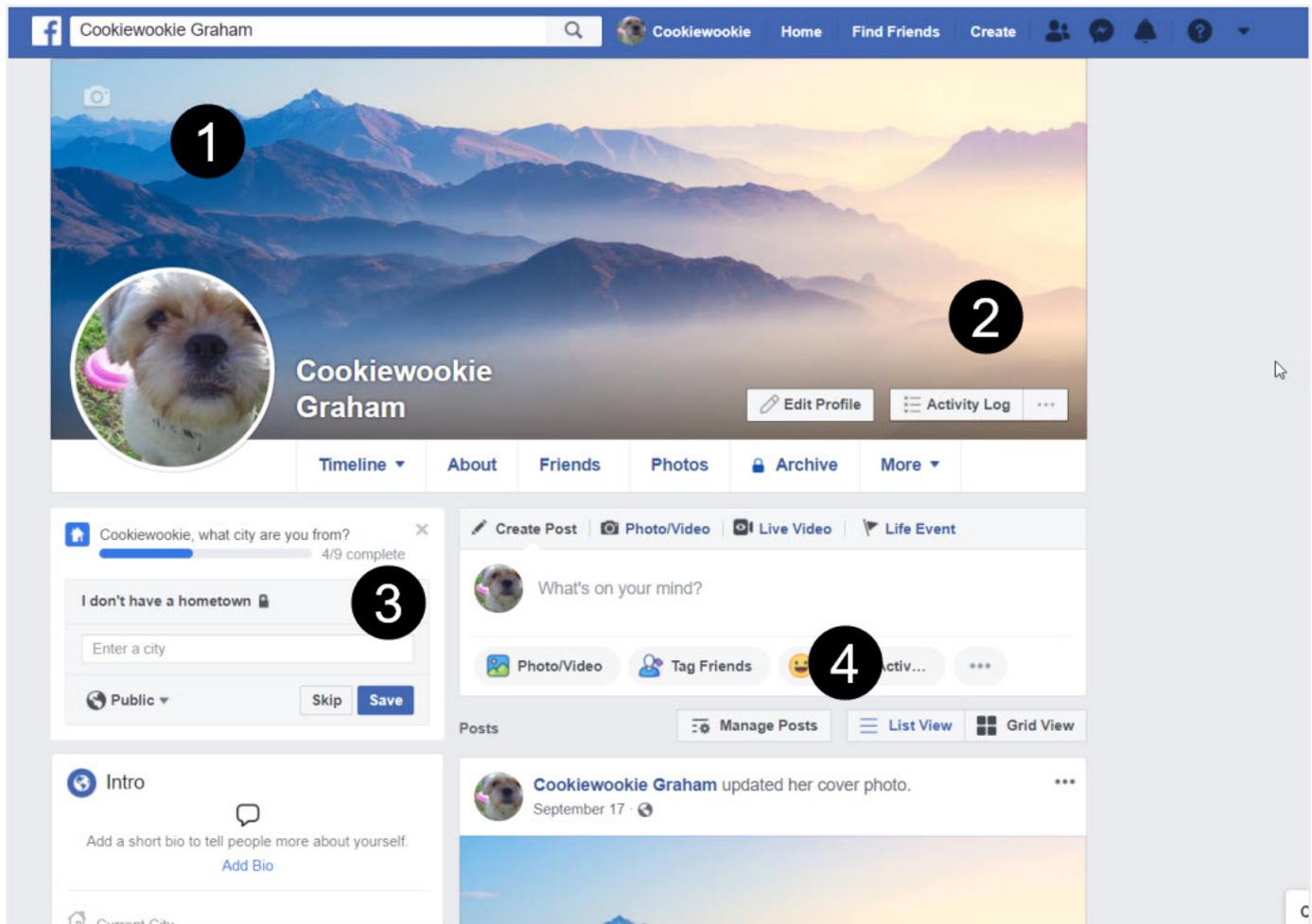


Create a Church FB page

Page1



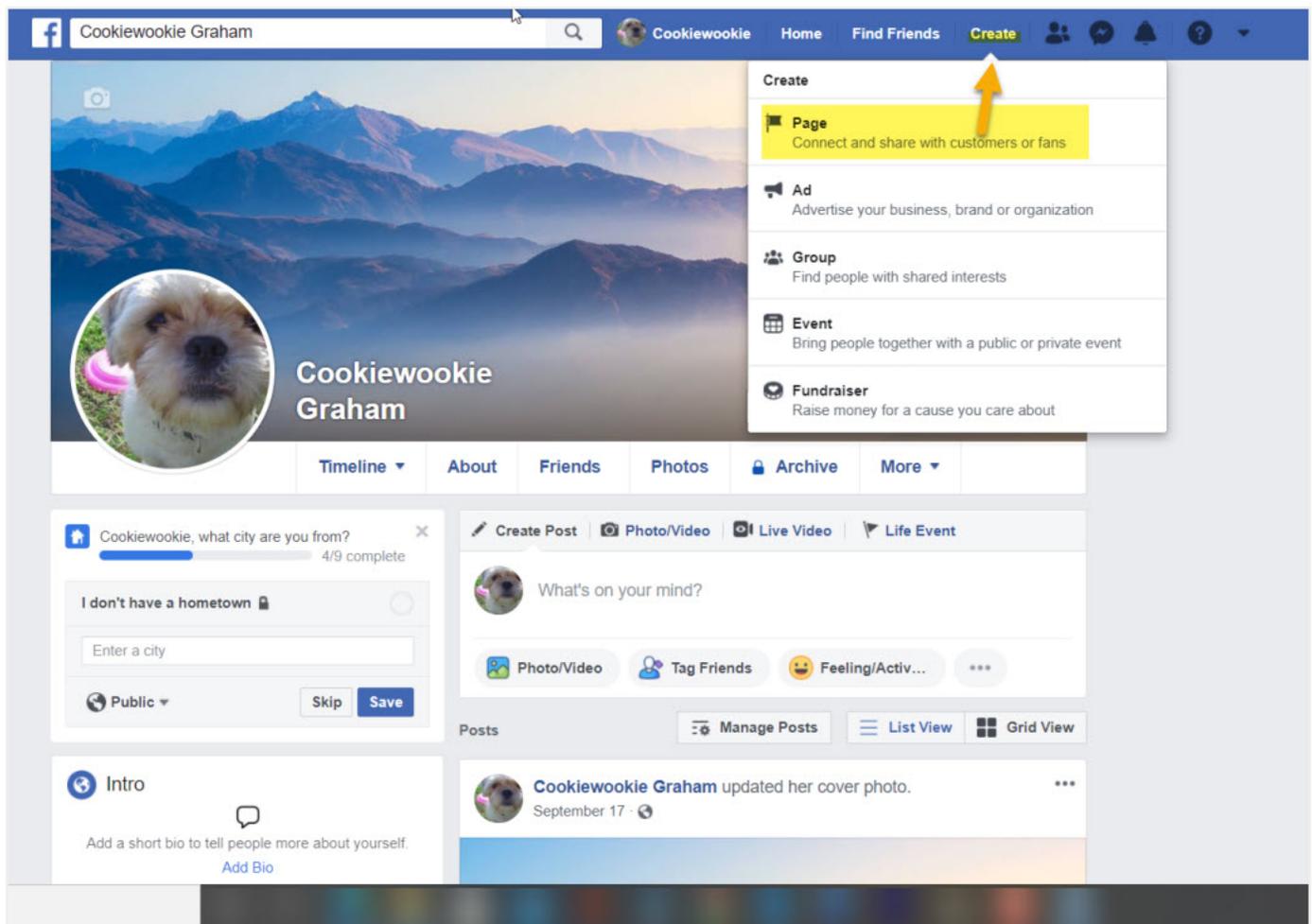
1 1st you must have a personal FB page. Here we created a simple one for demonstration only. You will create a FB page with your church name. This will make it easier to add pages and groups later.

2 It is not necessary to fill out everything FB asked you too unless you want to get that all filled in.

3 Once you have finished you will go on to the next phase of 'creating a Church page.'

Create a church FB page

Page 2

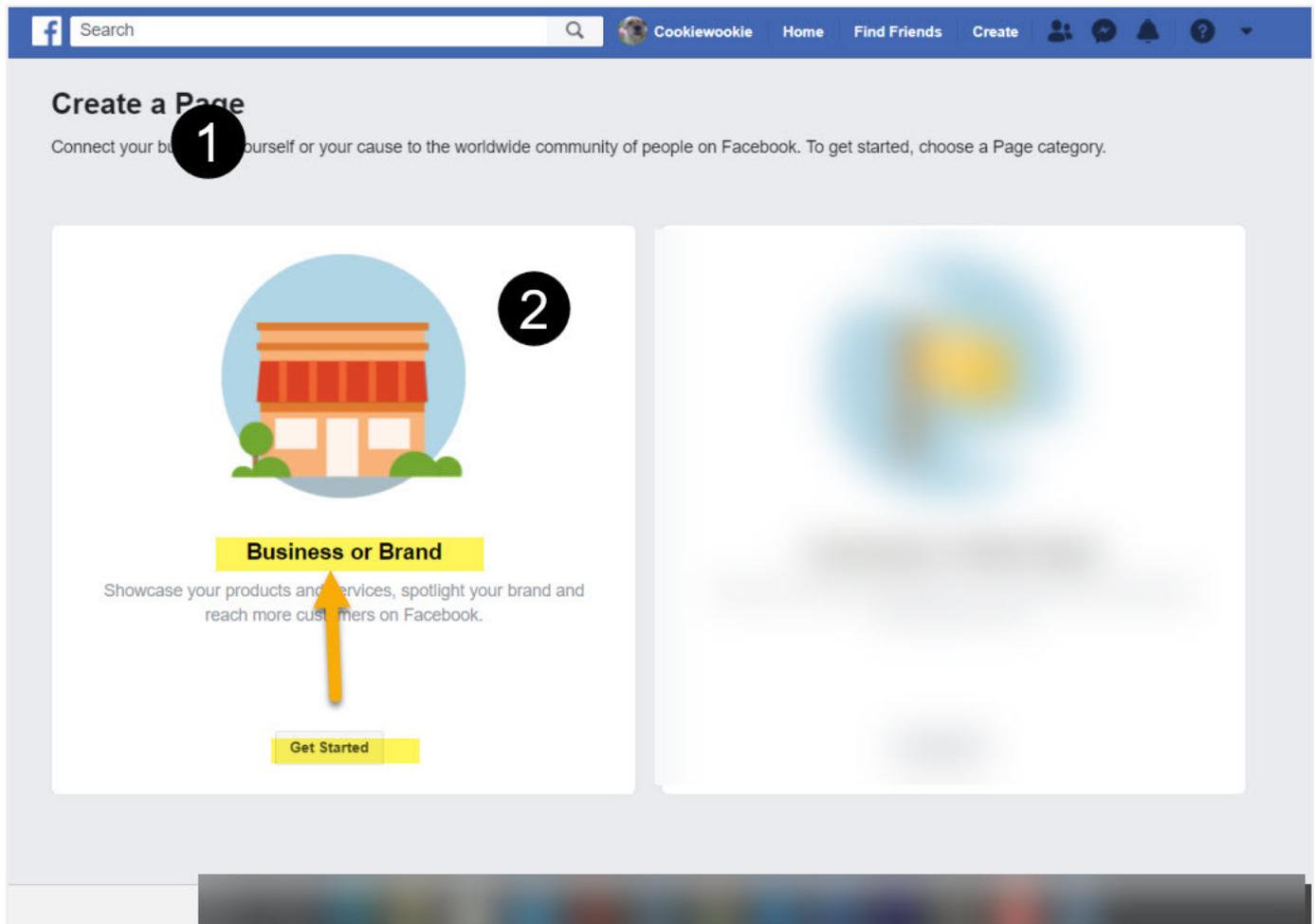


1 Here you will click on Create and select Page.

2 This will allow you to create a page for your congregation to see what is going on at the church.

Create a church FB page

Page 3



1 You have created your page and now you are going to select Business or Brand.

2 Click on Business or Brand to get started.

Create Church FB page

Page 4

Business or Brand
Connect with customers, grow your audience and showcase your products with a free business Page.

Page name
Your church name here

Category
Religious Organization

When you create a Page on Facebook the Pages, Groups and Events Policies apply.

Continue

1 Here is where you will put your church's name.

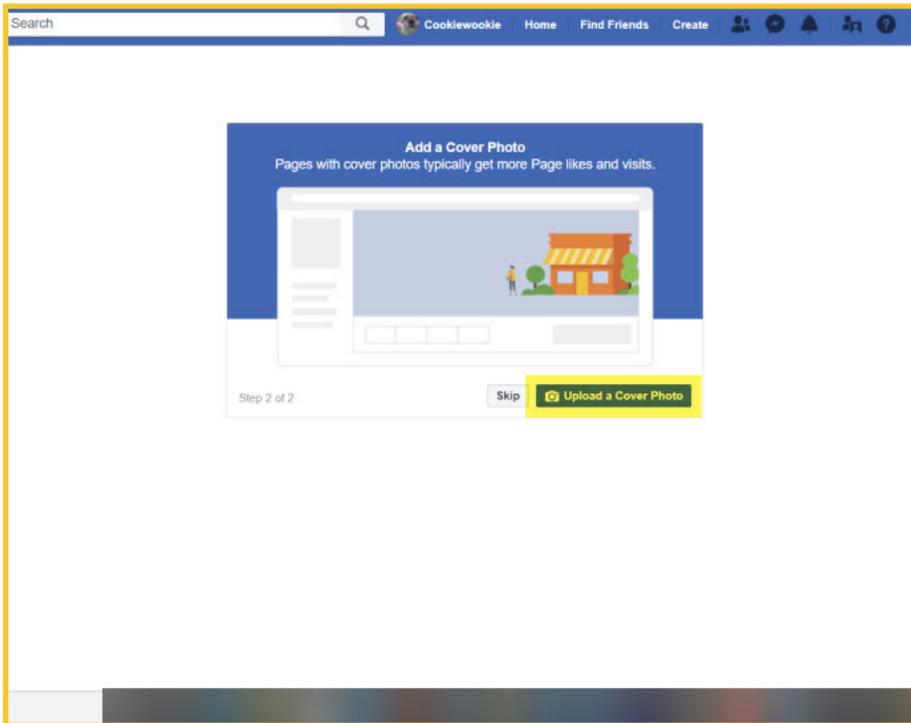
Example:
Holy Cross Lutheran Church

2 You want to select a category that FB will help you with search engines.

Select Religious Organization

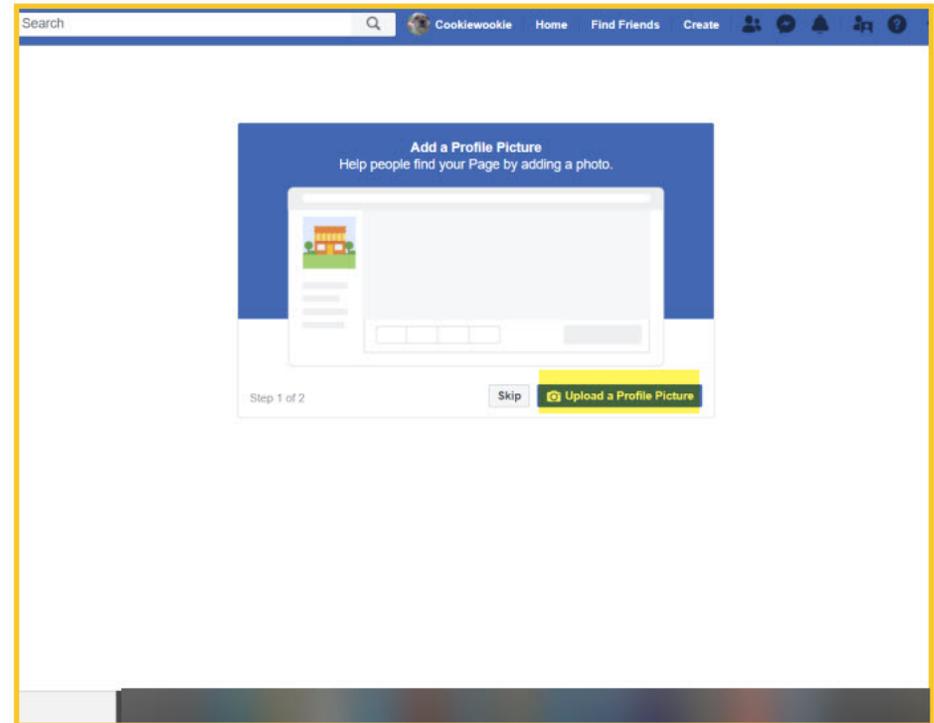
Create a Church FB page

Page 5



Cover Profile

Here you will add your cover picture. It can be a picture of anything that draws attention to your church. Inside photos or pictures of gatherings.

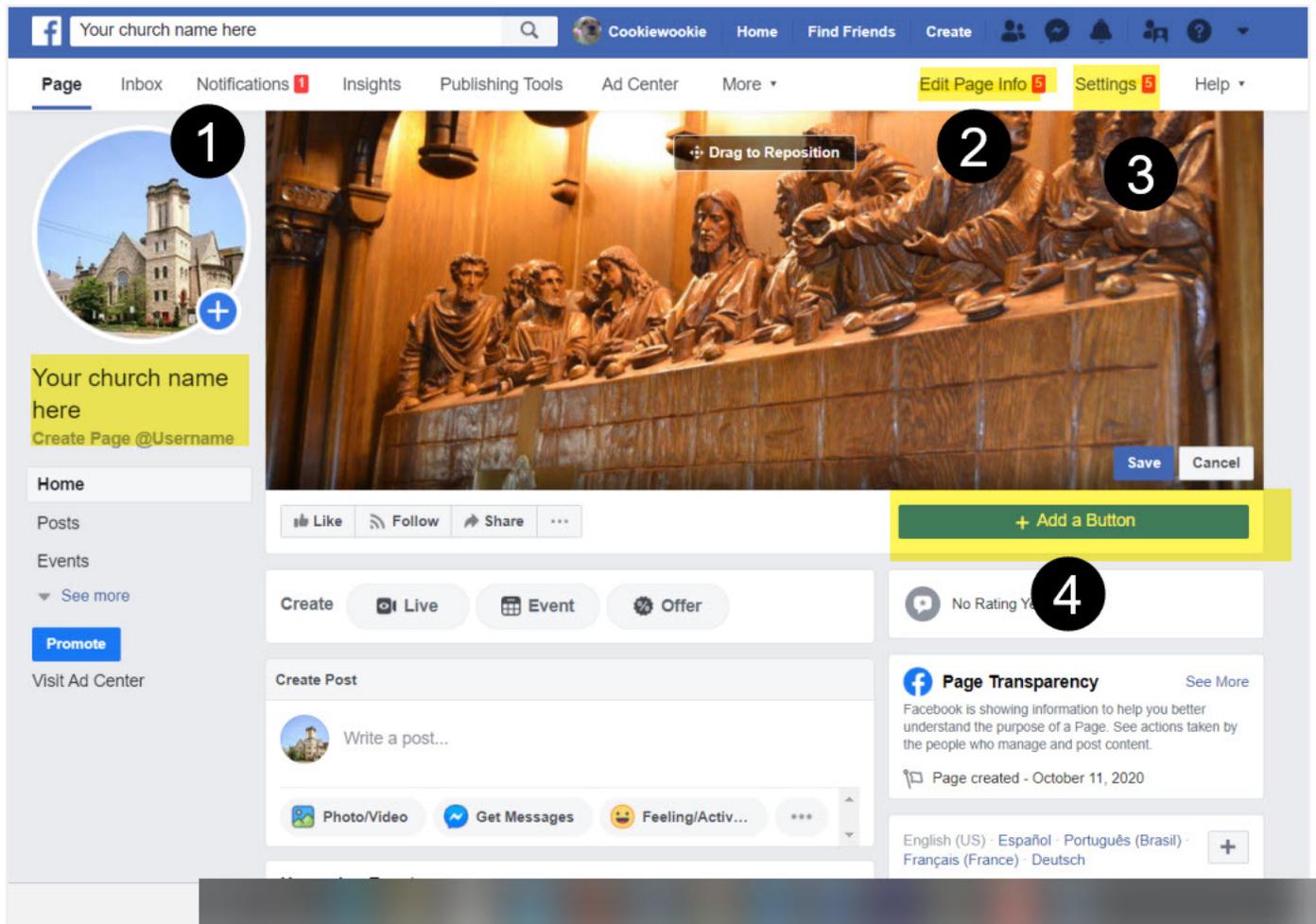


Profile Picture

Here you will add your profile picture. This is generally a picture of your church. This helps people to confirm they have the right church.

Create a Church FB page

Page 6



1 Here you will see your church name and profile picture.

You can change any info in step 2.

2 This is where you will edit all the information on this page.

3 This is the settings page. Here you will edit what and who can post to your page.

4 This add a button will allow users to contact you. There are multiple choices here.

Create a Church FB page

Page 7

The screenshot shows the Facebook Page Settings interface. On the left is a navigation menu with categories like General, Page Info (highlighted in yellow), Messaging, Templates and Tabs, Event Ticketing, Notifications, Advanced Messaging, Page Roles, People and Other Pages, Preferred Page Audience, Issue, Electoral or Political Ads, Ad Limits, Branded Content, Instagram, WhatsApp, and Featured. The main content area is titled 'Page Info' and contains a warning: 'Complete your About section so people can find your Page more easily.' Below this are sections for 'GENERAL' and 'CONTACT'. The 'GENERAL' section includes a 'Description' field with a placeholder 'Add short description' and a note: 'A brief summary of your Page. The limit is 255 characters. You can write a short summary about this Page, or tell people about your products and service, which can help your business be discovered more often on Facebook.' There are 'Save Changes' and 'Cancel' buttons. Below is a 'Categories' field with 'Religious Organization' selected. An 'Additional Information' field is also present. The 'CONTACT' section includes a 'Phone Number' field with a country code dropdown (+1) and a placeholder 'Enter phone number', an 'Extension (optional)' field, and a checkbox for 'My Page doesn't have a phone number'. A note says: 'Adding a phone number makes it easier for potential customers to contact you.' There are 'Save Changes' and 'Cancel' buttons. A 'Website' field with a placeholder 'Enter website' is partially visible at the bottom.

1

This is your information page. Here you add any information that will help direct people to your FB page. Add your phone number, web site (if you have one), email.

Go through each category on the left hand side to see if you should add any information you may want to add.

Create a Church FB page

Page 8

The screenshot shows the Facebook Page Settings interface for a church page. The top navigation bar includes the Facebook logo, a search bar with the text "Your church name here", and user information for "Cookiewookie". The main navigation menu includes "Page", "Inbox", "Notifications", "Insights", "Publishing Tools", and "More". The "Settings" tab is selected and highlighted in yellow. The left sidebar contains a list of settings categories: General (highlighted in yellow with a circled '2'), Page Info, Messaging, Templates and Tabs, Event Ticketing, Notifications, Advanced Messaging, Page Roles, People and Other Pages, Preferred Page Audience, Issue, Electoral or Political Ads, Ad Limits, Branded Content, Instagram, WhatsApp, and Featured. The main content area displays a list of settings with their current values and an "Edit" link for each. A circled '1' is placed over the "Page Visibility" setting.

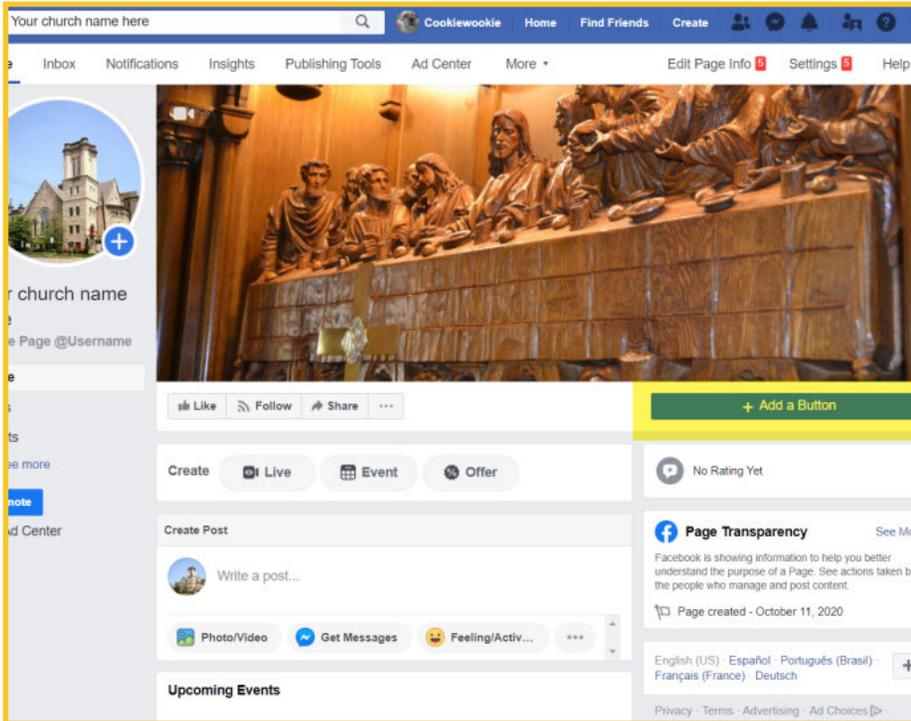
| Setting Category | Current Value | Action |
|---|---|--------|
| Page Visibility | Page published | Edit |
| Visitor Posts | Anyone can publish to the Page. Anyone can add photos and videos to the Page. | Edit |
| News Feed Audience and Visibility for Posts | The ability to narrow the potential audience for News Feed and limit visibility on your posts is turned off. | Edit |
| Post and Story Sharing | Post sharing to Stories is On | Edit |
| Messages | People can contact my Page privately. | Edit |
| Tagging Ability | Only people who help manage my Page can tag photos posted on it. | Edit |
| Others Tagging this Page | People and other Pages can tag my Page. | Edit |
| Country Restrictions | Page is visible to everyone. | Edit |
| Age Restrictions | Page is shown to everyone. | Edit |
| Page Moderation | No words are being blocked from the Page. | Edit |
| Profanity Filter | Turned off | Edit |
| Similar Page Suggestions | Choose whether your Page is recommended to others | Edit |
| Page Updates | Page posts are automatically published when you update Page info, reach milestones, receive reviews and more. | Edit |
| Post in Multiple Languages | Ability to write posts in multiple languages is turned off | Edit |
| Translate Automatically | Your posts may show translations automatically for people who read other languages. | Edit |
| Comment Ranking | Most recent comments are shown for my Page by default. | Edit |

1 This is your settings page. Here you edit all the security settings. You set the rules that people will have to follow.

2 Go through each category to make sure you have all the settings set up the way you want.

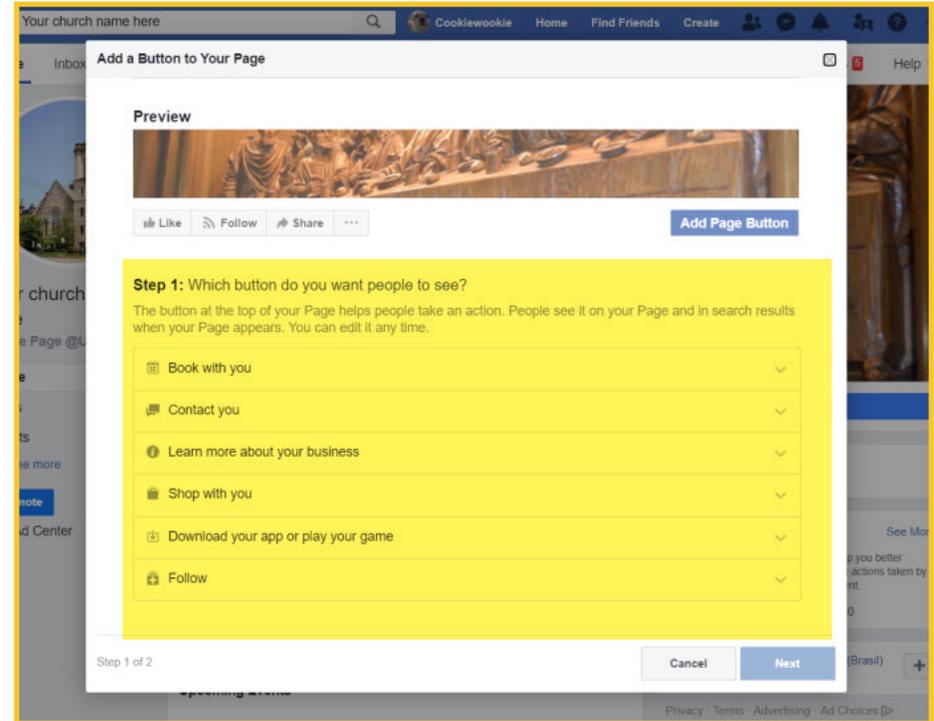
Create a Church FB page

Page 9



Add a button

Here you will add a button that users can contact you, follow your page or learn more about you. You choose what one you want.

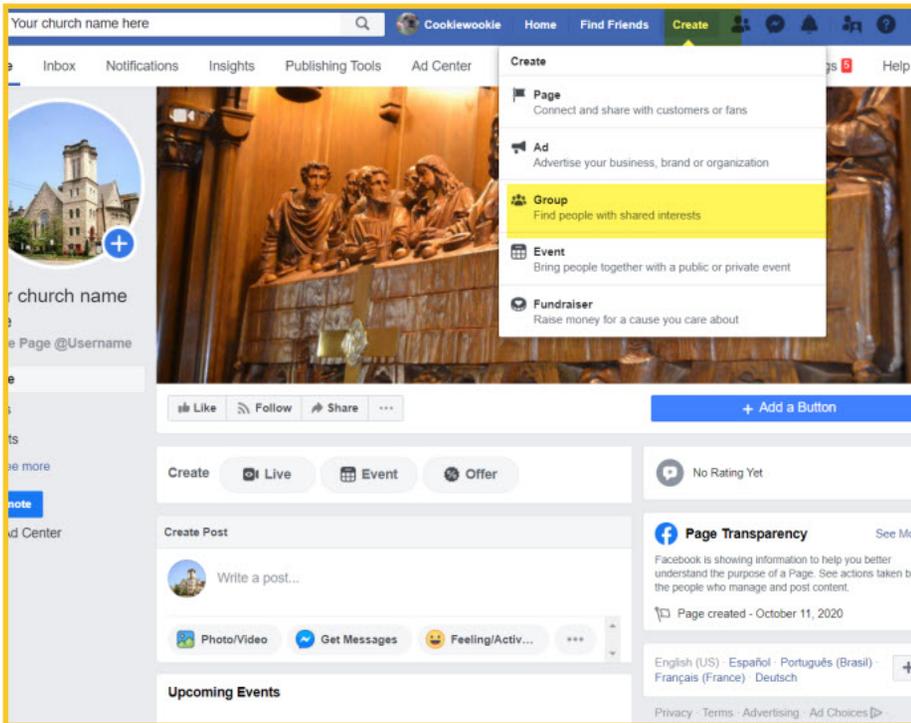


Selection for add a button

There are 6 choices to add a button. Pick out the one that will benefit your church.

Create a Church FB page

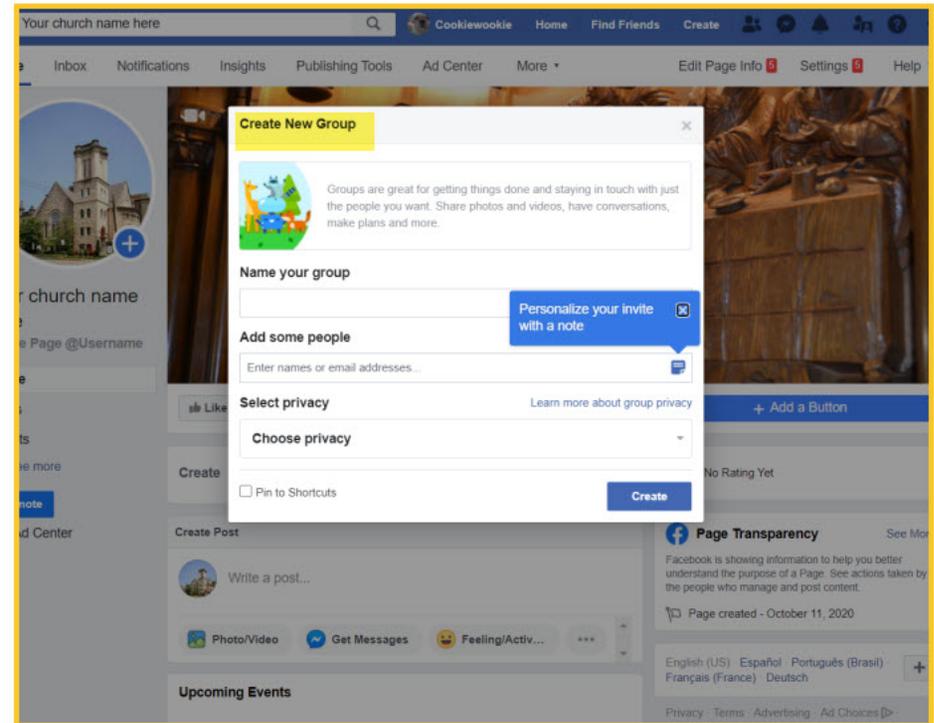
Page 10



Add a group of Church members

Once you have created your Church FB page you can create a group.

This is a great place to allow members to talk, share pictures and make plans. You can make it private so only Church members are allowed in.

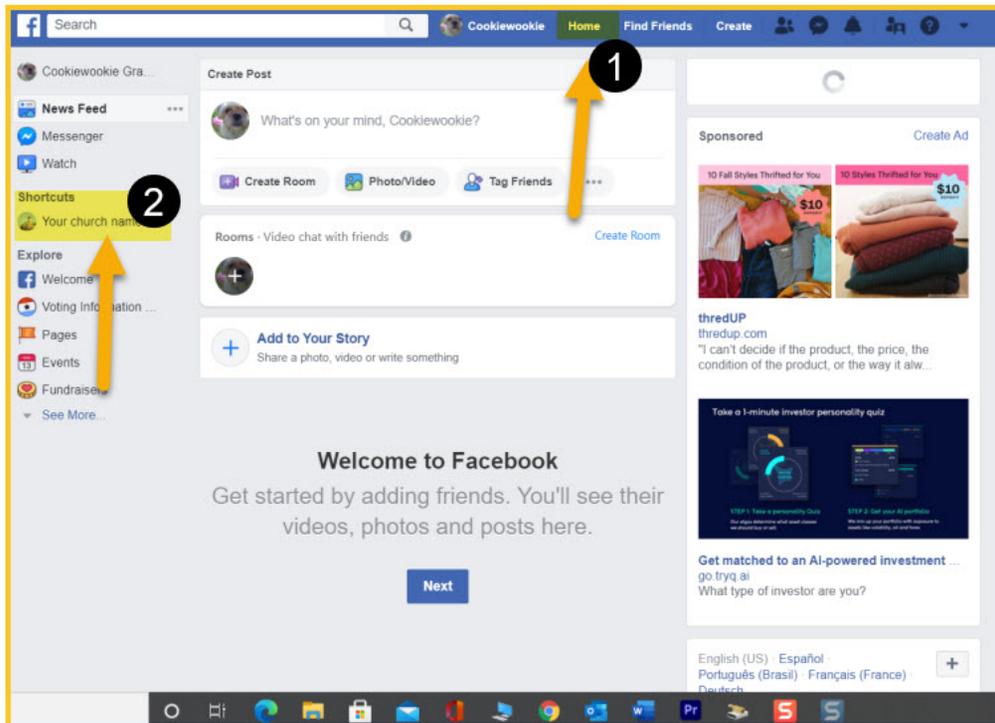


Settings for Group

Set up your group here.

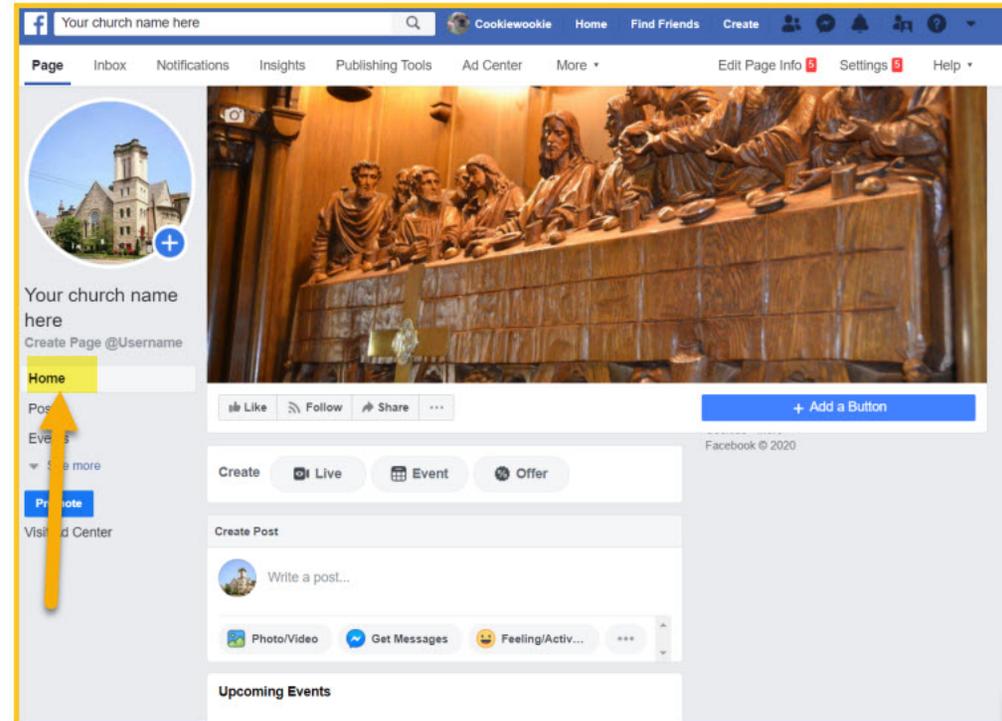
Create a Church FB page

Page 11



Home buttons

If you click on the home button at the top this will take you to 'YOUR' FB page.
If you meant to stay in the Church FB page you can just click on #2 Shortcuts your church.



Home button

If you are in your Church FB and need to reload the home page for it select this home button.

Here you can edit how secure you want your page to be. If you want visitors to comment or tag someone. All that is done under General settings.



Search Facebook



St. Luke's Lutheran Church > Page Settings

Page Settings

Search Page Settings



General



Messaging



Page Info



Templates and Tabs



Event Ticketing



Notifications



Advanced Messaging



Facebook Badges



Page Roles



Diversity Info



Groups



People and Other Pages



Preferred Page Audience

| | | |
|---------------------------------|---|------|
| Page Visibility | Page published | Edit |
| Visitor Posts | Anyone can publish to the Page. Anyone can add photos and videos to the Page. | Edit |
| Post and Story Sharing | Post sharing to Stories is On | Edit |
| Audience Optimization for Posts | The ability to select News Feed targeting and restrict the audience for your posts is turned off | Edit |
| Messages | People can contact my Page privately. | Edit |
| Tagging Ability | Only people who help manage my Page can tag photos posted on it. | Edit |
| Others Tagging this Page | People and other Pages can tag my Page. | Edit |
| Country Restrictions | Page is visible to everyone. | Edit |
| Age Restrictions | Page is shown to everyone. | Edit |
| Page Moderation | No words are being blocked from the Page. | Edit |
| Profanity Filter | Turned off | Edit |
| Similar Page Suggestions | Choose whether your Page is recommended to others | Edit |
| Page Updates | Page posts are automatically published when you update Page info, reach milestones, receive reviews and more. | Edit |
| Post in Multiple Languages | Ability to write posts in multiple languages is turned off | Edit |
| Translate Automatically | Your posts may show translations automatically for people who read other languages. | Edit |
| Comment Ranking | Most relevant comments are shown for my Page by default. | Edit |
| Content Distribution | Downloading to Facebook is allowed. | Edit |
| Download Page | Download Page | Edit |
| Merge Pages | Merge duplicate Pages | Edit |
| Remove Page | Delete your Page | Edit |



**HERE IS WHERE YOU CELEBRATE
THE CREATION OF YOUR
CHURCH FACEBOOK PAGE!**

CONGRATULATIONS!



Photo by [Luca Upper](#) on [Unsplash](#)