

ADD YOUR CHURCH

National Churches Trust



Advice on submitting information about your church for our website.

General advice:

Remember that we will use this page to encourage people to engage with you and visit your church. Try to write in a friendly way which engages people, perhaps imagine that they are standing in front of you rather than reading from a screen. Most people can't process a list of names and dates, but do love stories about people and places. Try to bring that into your description.

Questions on the form

- 1 Name of your church
Try and keep it to the simple form. For example; St Mary and not St Mary's.
- 2 Your town / village
Choose the town or village your church is most closely associated with. If this is an area of a town or city please include it.
- 3 Summary
*One sentence.
Try and write in a way to entice people to want to learn more.
This text will be shown on the map listings as well as on the church page, so please keep it to one sentence or we will need to reduce it.*
- 4 Full description
*Maximum 350 words.
This should be a description of the church and what to see. Try and write to entice people to want to learn more, make it interesting and engaging.*
- 5 Opening times
*This box is for opening times outside worship, or other access information (like where a key is held or to contact you for visit). They can be written in any format, please try and keep it simple for visitors to understand.
You can add service times in regular events further down the form.*
- 6 Address of your church
This should be the address of the church building, not the mailing address. It's so that visitors can find you, so including a postcode is essential.
- 7 Directions
You might want to add directions from a major road, or if there are specific things to consider when travelling. You could also include public transport details.



This field is not required.

8 Features

*These appear as tags on your page and a search option in the map.
Tick as many as appropriate.*

9 Facilities

*These appear as tags on your page and a search option in the map.
Tick as many as appropriate.*

Features (tick boxes)	Visiting information (tick boxes)
Captivating architecture	Bus stop within 100m
Spectacular stained glass	Train station within 250m
Magnificent memorials	Level access throughout
Glorious furnishings	Level access to the main areas
Enchanting atmosphere	Ramp or level access available on request
Fascinating churchyard	Steps to enter the church or churchyard
Wildlife haven	Car park at church
Social heritage stories	On street parking at church
National heritage here	Parking within 250m
Famous connections	Accessible toilets in church
	Non-accessible toilets in church
	Accessible toilets nearby
	Café in church
	Café within 500m
	Dog friendly
	Walkers & cyclists welcome
	Space to secure your bike
	Wifi
	Church shop or souvenirs

10 Denomination

11 Regular events

This space is for you to add events that regularly take place in church, like coffee mornings, yoga, toddler groups etc.

One off and special events like concerts and festivals can be added separately to the events calendar.

12 Contact details public

This information will be listed on a public webpage.

Please include a phone number and email address if possible. We completely understand that you might not want to make all these public, we have found that an email address is most useful for people planning a visit.as many as appropriate.

13 Contact details for National Churches Trust use.

This information will not be listed online, it will only be used to enable us to keep in touch with you.

Please include a name, phone number and email address if possible, we send out a regular update by email.

14 Useful links

Website, Facebook, Twitter, Instagram, TripAdvisor, Donate page, anything else?



- 15 360 tours
If you have a 360 tour of your church, please share the link here.
- 16 Films
If you have a film tour or introduction to your church, please share the link here.
- 17 Documents
If you have any leaflets, tours for children or anything else for visitors which you would like to make available as a download, please add them here. Please do not upload images here, see below.
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Images

Unfortunately we have experienced some issues with images being uploaded to the site which do not have licences for use attached.

If you have images you would specifically like us to use, and you have the appropriate license to share them please email us at explorechurches@nationalchurchestrust.org

For each image, please confirm:

- that we have permission to use it
 - tell us who took it
 - tell us what the credit should be (usually the name of the photographer).
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We look forward to reading your entry!

Last updated by:
Sarah Crossland
Head of Stakeholder Engagement
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