

# Updating Your Find-A-Church Profile

Find-A-Church is the most frequently visited portion of the denomination's website, UMC.org, and is provided free to all local churches in the United States.

1. Go to <http://Find-A-Church.org>
2. Enter your zip code and choose your church from the listing.
3. On your church profile page, click "Update Your Page Now" in the right sidebar to start the update process.
4. Enter the login information and click Submit to get to the Submission Form. (The GCFA number is optional.)
5. On the Submission form, review the information for your church and make any changes and additions.
6. Enter worship services and Sunday school classes by clicking on "New." Enter the daily or weekly schedule, preferred name and any notes. Be sure to click Save after each.
7. Continue your update by clicking the + beside each ministry category for a list of ministry types. Enter the daily or weekly schedule, preferred name and any notes. Or you can choose the option for no set schedule. Be sure to click Save after each ministry entered.
8. Upon finishing, go to the bottom of the form and click Submit.

**Note:** Certain fields are provided to us and cannot be changed by the local church, i.e. church mailing address, names of pastors and attendance figures.

## Question?

Find-A-Church

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