

PROFILE SETUP / WORKBOOK

Social profile setup checklists

A visitor should be able to recognize your church, find out where you meet, and take the next step from your profile. Use these worksheets to prepare your assets and complete the accounts your church uses.

Choose the platforms you use or plan to use. Skip the others. Start with the shared worksheet, then work through one profile at a time. Optional items can wait; items marked If available depend on your account or region.

Find your checklist

[01 Facebook](#)[08 Pinterest](#)[02 Instagram](#)[09 Snapchat](#)[03 YouTube](#)[10 Bluesky](#)[04 TikTok](#)[11 Reddit](#)[05 Threads](#)[12 Twitch](#)[06 LinkedIn](#)[13 Google Business Profile](#) (companion)[07 X](#)[14 WhatsApp Business](#) (companion)[Asset worksheet](#) / [Bio prompts](#) / [Image exports](#) / [Visitor check](#)

Print the sheets you need. Check the boxes by hand and keep the completed copy with your public profile information. No account signup is needed to use this resource.

Platform fields and upload limits change. Follow the current editor when its options differ. Reference links are clickable and may require a platform login.

PREPARE ONCE

Collect your assets

Keep these files and details together, then adapt them for each account. Check an item when it is ready.

- ☐ **Church name and handles**
Record your public church name, preferred username, existing profile URLs, and a city-based alternative if your first choice is unavailable. Keep church accounts distinct from personal accounts.
- ☐ **Square profile image**
Keep the original church logo and prepare a 2,000 x 2,000 px square master. Leave room for a circular crop. Export PNG or JPG at the destination's allowed size. This master size is our recommendation, not a platform requirement.
- ☐ **Editable cover artwork**
Keep the photograph, logo and text on separate layers. Create an export for each platform that uses a cover. Keep names and meaningful details away from edges and profile-photo overlays.
- ☐ **Real church photographs**
Collect a current entrance or exterior photo, an interior photo, and church or team photos you have permission to publish. Choose images that help a visitor recognize the place and people.
- ☐ **Bio and About drafts**
Write a one-sentence introduction, a compact bio and a fuller About paragraph. Name the church and community served, then give the reader a next step. Adapt each draft to the available space.
- ☐ **Useful destinations**
Collect the website, visitor information page, and a service or livestream page if relevant. Choose one primary destination and give supporting links clear labels. Check the destination before you copy its URL.
- ☐ **Public contact information**
Prepare a church email address and phone number that someone monitors. Decide who responds. Keep login and recovery information separate from the details you publish.
- ☐ **Local and service details**
Record the city, meeting address, map destination, service times and time zone. Separate office hours from worship times. Include entrance, parking or accessibility details where useful, or link to a visitor page that explains them.

Asset folder / person responsible

SHARED WORKSHEET

Write your profile copy

Fill in your own church information. Shorten the bio for each platform and keep the visitor page current.

Public church name and city

Use the name people will recognize on the building and website.

Preferred handle and fallback

Keep a record of the handle used on each platform.

Primary visitor link

Choose a page that explains when and where to visit.

Public email and phone

Use contact channels your church checks.

Meeting address and service times

Add a time zone for streamed services and separate office hours.

Compact bio

[Church name] in [city]. Join us [day/time]. [Next step].

Fuller About paragraph

Introduce the church, explain what you share here, and tell a visitor where to find service and contact details.

FILE PREPARATION

Export your profile images

Start with the editable originals. Export separate files for the accounts you use. The specifications below come from the linked platform documentation; the 2,000 px square master is our working-file recommendation. Use the current upload preview to check cropping.

YouTube

Banner: 2,560 x 1,440 px recommended; 2,048 x 1,152 px minimum; 6 MB maximum. At the minimum canvas size, the text/logo safe area is 1,235 x 338 px. Scale that central area with the canvas and review device previews. [Official guidance](#)

LinkedIn Page

Logo: 400 x 400 px recommended, 268 x 268 px minimum. Page cover: 1,512 x 256 px in the current help page. PNG or JPEG, up to 3 MB. These are organization Page sizes. [Official guidance](#)

X

Profile photo: 400 x 400 px recommended. Header: 1,500 x 500 px recommended. Leave room for cropping and the profile photo overlay. [Official guidance](#)

Pinterest

Business cover: at least 800 x 450 px; a horizontal 16:9 image is recommended. A 1,600 x 900 px export is our suggested working size. [Official guidance](#)

Twitch

Profile banner: 1,200 x 480 px recommended. Profile image: JPEG, PNG or GIF, no larger than 10 MB. Banner cropping changes with browser width. [Official guidance](#)

Google Business Profile

General photo guidance: JPG or PNG, 10 KB to 5 MB, at least 250 x 250 px; 720 x 720 px recommended. Keep wider originals for cover crops. [Official guidance](#)

Other profile images and covers

Export from your square logo and editable cover masters. Use the size limit, crop and field counter shown by the current uploader. Keep a copy of each final export; one banner shape will not fit every platform.

Keep service schedules in editable text or on your visitor page so a time change does not require new cover artwork everywhere.

01 / CHURCH PAGE

Facebook

Use the church's Page for public visitor information. Start by switching into the Page you manage, then open its profile or About editing controls.

Have these ready: Square logo, editable Page cover, short description, visitor URL, public email and phone, meeting address and service times.

Use the current upload preview for the profile image and cover. The basic information fields available depend on the Page category. Keep time-sensitive details in editable text.

- ☐ **Confirm the Page name and username**
Use the church's public name. Record its username and URL so your website links to the correct Page.
- ☐ **Add a recognizable profile image**
Upload the church logo and inspect the small circular version. Remove tiny text that disappears at that size.
- ☐ **Set the cover image**
Use a current church photo or simple branded cover. Reposition it so the name and main subject survive the crop.
- ☐ **Complete the available About fields**
Choose the closest accurate category. Add a plain description of your church and the community it serves.
- ☐ **Add visitor and contact details**
Fill the available website, address and contact fields. Keep service times distinct from staffed office hours; link to visitor information for the full schedule.
- ☐ **Choose an action button** [If available](#)
If your Page offers one, choose the action you can support, such as visiting the website or sending a message. Confirm its destination.
- ☐ **Make welcome information easy to find** [Optional](#)
Use a welcome post or the available featured area to explain when you meet and where first-time visitors should go.
- ☐ **View the Page as a visitor**
Check the name, image crop, links and local details on a phone. Confirm messages go to someone who responds.

Official references: [Page information](#) / [Page action buttons](#) / [Page image guidance](#)

Profile URL / next update / owner

02 / PUBLIC CHURCH PROFILE

Instagram

Open the church profile and choose Edit profile. Prepare a short introduction that identifies the church and gives a visitor one useful next step.

Have these ready: Square logo, compact bio, visitor URL and selected supporting links. Prepare Highlight covers only if you use Highlights.

Fit the bio to the field counter in your account and check the circular image crop. Contact and category controls depend on the account type and options shown in your profile.

- ☐ **Confirm the name and username**
Use the recognizable church name. Add the city to your profile text when it helps distinguish your church.
- ☐ **Upload the profile image**
Use a clear church logo with space around it. Check its appearance at the size of a comment avatar.
- ☐ **Write the bio**
Identify the church, include a useful local detail, and explain the next step. Shorten the shared bio prompt to fit.
- ☐ **Add and label your links**
Put visitor information first. Add supporting destinations only when they serve a clear purpose, such as watching a service.
- ☐ **Set public contact options** [If available](#)
Where offered, use a monitored church email, phone and correct directions. Otherwise make those details easy to find through the visitor link.
- ☐ **Review the displayed category** [If available](#)
Choose an accurate category and review whether it is displayed. Check the public profile after changing professional-account options.
- ☐ **Add useful welcome content** [Optional](#)
If you use Highlights or pinned posts, start with visitor information and current service details. Make custom covers only when needed.
- ☐ **Check the public mobile profile**
Read the bio without expanding it where possible. Open each link and confirm any contact buttons lead to the right place.

Official references: [Edit profile information](#) / [Professional account options](#)

Profile URL / next update / owner

03 / CHURCH CHANNEL

YouTube

In YouTube Studio, open Customization, then Profile. Give viewers a clear connection between the channel, the church and your visitor information.

Have these ready: Square logo, channel banner, channel description, labeled links and public contact email. A short channel welcome video is optional.

Use a 2,560 x 1,440 px banner at 6 MB or less. See the export guide for the minimum-size safe area. The channel supports profile links and a business contact email.

- ☐ **Set the channel name and handle**
Use the church name and a handle you can share consistently. Record the channel URL.
- ☐ **Add the profile image**
Upload the logo and confirm it is recognizable next to a video or comment.
- ☐ **Upload the channel banner**
Keep text and logos in the central safe area. Review the computer, mobile and TV crops offered by the uploader.
- ☐ **Write the channel description**
Name the church and location. Explain what viewers will find, then point them to service and visitor information.
- ☐ **Put the visitor link first**
Give links short labels. The first profile link receives prominent placement; use it for the next step you want viewers to take.
- ☐ **Add a public contact email**
Use an inbox the church checks for questions. Keep login and recovery email details private.
- ☐ **Arrange welcome content** [Optional](#)
If you already have a suitable welcome video, use it as a trailer. Organize useful playlists or sections for newcomers.
- ☐ **Publish and view the channel**
Save your changes, then view the public channel on a phone. Open the visitor link and check the banner and description.

Official references: [Channel profile](#) / [Channel branding](#) / [Channel layout](#)

Profile URL / next update / owner

04 / CHURCH PROFILE

TikTok

Open Profile, then Edit profile. Make the church recognizable before adding optional profile features.

Have these ready: Square logo, short bio, city and visitor URL. An existing introductory video can serve as welcome content.

TikTok's website-link guidance lists at least 1,000 followers or a Registered Business Account. A business account type alone is not the same as registration. Use the options available in your account.

- ☐ **Confirm the name and username**
Use your public church name and a recognizable handle. Save the profile URL in your shared worksheet.
- ☐ **Upload a clear profile image**
Use the square logo master and adjust the crop. Check that the mark remains visible at a small size.
- ☐ **Write a compact bio**
Name the church or ministry, include your city when relevant, and tell viewers what to do next.
- ☐ **Add the website link if eligible** [If available](#)
Look for the website option in profile editing. Use a visitor page that works on a phone. Skip this item if the field is unavailable.
- ☐ **Provide a usable next step**
If there is no clickable website field, use a short, readable web address in the bio or point to an available linked account. Do not call plain text a clickable link.
- ☐ **Review linked social accounts** [If available](#)
Connect only church accounts you manage and want visitors to use. These linking options are not available everywhere.
- ☐ **Prepare a welcome video** [Optional](#)
Use a short introduction to the church, what you share, and where to find service details. Feature it if your account offers that option.
- ☐ **Check the profile on a phone**
Read the full bio, inspect the avatar, and try every available link. Confirm the next step makes sense to someone new.

Official references: [Website and social links](#) / [Profile setup](#)

Profile URL / next update / owner

05 / CHURCH PROFILE

Threads

Review the profile as its own introduction to your church, including any details imported from another account.

Have these ready: Square logo, short introduction, city and labeled visitor or teaching links.

Threads supports up to five bio links. You do not need to use all of them. Use the current image crop and field counter in the editor.

- ☐ **Confirm the profile identity**
Check the displayed name and handle, including information carried over from another account.
- ☐ **Review the profile image**
Use the church's current logo and check that the circular crop matches your other public accounts.
- ☐ **Write an introduction for this profile**
Identify the church and city. Explain the kind of conversation or teaching a reader will find here.
- ☐ **Add the visitor destination**
Use the clearest link label available so someone new knows where to find service information.
- ☐ **Choose supporting links** [Optional](#)
Add current teaching or another useful church destination. Remove duplicate or outdated links.
- ☐ **Check profile visibility**
For a public church account, review who can see the profile and content. Use the audience settings that fit that purpose.
- ☐ **Use profile topics only if helpful** [If available](#)
If topic choices appear, choose those that describe what your church actually discusses. They are not required to finish this checklist.
- ☐ **Read the public profile**
Check the logo, introduction and link destinations on a phone. Confirm a visitor can reach your contact and service details.

Official references: [Meta profile and link updates](#)

Profile URL / next update / owner

06 / ORGANIZATION PAGE

LinkedIn

Complete a Page for the church organization. Keep a pastor's employment history and personal profile separate from the organization's information.

Have these ready: Square logo, Page cover, tagline, About paragraph, website, organization category and location details.

Logo: 400 x 400 px recommended. Page cover: 1,512 x 256 px in the current guidance. PNG/JPEG, up to 3 MB. A prominently displayed custom CTA button is a Premium Company Page feature.

- ☐ **Confirm the organization name and URL**
Use the church's public name and the Page URL you want linked from the church website.
- ☐ **Add the logo and cover**
Use the organization Page dimensions in the export guide. Check where the logo overlaps the cover.
- ☐ **Write the tagline**
Give a short, specific description of the church and the community it serves.
- ☐ **Complete the About section**
Explain the organization and its work. Include the church's location and a useful visitor or contact destination.
- ☐ **Fill the organization fields accurately**
Review the website, industry/category, organization type, size and locations. Use real organization details.
- ☐ **Choose the available call to action** [If available](#)
Use the website or CTA options your Page offers. A free Page's CTA can appear under More; a paid upgrade is not needed to complete this resource.
- ☐ **Add relevant welcome content** [Optional](#)
A useful introduction can explain how the church serves its community or how to get in touch.
- ☐ **View the public organization Page**
Open the website link and review the logo, tagline, About text and location as a visitor.

Official references: [Page completion fields](#) / [Page image sizes](#)

Profile URL / next update / owner

07 / CHURCH PROFILE

X

Open Edit profile and make the small amount of profile space useful to someone who has never visited your church.

Have these ready: Square logo, header image, short bio, city or region, website URL and optional welcome post.

X recommends a 400 x 400 px profile photo and a 1,500 x 500 px header. The bio has a 160-character limit.

- ☐ **Confirm the name and handle**
Use the church's public identity and record the profile URL.
- ☐ **Add the profile photo**
Use a clear logo and check it at the small size shown beside posts.
- ☐ **Set the header**
Keep meaningful text away from the edges and avatar overlap. Review the crop after saving.
- ☐ **Write the bio**
Identify the church and what you share. Use plain language and one clear invitation within the available space.
- ☐ **Add the location**
Use the city and region that distinguish your church. Put a full meeting address on the visitor page.
- ☐ **Add the website destination**
Link to current church or visitor information. Confirm service times and contact details are easy to find there.
- ☐ **Pin a useful welcome post** [Optional](#)
Explain when and where you meet, with a current visitor link. Replace it when the information changes.
- ☐ **Review the public profile**
Check the bio, header and link on a phone. If a birth date is requested for an account operator, do not substitute the church's founding date.

Official references: [X profile setup](#)

Profile URL / next update / owner

08 / BUSINESS PROFILE

Pinterest

Use the profile to explain who publishes the church's resources and where a visitor can find the church itself.

Have these ready: Square logo, cover image, About text, church website and public contact information.

The About field supports up to 500 characters. Business covers need at least 800 x 450 px; 16:9 is recommended. Public business contact fields include email, phone and address.

- ☐ **Confirm the business name and username**
Use the church name and a handle consistent with your other profiles where possible.
- ☐ **Add the profile image**
Use the current church logo and inspect the profile crop.
- ☐ **Set the business cover**
Choose a clear image in the recommended shape. Keep text readable after cropping.
- ☐ **Write the About text**
Identify the church, city and the resources you share. Give a visitor a reason to follow the website link.
- ☐ **Add the church website**
Use the official site and confirm that visitor and service details are accessible from the linked page.
- ☐ **Complete public contact details**
Add the church email, phone and appropriate public address. Address changes are made on the web version.
- ☐ **Consider claiming the website** [Optional](#)
If someone on your team manages the website, follow Pinterest's current claiming instructions. Keep this separate from completing the basic profile.
- ☐ **Review the visitor experience**
Open the public profile and website link. Check that the name, image and local details match the church site.

Official references: [Profile fields](#) / [Business cover](#) / [Claim a website](#)

Profile URL / next update / owner

09 / PUBLIC PROFILE

Snapchat

Identify which kind of profile you manage before filling this out. A regular Public Profile and a Business Profile have different setup paths and options.

Have these ready: Profile image, cover or background image, short bio, location and visitor URL for fields available on the account.

Business Profiles are created and managed in Ads Manager and are separate from ordinary Public Profiles. Use the account's crop previews and available fields; professional options are not available to everyone.

- ☐ **Confirm the profile type**
Work on the public church identity. Use the setup instructions for the Public Profile or Business Profile you actually have.
- ☐ **Set a recognizable public name**
Use the church name and review any available public display-name controls.
- ☐ **Add the profile image**
Choose the church logo or other approved identity image and inspect its crop.
- ☐ **Add cover artwork** *If available*
If a cover or background field is offered, use a current church image with room for cropping.
- ☐ **Write the public bio**
Identify the church and city, explain what you share, and give a clear next step in the space provided.
- ☐ **Fill website and local fields** *If available*
On profiles that offer these fields, use the visitor URL and accurate business category or location. Skip fields that your profile does not have.
- ☐ **Save a welcome Story** *Optional*
If the account supports saved Stories, use one to introduce the church and explain where to find service information.
- ☐ **Review the public profile**
Check the image, bio and any links from a visitor's view. Confirm the public information belongs to the church.

Official references: [Snapchat profile types](#) / [Business Public Profiles](#)

Profile URL / next update / owner

10 / PUBLIC CHURCH ACCOUNT

Bluesky

Give this public account a clear church identity and a useful description. Do not treat the profile as a private church group.

Have these ready: Square logo, horizontal banner, short description, city and church website destination.

Bluesky's profile schema allows a description of 256 graphemes and PNG/JPEG avatar and banner files up to 1,000,000 bytes each. Check the editor's field counter and available website controls.

- ☐ **Confirm the display name and handle**
Use a recognizable church name and record the account URL.
- ☐ **Upload the avatar**
Export the logo under the file-size limit and inspect its small circular crop.
- ☐ **Add a banner**
Use a clear image with room around text and subjects. Check how the avatar overlaps it.
- ☐ **Write the description**
Name the church, add the city or region, and explain what readers will find on the account.
- ☐ **Add the website destination**
Use a website field if your client provides one. Otherwise include a readable visitor URL in the description and check how it appears.
- ☐ **Make local details easy to reach**
Use the linked visitor page for the full address, service schedule and public contact details.
- ☐ **Consider a domain handle** [Optional](#)
If someone manages your church's domain, the official instructions explain how to use it as a handle. A domain handle is optional.
- ☐ **View the public profile**
Read the description and try the visitor destination. Confirm the church identity is clear on a phone.

Official references: [Official profile schema](#) / [Public profile and privacy](#) / [Domain handles](#)

Profile URL / next update / owner

11 / CHURCH OR DISCLOSED CHURCH COMMUNICATOR

Reddit

Complete the account profile and make its church affiliation clear. This checklist does not require starting or moderating a subreddit.

Have these ready: Profile image or avatar, banner, display name, short bio and useful social or website links.

Reddit's profile settings include a display name, bio, avatar, banner and social links. Use the current uploader and field limits rather than assuming another platform's sizes apply.

- ☐ **Confirm which account you are using**
Use the intended church or church-communicator account and record its username and profile URL.
- ☐ **Set the display name**
Use a recognizable name and avoid suggesting an affiliation the account does not have.
- ☐ **Add an appropriate avatar**
Use the church logo for an organization account or an approved personal image for a disclosed communicator.
- ☐ **Set the banner**
Choose a simple church image or branded cover and check the crop.
- ☐ **Write the short bio**
Explain who speaks for the account, their church affiliation and the city or community served.
- ☐ **Add useful links**
Use the church website or relevant social destinations. Make service times and public contact information available through the visitor page.
- ☐ **Review profile visibility settings**
Choose the available profile options deliberately. Hiding something on the profile does not remove activity from the communities where it was posted.
- ☐ **Open the public profile**
Check the name, bio, images and destinations. Confirm a visitor can tell whether the account represents the church or an individual.

Official references: [Reddit profile settings](#)

Profile URL / next update / owner

12 / CHURCH CHANNEL

Twitch

Complete the channel's identity and About information so a viewer can understand the church even when no stream is live.

Have these ready: Profile image, profile banner, bio and labeled links. Prepare a stream schedule, About panel artwork or offline image only if needed.

Twitch recommends a 1,200 x 480 px profile banner. Profile images must be 10 MB or less. The bio supports 300 characters, and the channel supports up to five social links.

- ☐ **Confirm the channel name**
Use the intended public name and record the church's channel URL.
- ☐ **Upload the profile image**
Use the recognizable church logo in an accepted format and inspect its small crop.
- ☐ **Set the profile banner**
Keep the main subject and any text away from crop edges. Check the banner at different window widths.
- ☐ **Write the channel bio**
Identify the church, city and what you stream. Give a new viewer a clear next step.
- ☐ **Add useful links**
Use clear link labels for visitor information, teaching and other destinations the church maintains.
- ☐ **Complete About panels** [Optional](#)
Use text or simple artwork for visiting and contacting the church. Custom graphics are optional.
- ☐ **Add a real stream schedule** [If available](#)
If you stream regularly, enter the schedule and time zone. Keep it aligned with the church website.
- ☐ **Review the offline channel**
Visit while no stream is running. Check that the bio, links and any visitor panels still explain the church.

Official references: [Twitch channel setup](#)

Profile URL / next update / owner

13 / LOCAL DISCOVERY COMPANION

Google Business Profile

Use this companion sheet for the church's Google presence. Start with an existing listing if one is already present and follow Google's ownership and eligibility instructions.

Have these ready: Real church name, address and map destination, public phone, website, hours, description, logo and current entrance/interior photographs.

The description allows up to 750 characters and excludes URLs and HTML. Social-link and chat features vary by region. Keep worship times distinct from office hours.

- ☐ **Confirm eligibility and ownership**
Locate the correct church listing and follow the claiming or verification process Google offers. Avoid creating a duplicate to bypass ownership steps.
- ☐ **Use the real church name and category**
Match the name used by the church and choose accurate available categories.
- ☐ **Confirm the address and map pin**
Use the actual visitor location. Review directions and add relevant entrance or accessibility information where available.
- ☐ **Add phone and website**
Use the church's monitored number and official website. Confirm visitors can reach the service schedule from the linked page.
- ☐ **Set accurate hours**
Describe the hours appropriate to the listing. Explain worship times separately where needed; keep holiday and temporary changes current.
- ☐ **Write the description**
Explain the church and local community served in plain text. Keep website URLs in the website field.
- ☐ **Add helpful photographs and links**
Upload the logo and real exterior/entrance photos. Add other church photos and social links when those options are available.
- ☐ **Review the public listing**
Check the name, map destination, phone and website. Confirm visitors will arrive at the correct place and time.

Official references: [Profile fields](#) / [Photo guidance](#) / [Eligibility and representation](#)

Profile URL / next update / owner

14 / MESSAGING COMPANION

WhatsApp Business

Complete the church's public contact profile in WhatsApp Business. This is separate from starting a group or community.

Have these ready: Public church number, square profile image, business name, description, category, address, response hours, email and website.

The business profile holds public contact and organization details. Cover-photo and username options are still being rolled out; complete them only if they appear in your account.

- ☐ **Confirm the church number and responder**
Use a number intended for public church contact and decide who checks incoming messages.
- ☐ **Set the business name**
Use the church name people recognize from the website and other profiles.
- ☐ **Add the profile image**
Use the current church logo and review its crop in a conversation and on the profile.
- ☐ **Write the description and category**
Explain which church this is and how people can use this contact channel. Choose an accurate available category.
- ☐ **Add public contact and location details**
Complete the relevant address, email and website fields. Keep service and visitor details easy to find through the website.
- ☐ **Set useful response hours**
Use hours the church can support. Explain service times separately so an open contact window is not mistaken for a worship schedule.
- ☐ **Review optional profile features** [If available](#)
Add a cover, username or linked church account only if available and useful. These are not required to finish the contact profile.
- ☐ **View the business profile**
Check the name, description, hours, links and public details as a contact would see them.

Official references: [Business profile information](#) / [Edit the business profile](#)

Profile URL / next update / owner

BEFORE YOU FINISH

Check the visitor experience

Use this final check for each profile you complete. View it as someone who is new to your church.

- ☐ **A newcomer can recognize the church**
The name and small profile image match the church's website and public identity.
- ☐ **The bio explains who and where**
A visitor can identify the church and its community without reading several posts.
- ☐ **The next step works**
Every displayed link or button opens the intended destination on a phone.
- ☐ **Meeting details are current**
The location, service schedule and time zone are correct. Office hours are labeled separately.
- ☐ **Someone handles contact requests**
Public email, phone and message destinations are monitored by the church.
- ☐ **The public view is readable**
Check the profile as a visitor, including small avatars, cropped banners and shortened bio previews.
- ☐ **The next review has an owner**
Record who will update the profile. Review it after a schedule, location or contact change and set a regular reminder.

Profile reviewed / date / next review

Keep the completed sheets with your church's public profile information. Return to the book URL for the latest edition when you update an account. Bring questions and examples to the UNmuted community.

[Join the UNmuted community](#)