



## Tips and Lessons: The Episcopal Asset Map

# How To: Fill Out The Episcopal Asset Map Survey

The Episcopal Asset Map, a joint project between The Episcopal Church and Episcopal Relief & Development, is an online tool for showcasing where and how we are the hands and feet of God in the world. Episcopalians are doing incredible work in a variety of ministries, from dynamic youth programs to dinner churches and community gardens. In our diocese, ministries such as Cathedral in the Night, Creation Care, Urban Ministry and Laundry Love are community-based and include advocacy efforts. Our hope is that the Asset Map will be a place for members of our congregations to tell their sacred stories of ministry, especially those ministries that are often under-emphasized but vital to the health of the Body of Christ. Now, through the Episcopal Asset Map, everyone has a voice!

**One Church, one map, one platform – it just makes good sense for mission. The Episcopal Asset Map connects us in a whole new way.**

### FILL OUT YOUR EPISCOPAL ASSET MAP SURVEY

In order to help folks in our diocese populate their maps, we created a step-by-step page of instructions to help leaders in the diocese navigate the platform:

1. Go to the website: [www.episcopalassetmap.org](http://www.episcopalassetmap.org).

- [CHURCH-WIDE MAP](#)

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- [EPISCOPAL CHURCH NETWORK](#) ▼

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- [EXPLORE MY DIOCESE](#) ▼

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- [I DON'T SEE MY PIN!](#) ▼

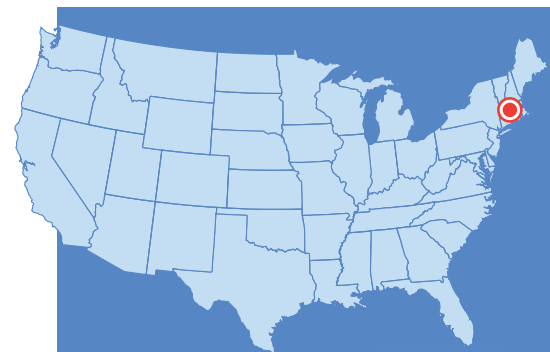


### Biography



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### Fast Facts



**DIOCESE:**  
Episcopal Diocese of Western Massachusetts

**LOCATION:**  
Massachusetts

**MEMBERS:**  
7,000

**CONGREGATIONS AND COMMUNITY-BASED MINISTRIES:**  
55+

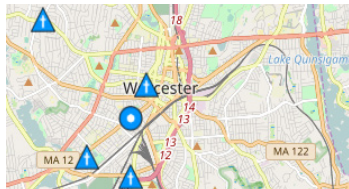


2. Click on “EXPLORE MY DIOCESAN MAP” in the lower left corner.



3. Use the dropdown menu to find your diocese and then hit “GO.”

4. Find your pin on the diocesan map. You may need to use the “+” button to zoom in the view as pins can look bunched up if you don’t. Or click “listview” to find your church on an alphabetized list.



5. Click on your pin.

6. Click on the highlighted name of your congregation, school, or other Episcopal ministry.

7. The ministry page will open. Find the red “SUGGEST EDITS” button.



8. Click on it and begin filling in information. Remember, you don’t have to fill out the whole survey at once! Start with a description of your Episcopal community and add details like service times and a picture.

9. Check the appropriate boxes and fill in information about your ministries. If you have pictures of your ministries, add them!

10. Do a simple math problem to prove you aren’t a robot, then hit the “SUBMIT” button at the very bottom of the survey. A thank-you message will appear to confirm your submission. If this does not appear, your information has not been submitted. Do the math again and hit submit again.

11. Your submission will be sent to the Diocesan Map Administrator for approval. Once it has been approved, your work will be displayed on the Asset Map!

**Bonus:** Click “ADD MEDIA” in the blue navigation bar if you want to add videos or newspaper articles to spice up your page.

## Tips for Getting Information for the Asset Map Survey:



- Gather the information you need for the survey at your next vestry meeting.
- Connect youth group members with older lay leaders and have them work together to tell the story about a particular ministry.
- Collect images of your ministry and congregation to help populate your page.
- Fill out the survey in stages. You don’t have to add all of the information at once!
- Coffee hour is a great time to collect stories and find volunteers to fill out a section of the survey.
- Use your diocesan convention to spread the word and do 1:1 trainings on the map.

## Additional Resources



- Download and print a copy of the full survey: <http://bit.ly/290BWWO>
- Asset Map of the Episcopal Diocese of Louisiana: [Edola.episcopalassetmap.org](http://Edola.episcopalassetmap.org)
- The Episcopal Diocese of Eastern Michigan’s “Find-a-Church”: [eastmich.org/churches](http://eastmich.org/churches)