

A comprehensive guide:

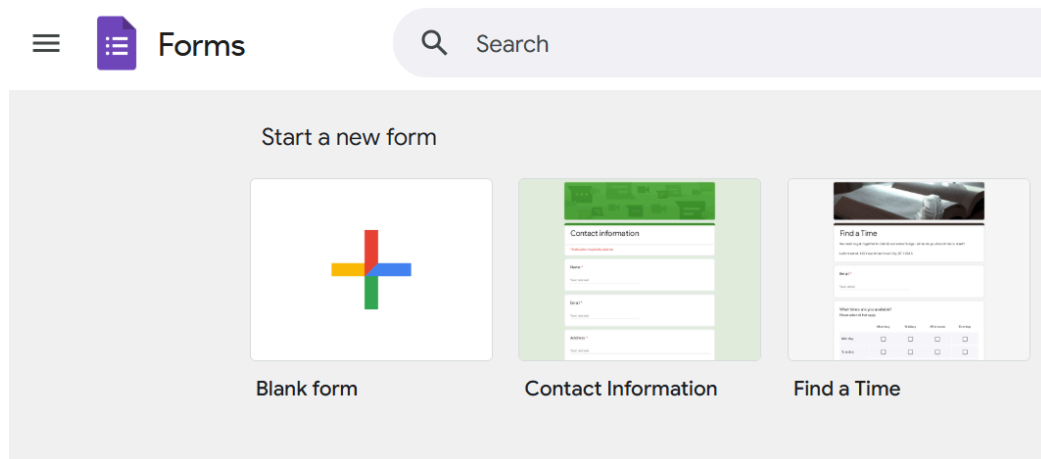


**maintain your ministry
partner address system
with ease by making a simple
Google Form & Sheet**

*create a system today that
will serve you forever*

Create a Google Form

1. Log into Google
2. Choose the template “contact information”



3. Change the form title to be more personal, like “Emily’s ministry address book”

4. Add a small welcome note

Emily Maljanian's Ministry Address Book

Thank you for sharing your contact information so I can give you regular ministry updates and share what God is doing in my ministry with (organization) at (location). I am so thankful to partner with you!

Gratefully,
Emily Maljanian
emily.maljanian@organization.org

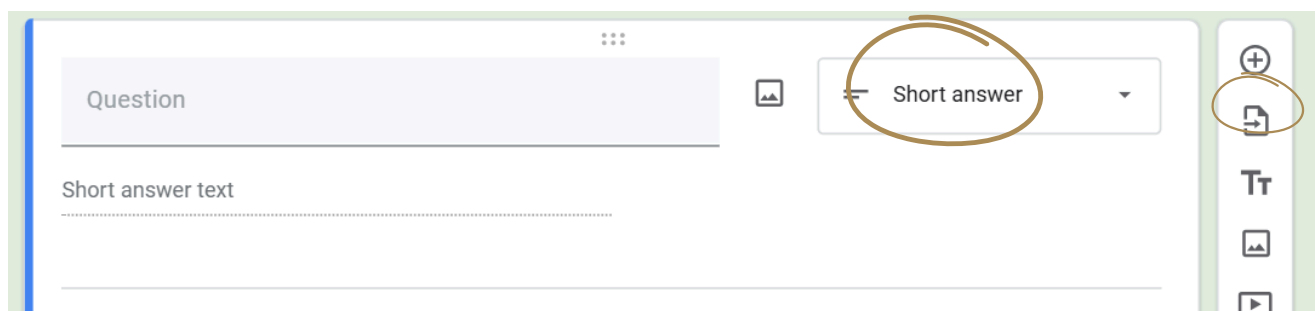
Create a Google form

5. Scroll through the pre-loaded questions and toggle “required” for certain fields like phone number



A screenshot of a Google Form question titled "Phone number". The question type is set to "Short answer". Below the question title is a text input field labeled "Short answer text". At the bottom right of the question card, there is a "Required" toggle switch, which is currently turned on and circled in orange. To the left of the toggle are icons for copying and deleting the question.

6. Consider adding additional fields like spouse's name, kids, and additional emails (make these fields optional). On the right side of the screen, click “+” The new question will default to “multiple choice,” but click the down arrow to change it to a short answer response.



A screenshot of the Google Form editor interface. A new question card is being added, titled "Question". The question type is set to "Short answer", which is circled in orange. On the right side of the screen, there is a vertical toolbar with several icons. The top icon, a plus sign inside a circle, is circled in orange, indicating where to click to add a new question. Below it is an icon for duplicating the question.

Create a Google form

7. Consider deleting questions from the form template as necessary



Phone number

Short answer

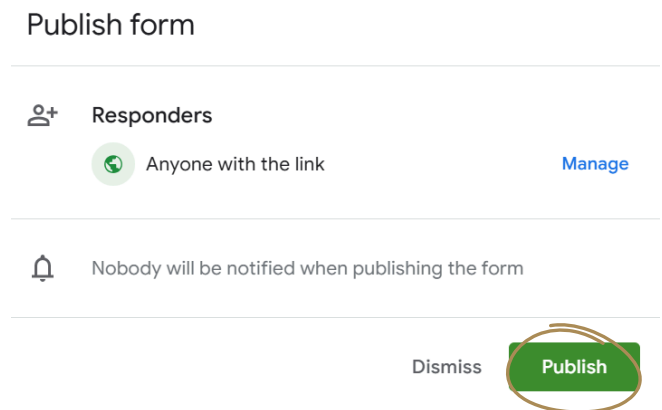
Short answer text

Required

8. Rename your form



9. Click “publish!” A pop-up message will offer you options for responders. Make sure responders are “anyone with the link,” and then click “publish.” Your form is ready to send.



Publish form

Responders

Anyone with the link

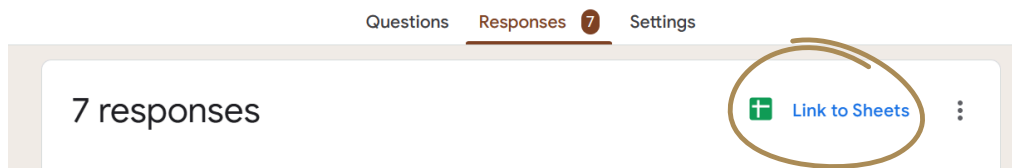
Manage

Nobody will be notified when publishing the form

Dismiss Publish

Create a Google Sheet

10. On the responses tab you can see individual responses. Click “link to sheets” to create a Google Sheet with items well sorted and accessible for using later. You’re almost done!



11. This will open a page asking you to select a destination for responses. The first option is best, so click “create” in the upper right hand corner of the screen. You only have to do this step once. This Google Sheet is now in your account and will collect new responses as they come in. Ta da! You have an address book.

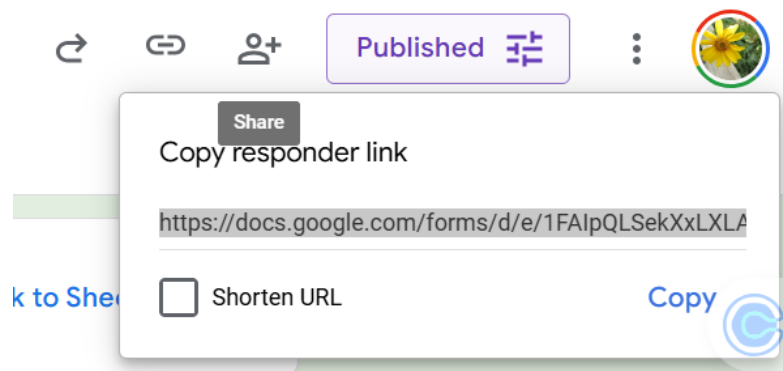
✕ Select destination for responses

☒ Create a new spreadsheet Emily Maljanian's Address Bo... [Learn More](#)

☐ Select existing spreadsheet

Send your link to
current supporters

1. Copy link for responders



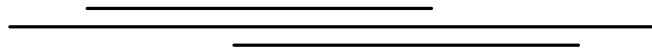
2. Send out to partners! Consider saying something like:

I want to make sure I have the most updated information for you (and your family), and would appreciate if you could take two minutes to fill out this quick contact form. I appreciate your partnership in my ministry with (organization) to (location). Thank you!

Note: you can send this via text or create a button in an email newsletter that will link to your form. Plan to follow up with current partners who haven't added their information after one week.

Use your address book strategically

Now that you have this system in place, you can easily update your address list when you onboard new partners or when a supporter marries or moves. This a great tool for strategic and successful communication. HIGH FIVE for taking a moment to invest in yourself, your ministry, and your systems!



If this was helpful for you, Field Notes by Wordsmith Services has a **resource library** full of templates, ministry communication tips, and more, so that you can communicate with confidence.

Visit fieldnotes-for-ministry-workers.mn.co to join a community of other ministry workers on their first few years on the field. **Start smart & stay well.**