
Editing rhemawofi.org: the essentials

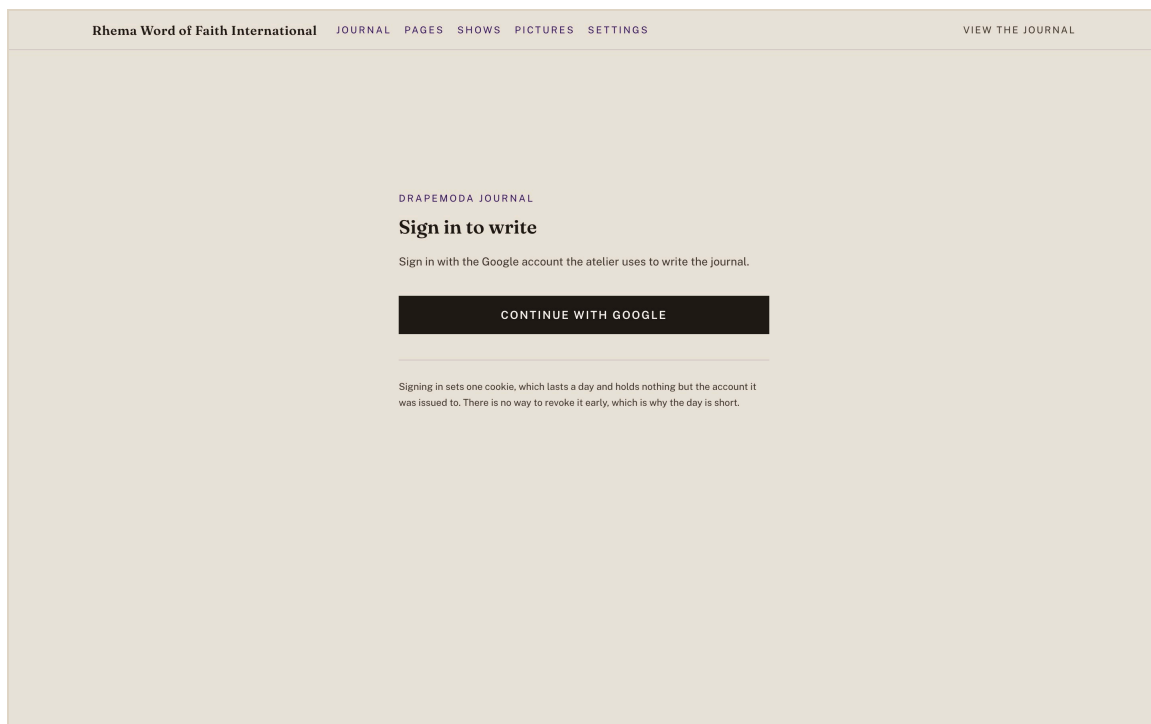
A short guide for whoever keeps the church website up to date.

OCTOBER 2026

The editor, and where to sign in

The website has its own editor. Open **rhemawofi.org/admin** in your browser and press Continue with Google. Use the Google account that has been given access. If it says the account is not on the list, switch to that Google account and try again.

A sign in lasts one day. After that the editor asks you to sign in again, and anything you were typing is still waiting in the other tab.



The sign in page. Press Continue with Google.

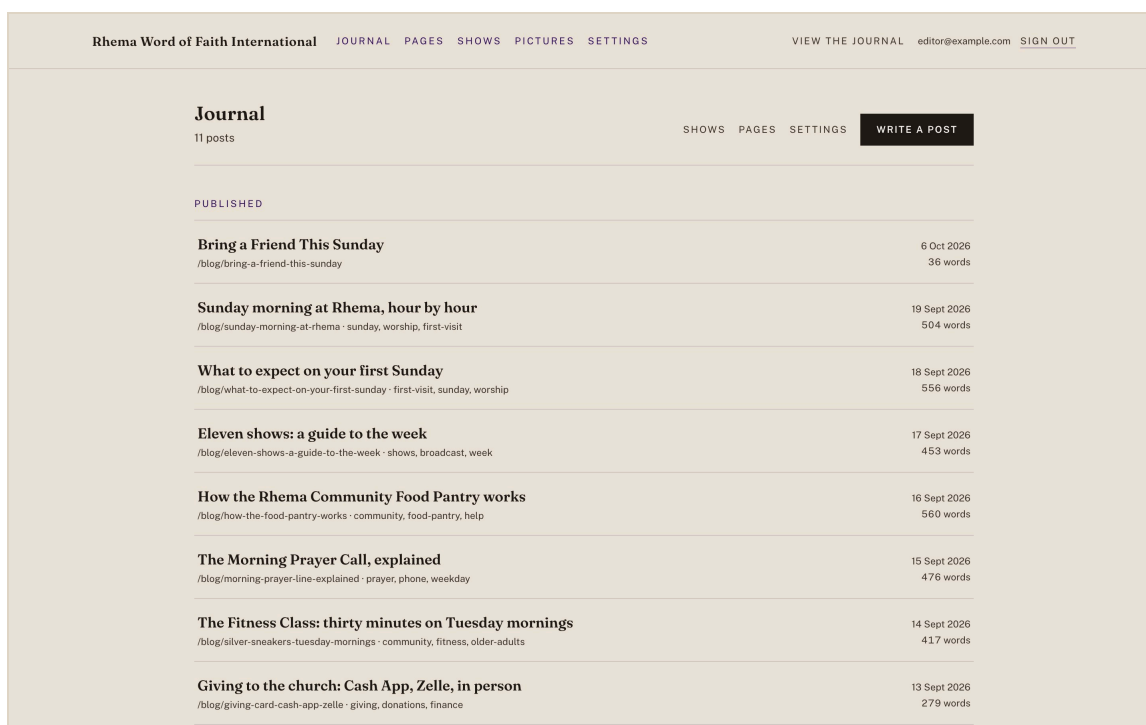
The one idea to hold on to

Every time you press Save, the change goes live on rhemawofi.org about two minutes later, for everyone. So check your work before you save, every time.

If a mistake does get through, you undo it the same way you made it: open the same page, put the words back as they were, and save again. The editor also keeps every saved version in the site's history, with the name and the time on it.

The areas of the editor

Along the top of every screen you will see Journal, Pages, Shows, Pictures and Settings.

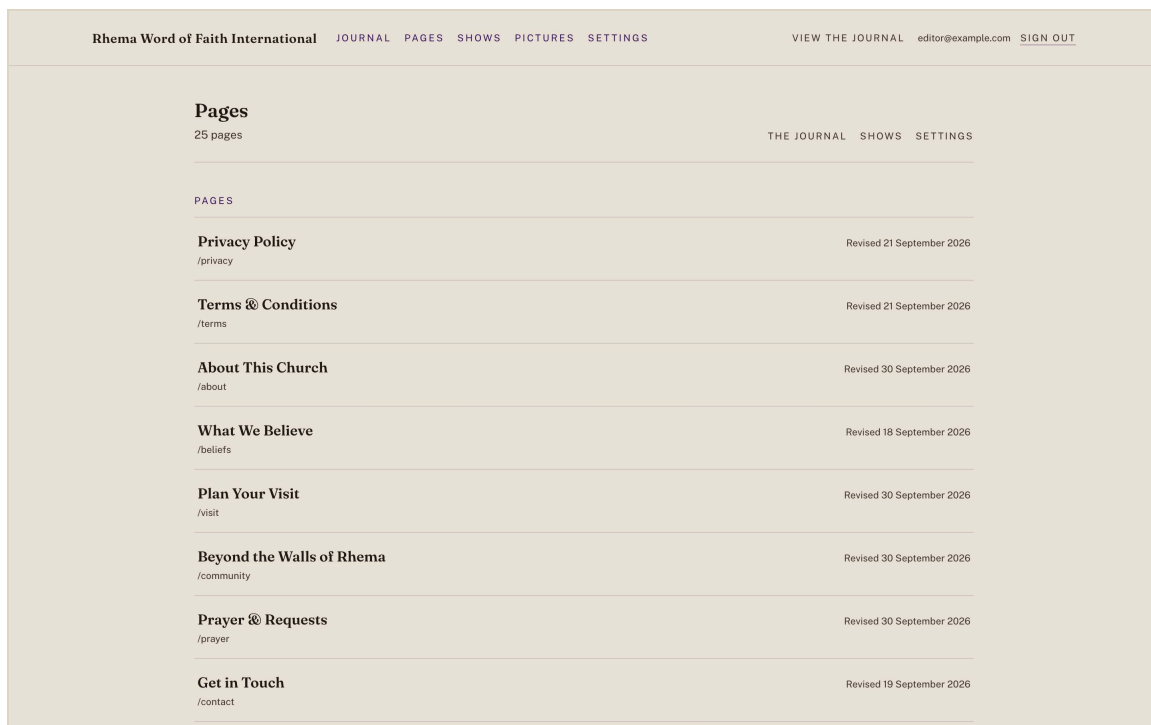


After signing in you land on the Journal, with Pages, Shows, Pictures and Settings along the top.

- Journal is the blog: the list of posts at rhemawofi.org/blog, such as "What to expect on your first Sunday", with drafts and published posts in separate groups and the Write a post button.
- Pages lists every page whose words you can change, in three groups. The first group holds About This Church, What We Believe, Plan Your Visit, Beyond the Walls of Rhema (the Community page), Prayer & Requests, Get in Touch, the Privacy

Policy and the Terms & Conditions. The second, The home page, holds the twelve parts of the home page. The third holds the top of the Watch, Shows, Giving and Blog pages, and the page people see when a link is broken.

- Shows lists the eleven weekly shows, Barbershop Talk through Thriving Together.
- Pictures holds every replaceable photograph and flyer on the site, in one long form.
- Settings holds measurement codes, a switch for picture descriptions, and where the website's forms send email. You will not need it.



Pages lists every page whose words you can change.

Changing words on a page

1. Press Pages and click the page, for example Plan Your Visit.
2. The editor opens in Split view, with the page's words on the left and the finished page on the right. Preview shows only the finished page. Inline lets you type straight onto it.
3. Find the sentence and change it. Each part of the page starts with a line such as "## 2. Our Mission". Leave those heading lines as they are, number included.

4. Leave anything in double curly brackets alone, such as {{street}}. Those fill in the church's address and phone numbers by themselves.
5. Read your change on the right hand side.
6. Press Save and publish. A bar at the bottom of the screen counts down while the site rebuilds. About two minutes later it tells you the page is live.

EFFECTIVE DATE

30/09/2026

The date the wording last changed. Not the build date.

EFFECTIVE DATE, WRITTEN OUT

30 September 2026

The same date as a person writes it, "14 August 2026".

THE PAGE, IN NUMBERED SECTIONS

Split Preview Inline

Markdown, split into sections by a heading of the form "## 1. Heading". The numbers have to run 1, 2, 3 in order, because other documents refer to a section by its number. Placeholders this site knows: {{contactEmail}}, {{telephone}}, {{prayerLine}}, {{street}}, {{locality}}, {{region}}, {{postalCode}}, {{cashappHandle}}, {{cashappHandleClean}}, {{cashappUri}}, {{zellePhone}}, {{northName}}, {{northStreet}}, {{northLocality}}, {{northRegion}}, {{northPostalCode}}, {{northPastor}}.

H2 H3 B I link " list img

Line breaks match the live page in Preview.

632 words · 4 min read

1. Overview

Sunday worship is at 11:00 AM at {{street}}, {{locality}}, {{region}} {{postalCode}}, in east Lakeland. Arrive a few minutes early, park, walk in and sit anywhere. If you have not been before, call {{telephone}} and somebody will tell you where to turn.

The church has a second location. {{northName}} meets at {{northStreet}}, {{northLocality}}, {{northRegion}} {{northPostalCode}}, and its times are below.

2. Sundays at Rhema

The Sunday worship service at {{street}} starts with singing. Then Dr. Holmes teaches from the Bible. There is an offering, and near the end a chance to be prayed for. You are free to take part in any of it or none of it.

How long the service runs varies from week to week. If you need to plan the rest of your day around it,

THINKING ABOUT VISITING ON SUNDAY?

Plan Your Visit

Last updated 30 September 2026

1. Overview

Sunday worship is at 11:00 AM at 3330 Skyview Dr, Lakeland, FL 33801, in east Lakeland. Arrive a few minutes early, park, walk in and sit anywhere. If you have not been before, call 863-797-5450 and somebody will tell you where to turn. The church has a second location. Rhema Nation North Campus meets at 1507 Powhatan Ct., Lakeland, FL 33805, and its times are below.

2. Sundays at Rhema

The Sunday worship service at 3330 Skyview Dr starts with singing. Then Dr. Holmes teaches from the Bible.

Plan Your Visit in Split view, with the words on the left and the finished page on the right.

Rhema Word of Faith International JOURNAL PAGES SHOWS PICTURES SETTINGS VIEW THE JOURNAL editor@example.com SIGN OUT

ALL PAGES

Plan Your Visit
content/pages/visit.md · serves /visit

Committed. The site rebuilds in about 120 seconds, and the change is live when it finishes. [See the commit.](#)

TITLE
Plan Your Visit

SCRIPT
Thinking about coming this Sunday?
The handwritten line above the heading, in the site's own voice.

DESCRIPTION
Sunday worship at 11:00 AM, 3330 Skyview Dr, Lakeland, Florida, plus Rhema Nation North Campus times, parking and what happens on a Sunday.

What a search result shows under the title. 139 / 165

EFFECTIVE DATE
30/09/2026
The date the wording last changed. Not the build date.

EFFECTIVE DATE, WRITTEN OUT
30 September 2026
The same date as a person writes it, "14 August 2026".

THE PAGE, IN NUMBERED SECTIONS Split Preview Inline

Markdown, split into sections by a heading of the form "**# 1. Heading**". The numbers have to run 1, 2, 3 in order, because other documents refer to a section by its number. Placeholders this site knows: {{contactEmail}}, {{telephone}}, {{prayerLine}}, {{street}}, {{locality}}, {{region}}, {{postalCode}}, {{cashappHandle}}, {{cashappHandleClean}}, {{cashappUri}}, {{zellePhone}}, {{northName}}, {{northStreet}}, {{northLocality}}, {{northRegion}}, {{northPostalCode}}, {{northPastor}}.

H2 H3 B I link " list img Line breaks match the live page in Preview. 632 words · 4 min read

1. Over Committed "Plan Your Visit". Building the site, about 120 seconds. 0:03 [View commit](#) ×

Sunday worship is at 11:00 AM at {{street}},

After Save and publish, the bar at the bottom counts down while the site rebuilds.

If you close the tab before saving, the page offers your changes back next time, with Restore and Discard.

Changing the home page

The home page is twelve separate parts, each with its own form and its own Save: Hero, When we meet, Sunday morning, Midweek work, Who we are, Watch online, Our shows, Prayer, Recent writing, Faith IQ, Come and see, and FAQ. Press Pages, scroll down to The home page and click the part you want. The table of service times near the top of the home page, for example, is When we meet.

Each part shows labelled boxes, such as Heading or Tagline, and a Preview button. Change only the box you mean to, then press Save and publish. Do one part, check it on the site, then move to the next.

Get in Touch

/contact

Revised 19 September 2026

THE HOME PAGE

Hero

When we meet

Sunday morning

Midweek work

Who we are

Watch online

Our shows

Prayer

Recent writing

Faith IQ

Come and see

FAQ

The twelve parts of the home page, each opened and saved on its own.

Rhema Word of Faith International

JOURNALPAGESSHOWSPICTURESSettings

VIEW THE JOURNAL

editor@example.com

SIGN OUT

ALL PAGES

When we meet

content/pages/home/times.md

SAVED

Placeholders this site knows: {{contactEmail}}, {{telephone}}, {{prayerLine}}, {{street}}, {{locality}}, {{region}}, {{postalCode}}, {{cashappHandle}}, {{cashappHandleClean}}, {{cashappUrl}}, {{zellePhone}}, {{northName}}, {{northStreet}}, {{northLocality}}, {{northRegion}}, {{northPostalCode}}, {{northPastor}}.

HEADING

When We Meet

ROWS

ROWS 1

REMOVE

WHAT

WHEN

Sunday Worship

Sunday, 11:00 AM

WHERE

in person at {{street}}, and streamed live

ROWS 2

REMOVE

WHAT

WHEN

Barbershop Talk: Men on the Move

Sunday, 9:00 AM

WHERE

in person at {{street}}

ROWS 3

REMOVE

When We Meet

Sunday Worship

Sunday, 11:00 AM

in person at 3330 Skyview Dr, and streamed live

Barbershop Talk: Men on the Move

Sunday, 9:00 AM

in person at 3330 Skyview Dr

Morning Glory

Sunday, 8:00 to 9:00 AM

online, on Facebook

Morning Prayer Call

Monday to Friday, 7:00 AM

by phone at 1 (848) 280-6868

Impact-27 Circle

Tuesday, 6:20 PM

in person at 3330 Skyview Dr

Sunday Morning Worship

Every 2nd through 5th Sunday at 8:00 AM

at Rhema Nation North Campus, 1507 Poshatan Ct.

Winning Wednesday

Every Wednesday at 7:00 PM

at Rhema Nation North Campus, 1507 Poshatan Ct.

[See the full week](#)

When we meet holds the week's service times, one row for each service.

Adding a post

1. Press Journal, then Write a post.
2. Type the title. The web address fills itself in from the title.
3. Write the post in the large box.
4. Open Post details and fill in the Description, one or two sentences of at least 70 characters. It is what Google shows under the title. Add a Hero photograph if you have one.
5. Leave Draft ticked. A new post always starts as a draft, and the button says Save draft. A draft is kept safe, but nobody visiting the site can see it.
6. When it is ready, and someone else has read it, untick Draft and press Save and publish.

The web address is fixed after the first save, and the editor locks it. People share links to posts, and a changed address breaks every one of them, so look at it before you save the first time.

The screenshot shows the 'Rhema Word of Faith International' blog editor. At the top, there's a navigation bar with links: JOURNAL, PAGES, SHOWS, PICTURES, SETTINGS, VIEW THE JOURNAL, editor@example.com, and SIGN OUT. Below this, the editor is titled 'A Note for Sunday' with the content path 'content/blog/a-note-for-sunday.md'. A status bar indicates 'unsaved' and offers options: Split, Preview, Inline, and a 'SAVE DRAFT' button. The 'POST DETAILS' section is expanded, showing fields for TITLE ('A Note for Sunday'), ADDRESS ('a-note-for-sunday' and '/blog/a-note-for-sunday'), DESCRIPTION (with a 0/165 character count), DATE ('06/10/2026'), and UPDATED ('dd/mm/yyyy'). There's a checkbox for 'Draft' (checked) and 'Pinned' (unchecked). Below these are fields for TAGS ('add a tag') and a HERO PHOTOGRAPH section with a 'CHOOSE A PHOTOGRAPH' button. At the bottom, there's an 'EDIT THE PATH BY HAND' section and a rich text editor with icons for H2, H3, B, I, link, quote, list, and image. A 'PHOTOGRAPHS' button and a word count '0 words - 1 min read' are also visible.

A new post starts with Draft ticked, and the button reads Save draft.

Rhema Word of Faith International
JOURNAL
PAGES
SHOWS
PICTURES
SETTINGS
VIEW THE JOURNAL
editor@example.com
SIGN OUT

ALL POSTS
Bring a Friend This Sunday
content/blog/bring-a-friend-this-sunday.md
Split
Preview
Inline
SAVED

▼ POST DETAILS
published 6 Oct 2026 · no tags · 36 words, 1 min read
☐ Draft
☐ Pinned

TITLE
Bring a Friend This Sunday

ADDRESS
bring-a-friend-this-sunday
/blog/bring-a-friend-this-sunday
Locked. A rename is a delete plus a create, and it breaks links.

DESCRIPTION
An invitation to bring a friend, a neighbour or a coworker with you to the 11:00 AM service.

92 / 165

DATE
06/10/2026

UPDATED
dd/mm/yyyy
Only when a published post is revised in a way a reader should know about.

TAGS
add a tag

HERO PHOTOGRAPH

THE PHOTOGRAPH

/images/blog/bring-a-friend-this-sunday/welcome-at-the-door-wide-1200.webp
1200 × 675 (16:9). The slot is 1200 × 675 (16:9).
REPLACE
REMOVE

PHOTOGRAPH DESCRIPTION
A greeter at the church door shaking hands with a visitor on a Sunday morning.
Required. It is read aloud in place of the photograph.

Once a post has been saved, its web address is locked and the Draft box sits at the top right.

Updating a show

Press Shows and click the show. You will see plain boxes: Title, Subtitle, Short description, Host, Day, Starts, Ends, Where, Address, Who it is for, Tagline and About the show. Times use the 24 hour clock, so 6:20 in the evening is 18:20. Change what you need and press Save and publish. The flyer, the watch links and the Bible verse are not in this form and stay as they are.

The editor cannot add a new show or remove one, because each show needs its own flyer artwork.

Rhema Word of Faith International		JOURNAL	PAGES	SHOWS	PICTURES	SETTINGS	VIEW THE JOURNAL	editor@example.com	SIGN OUT
Shows		THE JOURNAL PAGES							
11 shows									
Barbershop Talk		/shows/barbershop-talk							
Faith in Action		/shows/faith-in-action							
Fitness Class		/shows/silver-sneakers							
Focus on the Family		/shows/focus-on-the-family							
I Am That Woman		/shows/i-am-that-woman							
Impact-27 Circle		/shows/impact-27-circle							
Love Unlocked		/shows/love-unlocked							
Morning Glory		/shows/morning-glory							
Motherhood Unfiltered		/shows/motherhood-unfiltered							
Teaching with Gloria Robinson		/shows/teaching-with-gloria-robinson							
Thriving Together		/shows/thriving-together							

The eleven weekly shows.

Rhema Word of Faith International		JOURNAL	PAGES	SHOWS	PICTURES	SETTINGS	VIEW THE JOURNAL	editor@example.com	SIGN OUT
Morning Glory		ALL SHOWS VIEW THE PAGE							
content/shows/morning-glory.md									
TITLE		Morning Glory							
SUBTITLE (OPTIONAL)									
SHORT DESCRIPTION		An hour of worship and prayer to open Sunday morning, before anything else happens.							
HOST (OPTIONAL)		Evangelist Jackie							
DAY		sunday							
STARTS (24 HOUR, E.G. 09:30) (OPTIONAL)		08:00							
ENDS (24 HOUR) (OPTIONAL)		09:00							
WHERE		online							
ADDRESS (OPTIONAL)									

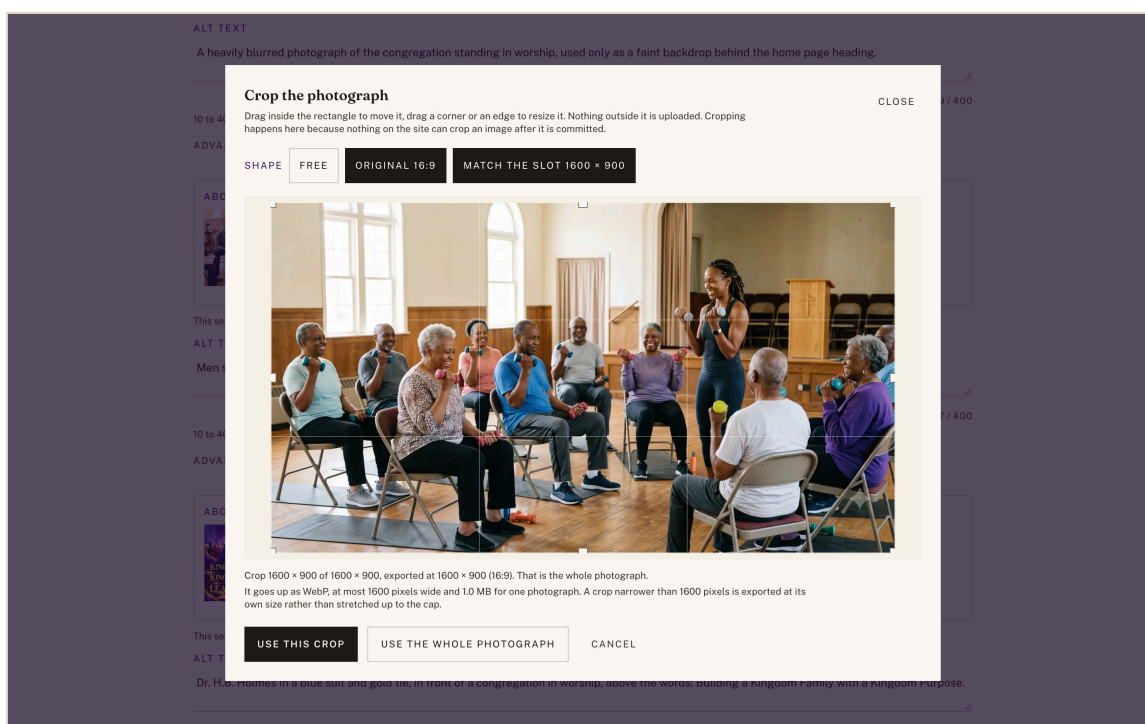
The form for Morning Glory. Times use the 24 hour clock.

Replacing a picture

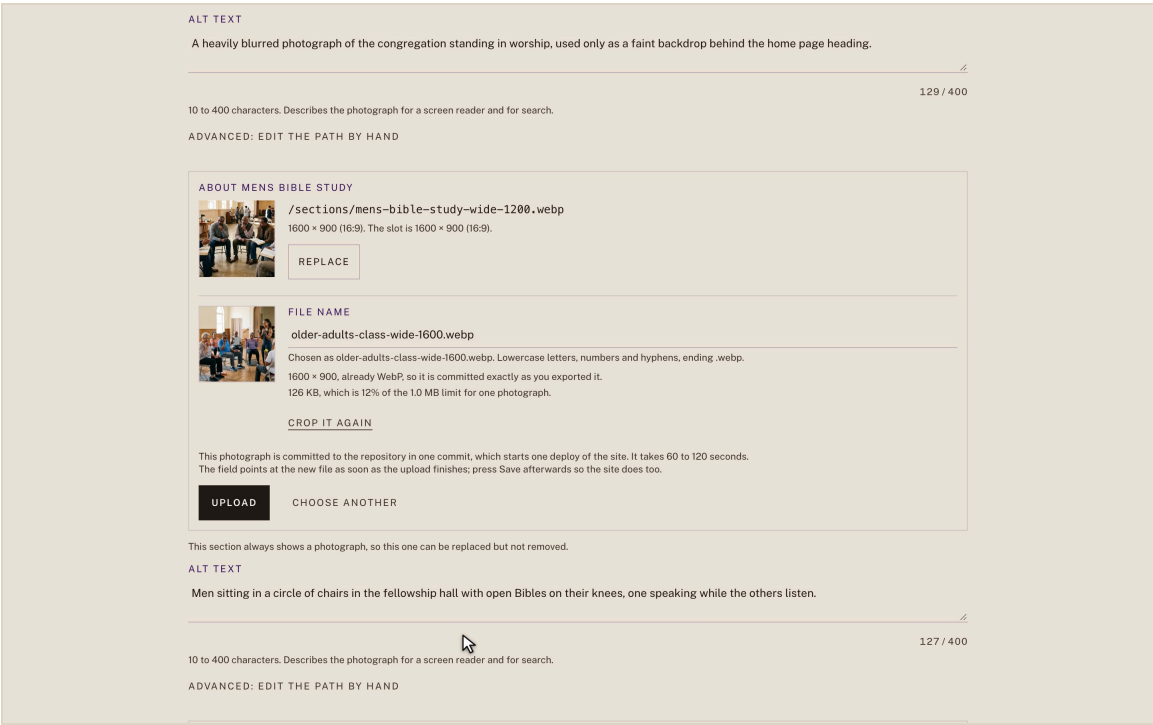
1. Press Pictures and find the picture by its label, for example "Visit north campus poster". The current picture shows beside it.
2. Press Replace and choose the new photograph on your computer. A photo from a phone is fine, the editor converts it.
3. Crop it to the shape offered, or use the whole photograph.
4. Press Upload. This keeps the new file, but the page is not using it yet.
5. Check the Alt text box under it. One sentence saying what the picture shows, for people who use screen readers.
6. Press Save and publish at the top, so the page switches to the new picture.

The old picture is not deleted. If the new one looks wrong on the site, choose the old one again the same way and save.

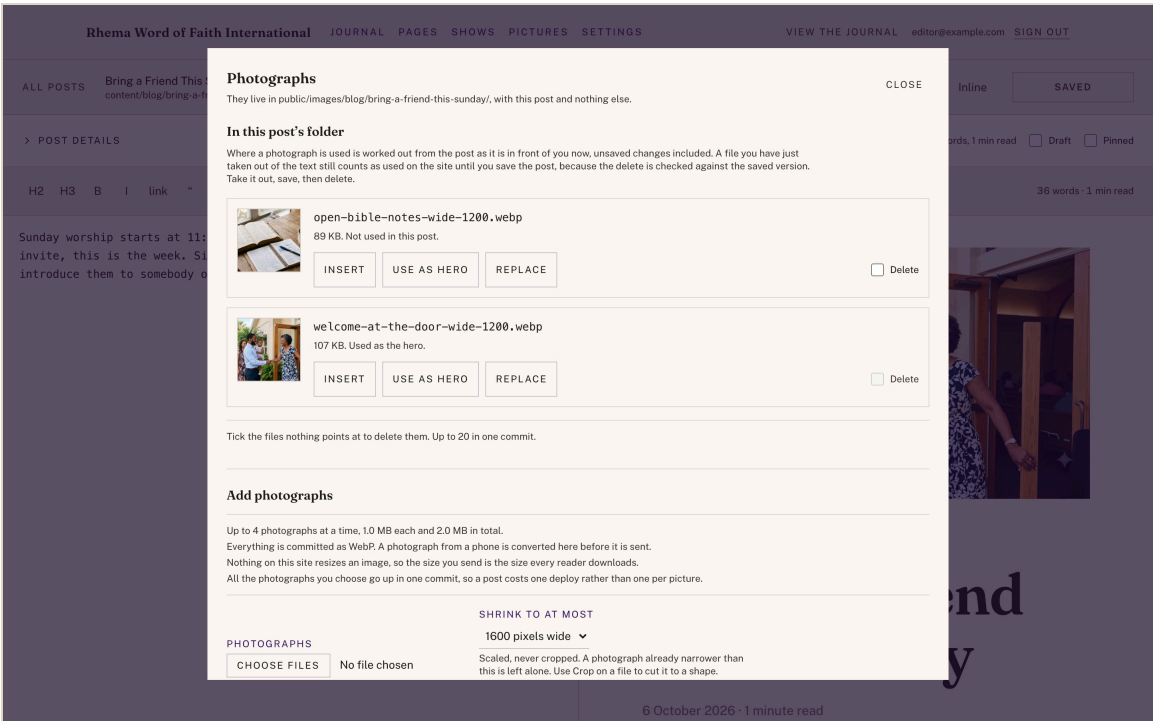
For a post, use Hero photograph in Post details, or the Photographs button in the toolbar to place one inside the text.



The crop window opens after you choose a new photograph.



The new picture waits under the old one until you press Upload, and then Save and publish.



A post keeps its own pictures in the Photographs window.

Things to know about the editor

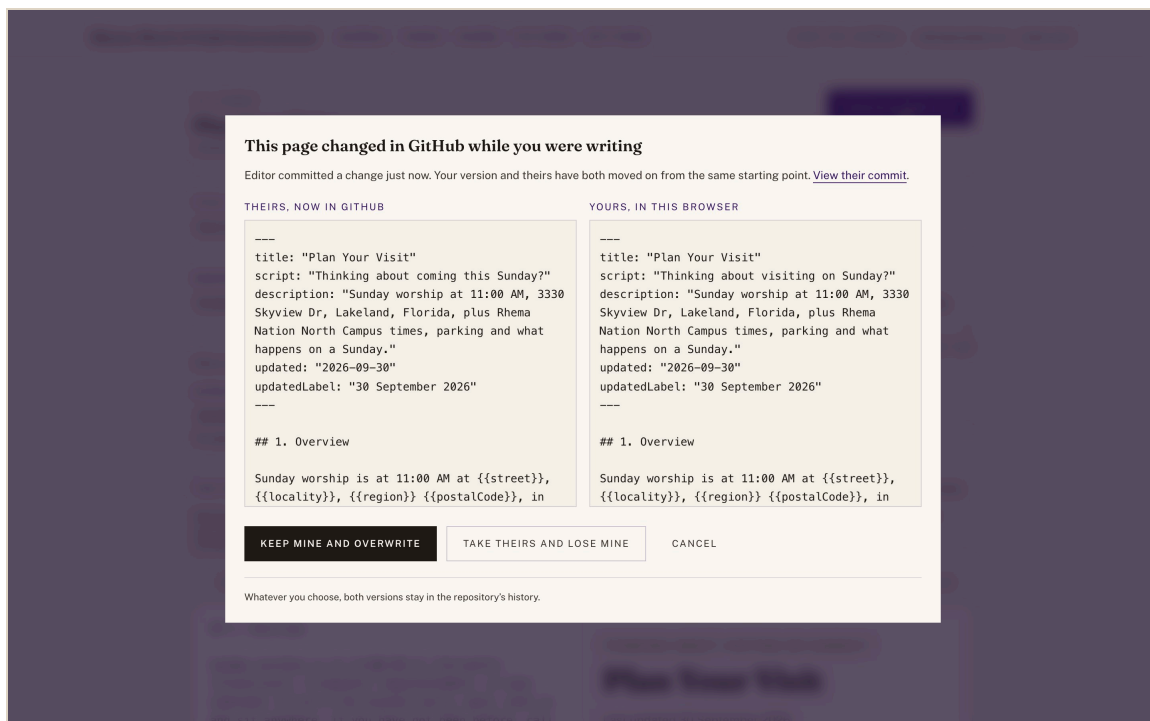
-
- A Save on a page, a home page part or a show publishes at once. Only posts have Draft.
 - Opening a post that is already on the site can show "unsaved" before you have touched anything. If you did not change anything, do not press Save.
 - In the Shows editor, pressing Enter in any box saves and publishes straight away. That screen also gives no warning if you leave with unsaved changes, so save before you click away.
 - In the "changed while you were writing" message, the dark button that stands out is Keep mine and overwrite. That is the one not to press.
 - At the bottom of Pictures, the Delete button under the list of uploaded photographs deletes at once, with no second question.
 - Remove on a service times row, on an email line in Settings, or on a hero photograph acts in the editor without asking. Nothing is published until you press Save, so if you pressed Remove by mistake, reload the page without saving.
 - A post's Description needs at least 70 characters, or the editor will not save it.
 - A save that looks as if it failed may still have gone through. Reload the page and look before you try again.
 - A post comes off the site when you tick Draft and save. There is no delete.

Before you press Save

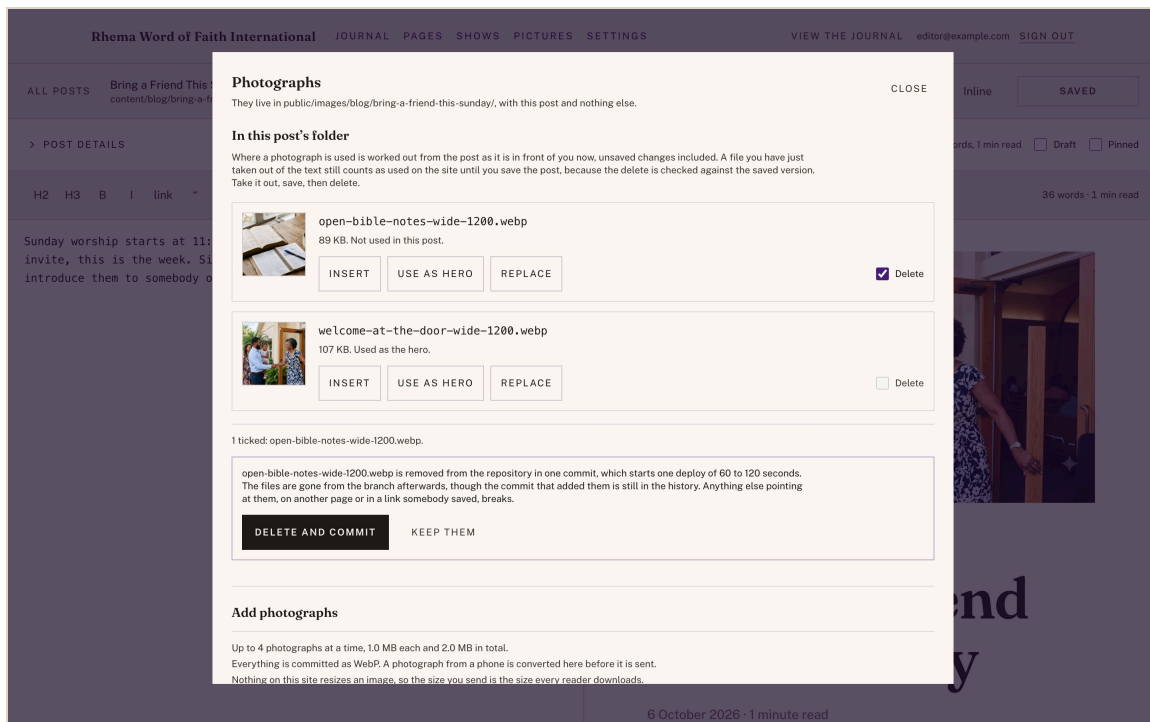
- The heading at the top names the page or show you meant to open.
- You changed only what you meant to change.
- You have read it once in the preview.
- The {{ }} words and the "## 1." heading lines are still there.
- A new post still has Draft ticked, unless it is ready for everyone.
- Nobody else is editing the same page right now.

Things not to do

- Do not change the web address of anything that is already on the site.
- Do not delete a picture unless you are certain nothing uses it. A picture can appear in more than one place.
- Do not change anything in Settings. Those boxes decide where the contact and prayer forms send their email.
- Do not change several things at once. Change one page, save it, check it on the live site, and then do the next.
- Do not press Keep mine and overwrite. That button appears when someone else saved the same page while you had it open, under the heading "This page changed in GitHub while you were writing". Press Cancel, reload the page to see the newer version, and make your change again on top of it. On a show the message reads "This show was changed after you opened it". Reload and make your change again there too.
- The list of giving funds has no screen in the editor, on purpose, because their names are tied to the giving records.



The message you see when someone else saved first. Press Cancel, never the dark button.



Deleting one of a post's pictures asks once more. Press Keep them unless you are certain.

If something goes wrong

Stop, and do not press Save.

Reload the page. If it offers your unsaved changes back, press Discard, so the editor shows what is live now. Start your change again from there, slowly.

Two minutes after every save, open the page on rhemawofi.org and read it. If something is not right, correct it the same way: open it in the editor, fix the words, and save again.

If the bar at the bottom says your change has not appeared after four minutes, your words are still saved. Reload the live page a little later before you change anything else.