

# The Episcopal Asset Map

*A Project of Episcopal Relief & Development and The Episcopal Church*

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## **Background**

The map is a project of Episcopal Relief and Development and The Episcopal Church that was conceived and developed several years ago to help our response in any disaster. It also provides the opportunity to tell the Church and the world about how your congregation is being called to serve God and neighbor. When you share your faith stories, worship styles, ministries, and more, you widen the network of ministry experts in the Church and provide others with information that can help them as they discern where the Spirit is calling.

It is a visual catalog of The Episcopal Church at large, enabling church members and church seekers alike to see at a glance (and in depth) what the Church's presence looks like in their area. For example, Diocesan leaders can more quickly locate available resources -- instantly viewing on a map where the nearest food pantry or shelter ministry is located.

Each of our parishes in the Diocese of Long Island is currently located on the map, although the information regarding church ministries, service times and contact information may have changed. So we ask you to please review and update.

## **Quick Start Info:**

- Go to: <https://www.episcopalassetmap.org/dioceses/episcopal-diocese-long-island>
- Locate your parish by entering your zip code or town (particularly in Brooklyn, zip code is best)
- You DO NOT NEED A LOG IN to update information on the site.
- Your edits are be submitted to EMLI as the Diocesan Map Administrator and posted once they are approved.
- You do not need to complete every field on the survey in one sitting, but you can only save your work by submitting the form.

## **Frequently Asked Questions:**

*Why doesn't my church or organization appear on the map of my diocese?*

For those dioceses that have many churches, it might be hard to find your congregation at first. Try searching by name and review the "list" view of the site to find your church. If you still cannot find your location, contact EMLI for support.

*Can we add to the list of ministries?*

The majority of ministries in that survey fit into one or more of these available categories. These types are intended to make searching easier, but they are not meant to exclude ministries that do not fit neatly into one of them. You may also choose "other" and add a more clarifying description. Periodically, the "Other" category will be reviewed to better reflect ministry engagement. The ministry types are universal across the entire system to make it easier to find information both within and beyond diocesan boundaries.

# How to Edit Your Parish Listing

- 1) **Go to:** <https://www.episcopalassetmap.org/dioceses/episcopal-diocese-long-island>
- 2) **Search for your parish** by town or zip code  
(You can choose between two views to find your parish: Map or List)
- 3) **Select your parish** by clicking on the corresponding pin on the map or from the list view
- 4) **Select** **MORE DETAILS** found by scrolling to the bottom of the panel on the RIGHT side of page
- 5) **Select UPDATE THIS PLACE** (on the left beneath the name of the parish) to edit information
- 6) The following categories are listed as separate tabs (sections) on your page:

<b>GENERAL INFORMATION</b>
<b>WORSHIP</b>
<b>CONTACT INFORMATION</b>
<b>AFFILIATIONS AND PARTNERS</b>
<b>INTERNATIONAL RELATIONSHIPS</b>
<b>DISASTER PREPAREDNESS</b>
<b>MINISTRIES</b>

- 7) After **EACH SECTION** where you have made a change, select **SAVE AND SUBMIT** in the lower left corner of the page.
- 8) You will then be prompted to **enter your name and email address**, along with this message:  
*“We use your name and email address to help confirm that your content suggestion is valid. You will not be added to any email lists, and your contact information will not be shared with any 3rd parties, except as required by law. For more information, see our [Privacy Policy](#).”*  
After entering your information, **select:** **SAVE AND SUBMIT**
- 9) You will then receive the following confirmation ...  
*“Your suggested changes will be visible after being approved by an administrator”*