

Filing Guide

A simple way to organize your church's or ministry's Google Drive, so everyone can find what they need and private things stay private. The six main folders spell WEDCAP, so they're easy to remember.

- 1 Create three shared drives**
The main drive, plus the two locked ones below.
- 2 Add the folders**
[01] to [06] in the main drive, a [99] Archive inside each.
- 3 Move this year's files in**
Older files go straight to each folder's archive.
- 4 Name every file the same way**
Date, title, organization, contact. See page 2.

SHARED DRIVE

Grace Church

Staff and key volunteers

[01] **Worship**

Sermons, bulletins, music, weddings and funerals.

↳ **2026.12 Christmas Eve, Grace Church (AK)**

More than three files? The project gets its own sub-folder.

[02] **Evangelism and Outreach**

Outreach events and community projects, and their training.

[03] **Discipleship and Teaching**

Classes, small groups, retreats, children's and youth programs.

[04] **Communications**

Newsletters, announcements, graphics, website and social media.

[05] **Administration and Operations**

Policies, IT, property, board and finance.

↳ **Board, Finance** limited access

Only the people added to these sub-folders can open them.

[06] **People**

Visitor cards, membership records, volunteer schedules.

↳ **[99] Archive**

Inside every folder above: finished years and past projects.

SHARED DRIVE

Pastoral Care

Counseling notes and church discipline.

Members: pastors only

SHARED DRIVE

Personnel

HR files, payroll, background checks.

Members: whoever handles HR and payroll

Why separate drives? A drive's managers can open everything in it, so these records get drives of their own.

When a file fits two places

Ask where someone would look for it first. Training for the outreach team belongs with Outreach, not Discipleship.

For ministries and nonprofits

Same system, different areas: [01] Board and Leadership, [02] Incorporation and Bylaws, [03] Operations, [04] Development, [05] Communications, then one folder per program.

SOME PEOPLE SEARCH, SOME PEOPLE CLICK

One system that works for both

Clickers open folders.

They browse the folders on page 1, then scan the list of files inside.

Searchers type a few words.

They never see your folders; the name is all they have to go on.

The answer for both: name every file the same way

DATE

2026.09.30

TITLE

Board Minutes

STATUS OR DETAIL

- Approved

ORGANIZATION

, Grace Church

POINT OF CONTACT

(MT)

For clickers, date-first names sort every folder into order. For searchers, the name is easy to guess before they type it. The organization and contact matter most once a file leaves your drive as a download or an email attachment. A board member may have budgets from the church, their business, and their spouse's business side by side; the name says whose each one is and who to ask.

2026.10.12 Sermon - Luke 15, Grace Church (DP)	Sermon audio
2026.09.30 Board Minutes - Draft, Grace Church (JS)	Draft until approved
2026.01.15 Budget 2026 - Approved, Grace Church (LW)	Adopted budget
2026.04 Spring Festival, Grace Church (AK)	Project sub-folder

- Use the date it happened, not the day you saved it.
- Skip "final," "final 2," and "new." The date already tells you which one is newest.
- Initials in parentheses: the person to ask if you have questions.

WHO CAN SEE WHAT

Three levels of access

EVERYONE

The main shared drive

Staff and key volunteers. Folders [01] to [06].

LEADERS

Limited-access folders

Board and finance sub-folders inside Administration, with Limit access turned on. Only the people added can open them; everyone else sees them grayed out.

RESTRICTED

Separate shared drives

Pastoral Care and Personnel, with only the people who need them as members.

- **Share with groups, not people.** Give access to staff@ or board@, so a change happens in one place.
- **Keep church files in shared drives,** not in someone's personal My Drive, so they stay when people move on.
- **Give the least access that works.** Most volunteers only need to view. Keep the Manager role to a few people: Managers can open every folder, limited ones included.
- **Remove access the day someone steps down,** and review every drive's members once a year at your annual meeting.

ARCHIVE AS YOU GO

Clear the decks every January

- Move last year's finished files into each folder's [99] Archive.
- Give recurring series a folder per year: Bulletins, then 2026, 2027.