

Documentation Standards

For contributors, editors, and admins who are maintaining the knowledge base.

- [Information Architecture Guidelines](#)

Information Architecture Guidelines

To keep our content clear, easy to navigate, and reusable across different purposes, we organize knowledge using the following structure in **NEXT**.

?? Shelf: A Curated, Dynamic Collection of Books

- A **Shelf** is a **collection of related Books**, grouped for a specific audience or purpose.
- Use Shelves to **curate** content, not to structure it deeply.
- A **Book can appear in multiple Shelves**, so avoid putting all unrelated topics into one Book.
- **Examples of Shelves:**
 - *Newcomer Essentials* – Books selected to help someone new understand our church.
 - *Leadership Toolkit* – Books for ministry leaders and those who serve.
 - *Administration* – Books related to governance, finances, operations, and facilities.

? Book: A Standalone Topic

- A **Book** is centered around **one main topic** or area of knowledge.
- Keep Books focused so they can be reused across different Shelves.
- Don't try to cover everything in one Book—break things out by topic.
- **Examples of Books:**
 - *Church Governance* – contains bylaws, decision-making structure, leadership policies.
 - *Church Operations* – includes facility usage, scheduling, and logistics.
 - *Children's Ministry Guide* – curriculum, volunteer roles, and safety guidelines.
 - *Bible Study on John* – weekly lessons and group discussion materials.

? Chapter: A Group of Similar Pages

- A **Chapter** organizes **related Pages** that follow the same format, structure, or theme.
- Chapters are optional but useful when multiple Pages need to be grouped together logically.
- **Examples of Chapters:**
 - In *Church Operations: Facility Management* – includes facility usage rules, booking forms, cleaning checklists.
 - In *Church Governance: Core Documents* – includes bylaws, mission statement, and church constitution.
 - In *Bible Study on John: Weekly Lessons* – each page is one week's content.

? Page: One Concept or Resource

- A **Page** should focus on **one clear topic, policy, lesson, or resource**.
- Pages are where actual content lives. Keep them concise and easy to scan.
- If a Page gets too long or covers multiple topics, consider splitting it.
- **Examples of Pages:**
 - *Facility Usage Guidelines*
 - *Church Bylaws*
 - *Lesson 1: The Word Became Flesh*
 - *Role: Worship Leader*