

JOB DESCRIPTION - WEBMASTER

JOB/TASK: Webmaster

NUMBER OF PERSONS NEEDED: 1

TIME COMMITMENT/FREQUENCY: 2-7 hours/week

SUPERVISOR /CONTACT: None

REFERENCES: (people who have done this job and would be willing to answer questions about it) Bettie McElroy

Duties: The webmaster's primary responsibility is to edit and update the church's website as necessary – usually 3 or 4 days per week. Information for the website is provided by the church office staff, Ministry Group/Committee chairs, and the pastors.

Regular updates include but are not limited to:

- Next Sunday service and calendar information on home page
- Weekly Bulletin
- Weekly Announcements
- Monthly Newsletter
- Youth Group schedule
- Christian Education classes
- Information on special programs from Christian Education, Worship or Music
- Mission projects and needs
- Governance information – new elders, deacons, and chairs of ministry groups and committees
- Posting of sign-up pages as requested, and posting of Blood Drive and certain Mission Project signup results
- Other items as requested

The webmaster is also responsible for annually updating all web pages during the summer in preparation for the fall program church-wide. This might include contacting Ministry Group/Committee chairs to have them update their pages and obtain program year information from the church staff for posting on the site.

Occasionally, the website needs a complete overhaul and re-design to keep the site fresh for our members. This could vary from inserting new photos on primary pages to a total re-design of the entire site. A total re-design would require a minimum of 80 hours of work, probably more.

The webmaster is also responsible for building a team of web assistants who will assist with various jobs such as web statistician to analyze website usage regularly, web page proofreader to check web pages for accuracy on a regular basis, a volunteer photographer to provide excellent photos for the website, a video/audio editor to edit, prepare and upload services/sermons, a Facebook editor to work with the webmaster in maintaining the church's Facebook page, and a volunteer web consultant who understands back-end coding and can provide help with web security and other issues.

Required Expertise: The webmaster must be completely familiar with creating HTML web pages and working with an HTML editor. The webmaster must know how to upload

files using ftp protocol as well being comfortable with graphics creation and manipulation in photo/graphic editing software. Familiarity with php and javascript is helpful as well as an understanding of website navigation options. The webmaster must also have a creative eye for web design and a curiosity to “keep up” with new developments in web design. Looking forward, experience with content management systems will b useful for possible future migration of the website to such a platform.

Equipment Required: Other than a relatively current computer, the webmaster must have an HTML editor program such as Dreamweaver, graphics software such as PhotoShop or PhotoShop Elements, an ftp upload program such as Filezilla.

Other: A willingness to personally purchase software and subscriptions is helpful, as there is a minimal budget for the website at this time.

Updated July 2009