



Website Coordinator & Team

Website Coordinator

1. Oversee the maintenance of church website.
2. Ensure that website represents church's mission statement and teachings.
3. Work with and inform pastoral team regarding any significant updates and revisions.
4. Ensure that church calendar is updated.
5. Provide pictures on website for activities such as baptisms, socials, outreach.
6. Develop new ways to access sermons from website.
7. Coordinator will meet with assistants on a regular basis to divide up tasks.

Assistants

1. Ensure that website represents church's mission statement and teachings.
2. Work with coordinator in maintaining church calendar and providing pictures on website.
3. Explore new ways of communicating church's mission and beliefs on web such as pastor's sermons, articles, etc.
4. Meet with coordinator on a regular basis to divide up tasks.

Appropriate spiritual gifts

- Leadership
- Organisation

Time Commitment

The Website Team will need to devote at least 1-2 hours per week depending on time required for special programmes.