

JOB DESCRIPTION:

Local Church Web Coordinator

Position:

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Revised:

2 February 2007

The South Pacific Division web network depends on and functions through a team of website coordinators.

The Web Ministry Department is entrusted with the task of implementing and maintaining the division web network, and to provide training and support to coordinators across the network.

Position Summary:

The Role:

The role of the Local Church Web Coordinator is to supervise and coordinate the activities of the Local church netAdventist web site.

Note: In some churches this may be the pastor. In the first year, the local church web coordinator needs to be a person approved by the church board. In subsequent years this responsibility can be renewed through the annual appointment of church officers process.

Qualifications required:

1. Be computer literate
2. Have a good understanding of the web and how it works.

Core Competencies:

1. Confident and efficient use of the computer and internet.
2. Good communication skills, verbal and written.
3. Have an eye for detail and an understanding of good design principles.
4. Be a good motivator and team player.

Specific Responsibilities:

1. Keep **up to date** with developments of the netAdventist web network in the South Pacific Division.
2. Be an active participant in the coordinators **forum**, by sharing questions, good stories with the network of coordinators.
3. Plan **training** for church members and office holders in your church. Your conference web coordinator can assist with resources for this.
4. Be the first **help desk** person for questions and problems from members and leaders of your local church.
5. **Refer** to your conference web coordinator any questions and problems you are unable to resolve.
6. **Promote** and encourage the benefits and use of the netAdventist functions to all members of your church
7. **Cooperate** closely with the Local Church Communications Secretary and encourage cross media promotions in your church. Eg. Every printed item representing your church should prominently display your local church website URL
8. Be responsible for coordinating / scheduling the **uploading** on a regular basis, of content by approved persons in your church, into the news feeds, both for local and shared items.
9. Be responsible for the **maintenance** of your local church netAdventist website, keeping it relevant, fresh and alive.
10. Provide the appropriate **access** level to church members who are authorised to log into your local church web site to load content.
11. Ensure that all church members who are **authorised** to submit content understand and agree to the conditions of this responsibility.
12. Address any breach of the End User License Agreement (EULA) on your local church web site personally and promptly, and remove any offending content from your local church website as soon as possible. Report any problem areas promptly, firstly to your pastor and church board, and if necessary to your conference web coordinator.
13. Submit a **quarterly report** of your local church website activity to your church board and your conference web coordinator.

Key Performance Indicators:

1. Maintains a dynamic interesting and attractive web site.
2. Report regularly.
3. Increase by 10% per year the traffic through your local church web site.

Committee Membership:

Member of the forum of SPD web coordinators. (An ad hoc group in touch through email and internet)

Terms & Conditions:

Term:

Annual

Appointed by:

The local church

Responsible to:

Locally: Local church board.

In the Web Network: The Conference Web Ministry Coordinator

Performance appraisal:

As reported by church board, conference web coordinator and KPIs.

Terms and conditions:

As per the End User License Agreement.

Personal Commitment:

Being a member of the Seventh-day Adventist Church requires personal commitment to its message, mission and lifestyle. The holder of this responsibility will reflect in their personal and professional life the church's Christian values, as expected of a disciple of Jesus

Confirmation:

Name of the appointed person: _____

Signature of the appointed person: _____

Date of signing: _____

Signature of Pastor: _____