



*Living God's Word,
Sharing God's Love*

DETAILED MINISTRY DESCRIPTION

Web Page Design /Maintenance

Computer Networking Team Vision

The vision of the Computer Networking Team is to provide quality computer networking resources to support the ministries of Lexington United Methodist Church.

Title

Web Page Design/Maintenance

Purpose

To provide a well designed web site that supports the ministries of LUMC.

Responsible to

Computer Networking Administrator

Description of duties

- Become familiar with the Vision and Mission statements of the church. Plan goals and objectives to fulfill those statements.
- Understand the structure of the web site used by the church, including domain name registration and the web site hosting company.
- Assist in designing well conceived and inviting web pages.
- Provide minor to mid-level changes to the web site, calling in outside support when needed.
- Monitor web site usage statistics to determine which parts of the web site are drawing to most visitors.
- Assist in the administration of the web site through the hosting service Control Panel as needed.
- As a member of the Team, he or she is responsible for helping to build and maintain the congregation's web site as described in the ***Responsibility areas*** below.

Responsibility areas

Web Page Design Team members are responsible for the areas of responsibility below. Individual team members may have responsibilities in one or more of these areas. The area each member is involved in will be commensurate with that member's gifts and skills.

- Content Management - Reviews the web site for appropriate content and brings suggestions about content to the team.
- Page layout - Reviews each page for good layout and easy reading.

- Graphics Design - Prepares appealing graphics that are used for banners and included within the page content. This includes pictures as well as graphical artwork.
- Coding and Uploading - Codes the web pages and uploads them to the web server. Code generators should be used a little as possible in accomplishing this task.

Budget Requirements

Assist to the Web Design Team Leader in preparing the annual budget for the web site.

Time requirements

One hour per week or about five hours per month. The time will vary depending on the volatility of the changes to the web site.

Term

One year, renewable.

Training and resources

- Familiarity with the church web site and FTP procedures.
- Members are expected to possess the gifts and skills needed to accomplish the task of designing, implementing, administering, and maintaining the church web site.

Background Check

Required for this position.

Qualifications, skills, and gifts

- Have an intermediate to advanced knowledge of the web site used by the church, including domain name registration and the web site hosting company.
- Have good knowledge of HTML.
- Have working knowledge of CSS.
- Knowledge of web programming scripts such as java is a plus.
- Ability to design well conceived and inviting web pages.
- Possess one more of the following spiritual gifts:
 - Administration -R
 - Helps - D

* R - Required; D - Desirable

Benefits to the Servant

Your knowledge of web site design will increase as you create new pages and learn the unique value of a web site to the church. Satisfaction of serving the church in a way that utilizes a skill that many people do not have.