

KURRI KURRI BAPTIST CHURCH

Website Coordinator Role Description

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Note: Throughout this document, “Church” refers to Kurri Kurri Baptist Church (KKBC), the local Church which adopted this document.

Role Title

Website Coordinator

Role Description

Be responsible for maintaining and updating the Church website with relevant events and information

Responsibilities

- Ensure content is in keeping with:
 - “Our Common Beliefs” (Doc # 30)
 - The doctrinal position of the Church contained in the Church Constitution (Doc # 31)
- Keeps all domains and email subscriptions current
- Creates, manages and maintains the Church Website ensuring it is properly functioning and visually appealing
- Reviews web content, links and design and provides necessary updates in a timely manner
- Liaise with others for current information and special events
- Ensure all material is accurate and relevant, avoiding copyright infringements.
- Align with Church Privacy Policy (Doc # 18) regarding online publicly accessible personal information.

Prerequisites and/or skills required

- Church member, and/or agree with the “Responsibilities of Membership” listed in the Constitution (5.c.)
- Compliance with the Procedure for Staff and Volunteers
- Ability to gather and compile material relevant to the Church
- Good computer skills and abilities.

Supported by

- Church Leadership, and Church

Term

- Nominated by the Church Leadership and affirmed at the Annual Church Meeting
- One year term, with eligibility for re-nomination for subsequent terms

Reporting to

- Church Leadership, and Church

Reporting method and frequency

- Verbal reporting, as required