

Unitarian Universalist Church of Muncie

Web Team Member

Job Description

Basic Mission

The Web Team works together and with other members of the congregation to develop and maintain an inviting, informative and usable web site with the primary objectives of “telling the story” of our congregation to the greater Muncie community; informing community and congregation members and friends about church news and events; and supporting communication among active church members.

Main Activities

Team members actively contribute to **one or more** of the following roles, depending on background and interests:

1. Convener/Communication Liaison – Schedules and presides at Web Team meetings; represents the Web Team on the Marketing Committee and acts as liaison with church officers and other committees; works with church members/page owners to develop content ideas; develops the church image and brand via the web site.
2. Webmaster – Coordinates overall technical management of the live and test Joomla! sites; manages user accounts for site authors and managers; trains others to use Joomla!; develops, maintains and implements web site policies/guidelines/procedures; facilitates payment for web hosting service and domain registration.
3. Content Editor – Updates and creates web site content in the Joomla! content management system utilized for the site.
4. Graphic Designer – Designs an effective graphical scheme for the site, creates graphics, color scheme and layout.
5. Digital Media Manager – Captures, collects and organizes still photos, audio and video for potential use on the site and archival preservation.
6. System Administrator – Manages backups, e-mail accounts, database maintenance, site hosting service utilities, application installation and upgrades.
7. New Application Developer – Installs, tests, develops, customizes new applications for the site, e.g., photo gallery, events calendar, streaming media, online library catalog; does custom programming (e.g., in PHP, Perl, etc.) and database development (MySQL) as needed.
8. Writer/Editor – Writes page text, when necessary, with input from page owners, edits pages for a unified tone/voice.
9. Usability Maven – Applies current web site usability principles to ensure that the site achieves its objectives and is one that encourages repeat visits.

In order to keep the site fresh, useful and usable, the Web Team will lead a thorough site design review at least once a year, typically during the summer months.

Schedules & Time Commitments

Team meetings are held as needed, roughly every-other-month during the academic year, more frequently during site design review phases. Working on the Team does, however, require continuous communication among Team members, who should be very comfortable communicating via e-mail. Work on specific tasks can vary from a few minutes to several hours per week.

Preferred Qualifications

Prior experience in any of the areas listed under Main Activities and/or a strong desire to develop requisite skills in the service of our church community; enthusiasm for using web-based media to spread the word about Unitarian Universalism and our congregation. Depending on the background and experience of individual team members, some orientation/training can be provided for some of the technical activities described above.

Compensations & Rewards

A church's web site has been called its new "front door." For our church, it's perhaps the single most effective means of reaching out to and attracting visitors and new members. It has also become essential for effective internal church operation and keeping members and friends well-informed and up-to-date. Thus, contributions of time and talent to the Web Team are among the most important – and satisfying – that one can make. In addition, one can observe and learn more about web sites by working with high-tech savvy colleagues. (And you're able to see results of your efforts in living color on your screen, 24/7!)

For more information: Contact our current webmaster, Jim Hammons - jwhammons07@gmail.com or 281-9553

J. Hammons 3/28/2008
wm 4/5/2008