

# Web Site Administrator Ministry Role Descriptor

St. Philip Church & St. Clare Mission  
Richmond and Dwyer Hill, Ontario

Name of ministry and role(s)	Web site administrator
Groups served by this ministry	The parish and visitors
Length of term	3 years (renewable)
Purpose of the role(s)	Administration of the parish web site, www.stphilips-church.com
Activities and responsibilities	<ul style="list-style-type: none"> <li>• Oversee web site content, maintenance, development, availability, appropriateness, security, confidentiality, currency, licensing and software</li> <li>• Manage the account with the web hosting service, under the supervision and approval of the parish financial council</li> <li>• Assist others in posting authorized content</li> </ul>
Constraints	<ul style="list-style-type: none"> <li>• Follows parish protocols for security and confidentiality</li> </ul>
Descriptor scope <i>(check one)</i>	<input checked="" type="checkbox"/> Common <input type="checkbox"/> St Philip <input type="checkbox"/> St Clare
Skills, experience and qualifications desired	<ul style="list-style-type: none"> <li>• Knowledge of web site management procedures, best practices and software, and in particular WordPress</li> </ul>
Personal traits desired	<ul style="list-style-type: none"> <li>• Good team player</li> <li>• Able to take direction and follow instructions</li> <li>• Excellent communication skills</li> <li>• Integrity</li> </ul>
Orientation and training	<ul style="list-style-type: none"> <li>• Training in the duties of the role are provided by the previous web site administrator and the parish office</li> <li>• Receiving a copy of this ministry role descriptor</li> <li>• Responsible Ministry training and handout</li> </ul>
Support, supervision and evaluation	<ul style="list-style-type: none"> <li>• Support, supervision and evaluation are provided by the pastor and the parish financial council; support is also provided by the parish office administrator</li> </ul>
Working conditions	<ul style="list-style-type: none"> <li>• This role is mainly home-based</li> </ul>
Benefits to role participants	<ul style="list-style-type: none"> <li>• Satisfaction in performing a key function in administration of the parish</li> </ul>
Level of sensitivity <i>(check one)</i>	<input checked="" type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High
Screening measures <small>(Per the parish 'Responsible Ministry Program' document.)</small>	<ol style="list-style-type: none"> <li>1. Completion of a volunteer information form is required.</li> <li>2. Training and orientation are required.</li> <li>3. There will be supervision and opportunity to give and receive feedback.</li> </ol>