

# The Parish of All Hallows Church, Gedling Website Policy December 2012

## Aims

1. To provide a means of interactive communication for our mission:

- *sharing God's love by joining together in the transforming mission of God*

and our core purposes:

- *living worship*
- *growing disciples*
- *seeking justice*
- *sharing Gods love*

for and between the people of All Hallows Church, our community and beyond

2. To provide a means of interactive communication for our essential tasks:

Looking outwards to the world around us we have to share God's love:

- *as we share the Good News of our faith with all the people of Gedling*
- *as we look to the needs of the whole world*
- *as we seek to find ways of drawing new members into our Church*

Looking into the family of the Church we have to share God's love:

- *as we live the Christian life with all our hearts and souls*
- *growing and nurturing in a lively loving relationship with God*
- *growing and nurturing in a lively loving relationship with each other*

3. To provide a means of interactive communication for our Church that is safe and secure for all our members and takes account of the safeguarding needs for young people and children and vulnerable adults in line with the All Hallows Safeguarding Policy.

## Objectives

1. Use a software tool to produce the website that is:
  - *easy to use, access and update*
  - *easy to communicate through text, pictures and videos at any time*
  - *provide secure access to different parts of the site to enable contributions by designated people for designated purposes*
2. Allow any Church member to share news/events that has been moderated in accordance with 'contribution guidelines'
3. To incorporate and build upon the existing website content
4. Have a structure, easy to follow guidance and training that allows for creation and continuance of the website if someone leaves or vacates their role
5. To produce a website that is collectively 'owned' by the Church members

## Structure

Editors/moderators	3	<p>Working on a rota basis:            Add news/events of General contributors            Oversee content created by each other and Page contributors in line with Contribution Policy            Create and update structure and 'Home' page content            Remove content if not in line with Contribution Policy</p> <p>Working collectively:            Meet monthly to plan contributions and review content            Consider quarterly feedback            Provide an annual report on website including feedback to PCC</p>
Trainer/Initial website creation	1	<p>Produce help sheets and provide training            Set up website structure and migrate content from existing site</p>
Page contributors (authors)	12 approximately	Create and update content for their assigned page(s)
Commissioned contributors	12 approximately	Provide text and/or pictures for specific events e.g. photos of the Church garden party
Diarist	1	Keep an up-to-date diary of public Church events
Designers	1 or 2	Supply suitable background graphics and advise on layout, fonts etc.
General contributors	Any Church member	Share news and events via email to editor/moderators as and when they wish
Website monitors	4 (1 Minister, 1 Church member, 1 PCC member, 1 member of another Parish)	Offer feedback on a quarterly basis to the editors to help them review the website

## Contribution Guidelines

Contributions about Church events, Christian charities, Christian events locally, nationally or worldwide through text, pictures, video or a combination are welcomed from all members of the Church.

All contributions should demonstrate our Christian values and should not be inflammatory or offensive.

No private information will be published, such as the address, telephone number or age of a person, unless it is with their consent, though the norm will be **not** to publish such information.

Photographs or videos of children should preferably be group shots where individuals are difficult to identify. Where children are easily identifiable their consent and that of their parent/guardian should be gained before publication. They should be shown the photograph before they consent. It will be the norm **not** to add names of children to videos or photos or mention their name in a text piece. Exceptions to this will need to gain the agreement of the Editors.

Care should be taken that facts are correct.

Links to other websites may be added in contributions as long as the contributor considers they website does not injure our Christian values.

Editors may remove any contributions that infringe the contribution guidelines.

Editors may edit contributions where there are inaccuracies or typographical errors or make changes to the appearance of a contribution to fit in with a chosen design for the website.

Every effort will be made to adhere to Data Protection legislation and the All Hallows Safeguarding Policy.