

## **St. Mark's Catholic Church Website Posting Protocol**

### **Adopted at the September 25, 2007 Meeting of the St. Mark's Parish Council**

At the August 28, 2007, meeting of St. Mark's Parish Council, it was recommended that all of our Parish Organizations at St. Mark's Catholic Church begin to implement a plan to expand St. Mark's Parish website with their important documents. In line with this recommendation, this is to announce that each of our parish organizations will be allowed up to a maximum of five pages on our parish webpage. With an estimated 1,800 visits on our webpage each month, St. Mark's webpage is an important means of accessing information about our Parish. The development of this website has been, and continues to be, an important accomplishment of our Parish.

To begin implementing this recommendation, members of the St. Mark's Parish Council will be reaching out to you after the October Parish Council meeting, and into the fall of 2008, to assist in developing an expansion plan for our webpage. The leadership of our Parish organizations may consider posting documents from their parish organizations to the St. Mark's webpage. These documents should include:

- the Parish organization's name and mission statement;
- a listing of the names of the organization's members, without private identifying information, such as addresses and phone numbers;
- meeting dates, agendas and approved minutes, if available;
- activities or requirements of members participating in that organization (for example, reader, altar server, cantor schedules and applicable requirements for that ministry.
- schedules of events;
- articles about the organization, not restricted by copyright;
- annual reports, etc.

In order to maintain a high level of quality control, the members of the Parish Council, in consultation with St. Mark's Pastor, Administrator and staff, have drafted a protocol for posting documents on the webpage:

1. Church organizations wishing to post a document must obtain all parish approvals before posting a document. These include Monsignor Carton and the head of the parish organization.
2. The approved document(s) should be sent electronically to Joanne Gibson, St. Mark's Parish Web Coordinator, for approval to post.
3. Once monthly, Joanne Gibson will verify approvals, and review and discuss any questions or issues with the Pastor.
4. When the documents have been approved, Joanne Gibson will send electronically directly to Trinity webmaster for posting.
5. When the information is posted, the representative from Trinity will advise via e-mail that the documents have been posted and are available.
6. All information on the web will be evaluated by the organization leadership and the parish web coordinator every six months to ensure that the webpage is up-to-date.
7. Graphics and pictures should be limited, as these documents take up computer disc space and slow down the ability of users to quickly access information.
8. All documents should be backed up in hard copy and where possible, on disc.
9. Questions on the webpage should be directed to Joanne Gibson at (732) 449 6364 at Extension 100 and ask for Joanne, or e-mail her at [jgibson@stmarkseagirt.com](mailto:jgibson@stmarkseagirt.com).