

Board of Outreach

Website Ministry Webmaster

Mission Statement: Trinity's website is a digital tool that connects Trinity's family of believers to God's Word, and serves to reach out with the Gospel to bring others to come to know, trust, and love our Lord and Savior, Jesus Christ. Trinity's website serves to glorify God as it is:

- Reverent – pointing people to Jesus through devotions, statements of our beliefs, and announcements of opportunities as well as encouragements for Bible studies, worship schedule and upcoming sermon themes, downloadable sermons, pod casts, and links to other sites that are deemed spiritually beneficial.
- Relevant – periodically changing its format and appearance to remain current with the rapidly changing digital world. All web page administrators seek to keep information up to date. The website reflects the demographic of the membership of Trinity as well as the community in which we live.
- Relational – promoting ministry events and activities that encourage fellow believers to take advantage of opportunities to build relationships with one another and share with potential members what programs and ministries are available.

Description: The Webmaster is charged with designing the website, determining how it looks and functions. The Webmaster works with the Board of Outreach and Trinity's ministerial staff to set guidelines for maintenance and usage and trains page administrators.

Qualifications:

- Spiritually mature, communicant member of Trinity Ev. Lutheran Church
- Creative
- Organized
- Proficient with technology (websites, Photoshop, Illustrator, etc.)
- Self motivated
- Takes direction

Responsibilities:

1. Set up a website that fits the direction given by the Board of Outreach and Trinity's Ministerial Staff
2. Keep the website fresh
3. Monitor the website regularly to make sure the website policies are being followed.
4. Notify the appropriate Ministerial Staff member if changes need to be made (for example, if the Boy Pioneer webpage is outdated or has inappropriate content, Mr. Blauert should be notified.)
5. Provide necessary training

Time Commitment:

- Heavier during the initial design stage; once the website is designed, time will decrease to involve monitoring and updating the website, and training page administrators

Relationships: The Webmaster will work with the Board of Outreach and Trinity's Ministerial Staff.

Training: No training for the Webmaster will be offered at this time. If the Webmaster desires to attend a class or workshop that would benefit the ministry, arrangements may be made.