

# CICERO SEVENTH-DAY ADVENTIST CHURCH

## MMT Job Descriptions 2015

### **Website Coordinator and Assistants**

#### **Website Coordinator**

1. Oversees the maintenance of church website.
2. Ensures that website represents church's mission statement and teachings
3. Works with and informs pastoral staff regarding any significant updates and revisions
4. Ensures that church calendar is updated.
5. Provides pictures on website for activities such as VBS, school, social, etc.
6. Develops new ways to access sermons off of website.
7. Coordinator will meet with assistants on a regular basis to divide up tasks.

#### **Assistants:**

1. Ensures that website represents church's mission statement and teachings.
2. Works with Coordinator in maintaining church calendar and providing pictures on website.
3. Explores new ways of communicating church's mission and beliefs on web such as pastor's sermons, articles, etc.
4. Meets with Coordinator on a regular basis to divide up tasks.

#### **Appropriate Spiritual Gifts:**

- Leadership
- Organization

#### **Time Commitment:**

The Website Team will need to devote at least 1-2 hours per week depending on time required for special programs.