

Light of Christ Catholic Church Web Site Maintenance Policy

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This policy document describes the rules and procedures for maintaining the www.locchurch.org web site in a efficient and secure manner. It has been prepared and will be updated periodically by members of the Technology Ministry's Web Development subcommittee to guide their development and maintenance activities.

1.0 Privacy Policy

- 1.1 Display of parishioner e-mail and home telephone numbers on pages of the site shall be avoided unless specifically requested to do so by the chairman of the ministry or organization involved.
- 1.2 Display of widely published parish staff e-mails and main church phone numbers shall be permitted unless specifically requested not to do so by the staff.
- 1.3 A series of generic e-mailboxes at locchurch.org shall be maintained to facilitate messages being sent directly to various ministry and organization points of contact. E-mail sent to these mailboxes will be redirected to the personal e-mail of the designated points of contact if so requested.
- 1.4 If photographs of parish activities are to be posted on the web site, it is up to the chairman of the requesting ministry or organization to obtain permission from the persons depicted in the photos to have them posted.
- 1.5 A printed transcript of any Lay Witness talk given by a parishioner shall be published on the web site only after obtaining their permission to do so.
- 1.6 No "cookies" will be set on a viewer's computer for future access by this site.

2.0 Sources of Content

- 2.1 Primary sources for the content of the site shall be widely available official parish publications such as the Parish Bulletin, Directory of Services and Organizations, event flyers, posters, etc.
- 2.2 Source material that has not been widely published elsewhere shall be initially provided to the Technology Ministry Liaison subcommittee with the approval of the chairman of the requesting ministry or organization. We will not publish material unless the source has been verified. Follow-up and updates to material may be provided directly to the Web Site Administrator as stated in Section 3.4.2 below.
- 2.3 It is strongly suggested that source material in the form of text, photos, or graphics be provided "camera ready" in electronic format and sent as an attachment to e-mail or on digital media such as a floppy disk or CD.
- 2.4 If source content is provided as handwritten, FAX or printed material, every attempt will be made to faithfully convert the material to electronic format. All hard copy will be retained in our files until published on the site and will be returned upon request of the provider.

3.0 Control of Web Site Updates

- 3.1 The Web Development subcommittee chairman shall authorize two persons on the subcommittee to be Web Site Administrators (one primary and one backup). Each will be provided with the logon ID and password of the web site hosting server and control panel for the parish account and locchurch.org domain.
- 3.2 The Web Site Administrators (WSAs) will be the only persons authorized and capable of making changes or additions to the web pages on the hosting server.
- 3.3 The WSA shall be able to make minor corrections and changes to the existing web pages at their discretion for the sake of maintaining site quality control and "freshness of the information". All changes to the basic navigation structure and "look and feel" of the site must be approved by the Web Development subcommittee chairman.
- 3.4 Most web site updates will be classified into one of four major categories: 1) Periodic or Scheduled Updates, 2) Major Revisions to Existing Pages, 3) Brand New Material and Capabilities, or 4) Home Page Special Headlines
 - 3.4.1 Periodic or Scheduled Updates include such things as the weekly parish calendar, upcoming parish events, weekly parish bulletin, Directory of Services and Organizations, staff directory, schedules of servers, lectors, ushers, etc. Updates will be provided as required directly to the WSA by the parish staff in a mutually agreed electronic format. The WSA will post this material in a timely manner so as to maintain a high degree of "freshness of the information".
 - 3.4.2 Major Revisions to Existing Pages shall be posted by the WSA with the approval of the Web Development subcommittee chairman. Source material for the revised pages must have been provided to the Technology Ministry in accordance with the provisions of Section 2.0 above.
 - 3.4.3 Brand New Material and Capabilities shall be reviewed and agreed to by the members of the Technology Ministry before incorporation into the web site by the WSA. A private "prototype" web site shall be maintained by the WSA for the members to preview the proposed new material on-line before going live on the official web site. Source material for the new pages must have been provided to the Technology Ministry in accordance with the provisions of Section 2.0 above.
 - 3.4.4 Home Page Special Headlines pages will be used to publicize special events or announce important information and will be highlighted in an area at the top of the links on the left side of the home page. These special pages will be available for a short time preceding the event and removed thereafter.

4.0 E-Mail Lists

- 4.1 The Technology Ministry will maintain lists of parishioner's personal e-mail addresses to send out "mass e-mailings" from time to time to publicize events or announce special information of interest to parishioners.
- 4.2 Parishioners will have opportunities to "opt in" by voluntarily providing their e-mail addresses to be included on these lists. They may "opt out" at any time by sending a message to adm@locchurch.org.
- 4.3 When sending out mass e-mailings, the distribution list of names will not be visible on the message. This is to prevent inadvertent disclosure of parishioner's personal e-mail addresses on the list.
- 4.4 The lists will be used by our ministry solely for the purpose of contacting parishioners and will not be provided to third-parties, sold, or otherwise published.