

Standards, Guidelines, Policies and Procedures
for the official website
of the Western Pennsylvania United Methodist Conference

WWW.WPAUMC.ORG

LATEST REVISION DATE - January 18, 2010

DRAFT

I. SECTION 1 - Introduction

1. Mission of the WPAUMC Website

a. Website Mission/Purpose

In support of the mission of the Western Pennsylvania United Methodist Annual Conference (below), the website will function as a robust portal to provide resources, to support connections, to call to community, to encourage involvement, and to communicate externally and internally.

b. Annual Conference Mission

To provide leadership, connection, and resources to make disciples of Jesus Christ for the transformation of the world.

2. Roles and Responsibilities

a. Website Teams and User Groups

i. Website Ministry Team

ii. Website Steering Committee

iii. District Users Group

iv. Conference Communication Commission

b. Terms of Service ([link to document](#))

c. Website Security and Security Groups

i. Security access to the various parts of the website, via the online console, is controlled by the administrators of the site.

ii. Security access to the site may be requested by contacting Frank Bloise (frank.bloise@wpaumc.org) and/or Ben Harsch (ben.harsch@wpaumc.org) via email. Frank and Ben will determine and grant access, as required, to satisfy the needs of each user of the website.

- iii. The following are the general groups currently set up for access to modify our website. The detailed listing of specific users may be found in the Website Security Groups report, generated quarterly.
 - 1. Administrators
 - 2. Bloggers
 - 3. Calendar event managers
 - 4. Web Page content managers
 - 5. Media Resource Center
 - 6. Ministry Page content managers

II. SECTION 2 - Policies

3. Format of the Policies listed below

- a. Section - (identifies a general, or specific, section of the website)
 - i. Responsibility - (identifies the roles and responsibilities for this section)
 - ii. Console Access - (identifies who has access to this section via the console)
 - iii. Website Submission - (identifies online submission access)
 - iv. Archiving/Purging - (guidelines for managing content)
 - v. Other - (additional information unique to this section)

4. Website Policies

- a. Security Setup
 - i. Responsibility - Frank Bloise and Ben Harsch
 - ii. Console Access - Administrators
 - iii. Website Submission - (Online setup request to be created, notify Frank/Ben)
 - iv. Archiving/Purging - no archiving/deletion of users done as required
 - v. Other - Quarterly generation of Security Groups is to be done and listed

b. Calendar/Events

- i. Responsibility - Conference and District users
- ii. Console Access - Administrators, Calendar Event Managers
- iii. Website Submission - Yes, notify: frank.bloise@wpaumc.org
- iv. Archiving/Purging - No Archiving. Purge Events after 6 months
- v. Other - See guidelines for entering events and abbreviations

c. News

- i. Responsibility - Communications
- ii. Console Access - Administrators
- iii. Website Submission - (To be created, notify: news@wpaumc.org)
- iv. Archiving/Purging - Archive after X months/Purge after X months

v. Other -

d. Obituaries

i. Responsibility - Communications

ii. Console Access - Administrators

iii. Website Submission - Yes, notify: frank.bloise@wpaumc.org.

iv. Archiving/Purging - Archive after x months/Purge after x months

v. Other - Approval dependent upon verification of death via online search

e. Classifieds

i. Responsibility - Communications

ii. Console Access - Administrators

iii. Website Submission - Yes, notify: news@wpaumc.org.

iv. Archiving/Purging - No archiving/Purge after 6 months

v. Other - Approval to verify that a display end date is entered.

f. Newsletters

i. Responsibility - Communications, District Administrators

ii. Console Access - Administrators

iii. Website Submission - Yes, notify: frank.bloise@wpaumc.org.

iv. Archiving/Purging - **TBD**

v. Other -

g. "It Worked for Us" Stories

i. Responsibility - Communications

ii. Console Access - Administrators

iii. Website Submission - Yes, notify: frank.bloise@wpaumc.org.

iv. Archiving/Purging - **TBD**

v. Other -

h. Volunteer Opportunities

i. Responsibility - VIM and Disaster Response

ii. Console Access - Administrators

iii. Website Submission - (To be created! - notify: frank.bloise@wpaumc.org.)

iv. Archiving/Purging - **TBD**

v. Other -

i. "Faith in Action" Stories

i. Responsibility - Communications

ii. Console Access - Administrators

- iii. Website Submission - Yes, notify sent to: news@wpaumc.org.
- iv. Archiving/Purging - **TBD**
- v. Other -

j. Blogs

- i. Responsibility - Communications, Bloggers
- ii. Console Access - Administrators, Bloggers
- iii. Website Submission - **TBD**
- iv. Archiving/Purging - **TBD**
- v. Other -

k. District Pages

- i. Responsibility - District Administrators
- ii. Console Access - Administrators, District Page Content Managers
- iii. Website Submission - N/A
- iv. Archiving/Purging - N/A
- v. Other -

l. Ministry Pages

- i. Responsibility - Ministry Page users
- ii. Console Access - Administrators, Ministry Page Content Managers
- iii. Website Submission - N/A
- iv. Archiving/Purging - N/A
- v. Other -

m. Media Resource Center

- i. Responsibility - The Media Resource Center
- ii. Console Access - Administrators, Media Resource Center Manager
- iii. Website Submission - N/A
- iv. Archiving/Purging - N/A
- v. Other -

n. Image Galleries

- i. Responsibility - The Media Resource Center
- ii. Console Access - Administrators, District Administrators, Approved Users
- iii. Website Submission - N/A
- iv. Archiving/Purging - N/A
- v. Other - Ongoing review/verification of categories and content

o. Videos

- i. Responsibility - The Website Ministry Team
- ii. Console Access - Administrators
- iii. Website Submission - TBD
- iv. Archiving/Purging - N/A
- v. Other -

p. Files

- i. Responsibility - The Website Ministry Team
- ii. Console Access - Administrators, Approved Users
- iii. Website Submission - N/A
- iv. Archiving/Purging - N/A
- v. Other - Ongoing review/verification of categories and content

q. Forms

- i. Responsibility - The Website Ministry Team
- ii. Console Access - Administrators, Approved Users
- iii. Website Submission - N/A
- iv. Archiving/Purging - N/A
- v. Other - Ongoing review/verification of categories and content

r. All other content not listed above

- i. Responsibility - Conference Web Ministry Team
- ii. Console Access - Administrators
- iii. Website Submission - N/A
- iv. Archiving/Purging - N/A
- v. Other -

s. Mission Base Data

- i. Data is currently being passed to our brick river website for churches and people. This data is under the control of the system administrators for the website.
- ii. Responsibility -
- iii. Console Access -
- iv. Website Submission -
- v. Archiving/Purging -
- vi. Other -