

# Good Shepherd Lutheran Church

*Gathered, empowered and sent to share the love of Christ with all people*

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## Web Page Administrator

### Description

The web page administrator maintains the church web site. The duties include:

- Update the calendar page to keep it current. Log in; make changes.

- Update the newsletter archives. Upload the weekly and monthly newsletters and the page containing links to these PDF files.

- Update the web pages as needed.

- Create additional web pages as needed.

- Refresh the web site design if desired.

- Monitor and cleanout the misdirected and junk email account folders.

- Be the contact for the web page and email hosting site (Lunar pages).

### Timeframe

Maintenance takes an hour or two a week. There is not an established term of commitment. It can be frustrating to maintain someone else's design, so if you redesign the web pages, you should commit to maintaining them for a couple of years.

### Training

The current web site is written in html and javascript. An administrator needs a computer and ftp program, and possibly web page design software. Photo editing software can be downloaded for free.

### Committee Oversight

Technology Committee

### Staff Liaison

Pastor Dave Berg or Pastor Karen Pahl

### Contact for Information

Paul Willemsen is the current administrator.

288-8069

[Willemsen@charter.net](mailto:Willemsen@charter.net)

We are currently looking for someone to assist with maintenance of the Youth site. Contact Paul Willemsen if interested.

Last Revision: October 2009