

## Refreshing our commitment

Ministry Grouping	FINANCE, ASSET AND RISK MANAGEMENT
Requirements of ministry	<b>Website editor</b>
What does it involve?	To encourage articles from parishioners. To prioritise in liaison with Priest, To edit these as required. To develop the website format as required by the Parish Priest and, by regular updating of information, to ensure continued interest of parishioners as agreed with the parish priest.
Gifts required:	<ul style="list-style-type: none"><li>▪ Excellent written English</li><li>▪ An understanding that substance is more important than style, i.e. it is not primarily a design exercise but content that it timely, relevant and clear is critical.</li><li>▪ Well-organised (able to prioritise between competing events to promote and avoid unnecessary pressure on others)</li><li>▪ Comfortable with website editing and working collaboratively – as this is a Parish website not one for promotion of personal interests</li><li>▪ Ability to work collaboratively with contributors and, on occasion, able to say no sensitively when contributions are not sufficiently related to our parish or catholic faith.</li><li>▪ Placid and humble – accepting that sometimes negative comments will be received e.g. when you might have innocently forgotten to include an item or made a mistake!</li></ul>
Time required (average weekly/monthly)	2 hours weekly BUT WOULD ENCOURAGE THIS TO BE SHARED BETWEEN TWO OR MORE PEOPLE AS PART OF A ROTA
Special peaks in time commitments likely:	Lent and Advent – particularly for ecumenical activity
How long would I need to commit for?	Ideally, 3 years subject to 6 month trial
Location:	Home
Main contacts:	Parish Coordinator, External Communications volunteers, Parishioners, Parish Priest, Newsletter editor
Support provided	Diocesan resources and workshops
DBS Check needed	Possibly – Safeguarding Officer to confirm

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### Website editor

Yes this is for me

I'd like to know more

### Signed

**Name**

**Contact details**

Please return to the parish office or in the Refreshing our commitment box in the narthex.