

## Website Guidelines

### Purpose

The purpose for the guidelines contained in this document is to provide for development and maintenance of the Holy Spirit Website.

### Guidelines:

1. Pictures and/or stories pertaining to parishioners shall require a signed release from the person (s) included in the picture or stories being provided for the parish website use.
2. E-mail addresses, personal phone numbers, or personal addresses shall not be displayed on the website. The parish office phone number may be used when required.
3. The Chair Person/Coordinator of each ministry, committee, or organization shall be the designated person to represent their respective ministry, team, committee, etc.
  - The representative shall submit any changes and/or additions to their webpage to the Website Ministry.
  - The representative shall interact with the Website Ministry to assure the change or addition is feasible, and provide any required information.
4. Changes to the website are made according to the following procedures:
  - All changes shall be presented to Parish Pastoral Council (PPC) by the website ministry on a form approved by the PPC and pastor.
  - No changes are to be made by the website ministry until approved by the PPC and pastor.
5. All Webpages/sections shall follow the approved theme of layout as developed by the webministry and approved by the Council and Pastor
  - All pages on the website will be required to identify the version of document; i.e., date approved by the PPC and pastor to be displayed on the bottom right-hand corner of each page.