

Prince of Peace Lutheran Church Web Site Guidelines

Purpose: The Prince of Peace web site is a communications tool that serves two purposes: 1) to provide information in a timely manner to current members of our congregation; and 2) to give a virtual viewer and possible visitor a look at whom we are and what we do. It is the job of the web master to maintain the site and keep it up-to-date.

Submission Process:

1. **Method:** The preferred method of submitting information to be posted on the web site is to send an email with an attached file or with the information in the body of the message addressed to the web master at Lksargent@aol.com. Information may also be placed in the crate in the file marked "Linda Sargent" with specific instructions attached, or by giving to the secretary.
2. **Acceptance:** Only information that comes from the pastor, church secretary, council member, newsletter editor, a team leader, or information selected by the web master as described under "Content" below will be allowed on the web site.
3. **Posting:** The web master will post information to the site at least weekly. The secretary and newsletter editor will also have access to the site and will update the site when deemed necessary.

Editorial Practices:

1. Content:

- a. Prayer Page
- b. PoP communications; i.e. PoP newsletters, weekly announcements, calendar, council agenda and minutes, etc.
- c. PoP information that is available in other formats; i.e. information from the PoP brochure, Congregational Handbook, etc.
- d. Pictures selected at the discretion of the web master.
- e. Marketing materials related to Cache Valley or PoP selected at the discretion of the web master.
- f. Related web links selected at the discretion of the web master.

2. **Changes:** All information is subject to editing by the web master. If information submitted is deemed unacceptable, the web master or council liaison will so notify the sender. The prayer page may be edited by the web master when content is deemed not acceptable by the pastor, secretary, council, or web master.

3. **Appeals:** Any Prince of Peace member disputing actions of the web master may request a meeting with the Congregational Council.