

Outline of Communications/Webmaster Process

(Support to an Assembly or Council)

- 1- Review and coordinate the publishing of announcements, articles for church bulletin, newsletters, and web content.
- 2- Establishes and maintain email distribution list that are used in disseminating announcements, alerts, newsletters or other communications as deemed needed by the FN/GK as needed.
- 3- Establish and maintains an electronic library copy of all articles, brochures, flyers, newsletters, documents and other items as deemed important to the Assembly or Council.
Note: Format of printed material should be converted into .PDF
- 4- Create an electronic photo/image library that includes:
Events, awards, and activities that the council is engaged in. (Makes for a good source for published articles, web content, etc.)
Note: Image copies should be maintained in a format that will support the type suitable to its use. Just FYI: .BMP for the highest resolution (Large file) .PNG for best scalability, or .JPG for compactness (smallest file size).
- 5- Get a photo of the initial Assembly/Council banner. Try and have a nice natural background like a solid white or black so that the banner image can be easily cropped.
- 6- Make an electronic copy (Scanning works best) of your Constitutional Role, Charter, and Meeting minutes.
- 7- Get and maintain the current calendar of all activities and planned events that specifies the name, date, time, location in a consist but descriptive format.
- 8- Establish a backup process and maintain it. Just FYI, it is crucial that a backup of all electronic media be in a safe and secure location and since electronic portable hard disk are so inexpensive that have more than one copy in separate locations is highly desirable.

Getting Started with the Webmaster Process

(Supporting an Assembly or Council)

Knights of Columbus District 2: kofc-ca-d2.org

1- Take a look at the current content and compare what is currently published on our home page and especially council 7773.

2- Basic info: We are hosted by GoDaddy on a Unix based machine using WordPress (WP) with Beaver Page Builder Pro Standard edition as our main editor.

3- A Webmaster needs to become familiar with WP and would benefit in becoming proficient. There are many tutorials (see: youtube.com) that can be found for all levels just as you will also find an abundance of tutorial for Beaver.

Note: Don't be afraid to make suggestions or ask questions about the entire website as I welcome and encourage this.

Here is what I will be doing behind the scene:

1- Create a common process that will be used by each contributor.

2- Setup the individual accounts and IDs to access their specific web page for their Assembly or Council. Just to be clear your "Home" page is just a starting point and can be expanded to whatever is needed.

3- Create and setup the training for our webmasters.

4- Follow up and resolve all issues, questions, and concerns as they arise.

I look at all of this and consider that all of us collectively are a TEAM and my motto is very simply: "MAKE IT HAPPEN".

Remember, with GOD nothing is impossible.