

# 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](http://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](https://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 moto is very simply: "MAKE IT HAPPEN".

Remember, with GOD nothing is impossible.