

Ministry Opportunities at St. John the Evangelist Church, Kitchener Website Editor

At St. John's, our various ministries support our intention to be a faithful and thriving community.

Connecting individuals and ministries is an act of mutual discernment – you may wonder which ministry is the best fit for you at this time, and the community may recognize gifts in you and encourage you to share them as we seek to be a thriving community.

The community also has some expectations for ministries. Knowing these expectations can help you and the community discern which ministry makes sense for you at this time. Some ministries also include a trial time to assist further in this discernment.

How does this ministry contribute to living as a faithful and thriving community and your life of discipleship?

An updated church website ensures that all information about St John's is shared widely throughout our community. Church announcements, orders of service, sermons and weekly prayers are updated weekly, allowing for those who cannot attend to keep up to date readily and easily with church events and notices. This information is also available to those considering attending St John's.

What gifts and skills are helpful for this role?

- Familiarity with Wordpress.
- Experience updating a website.

What to expect:

Two weekly posts are made to the website prior to the Sunday service – a sermon and an order of service page. The order of service page contains the bulletin, the weekly prayers, a link to the sermon and a link to the livestream service. These are provided either directly by the church administrator or taken from the weekly email. The Rector, or preacher, provides the sermon directly via email prior to Sunday morning.

On Eagle's Wings, the monthly newsletter, is posted monthly.

Other website updates are typically provided by the churchwardens or by the church administrator and can include updates to personnel or descriptive information about our ministries.

Ministry Opportunities at St. John the Evangelist Church, Kitchener Website Editor

Responsibilities

- Post weekly/special bulletins (as they become available).
- Post and format sermons (as they become available).
- Combine weekly bulletin, sermon, weekly prayers and YouTube streaming link into one page.
- Post the monthly newsletter (On Eagle's Wings).
- Update staff profiles on the website, as required.
- Update website content, as necessary.
- Post news and/or announcements to website, as required.
- Liaise with technical support, as required, to solve any technical issues.

Accountability: To the Rector