

Book Poplar Springs Baptist Church Policy Manual

Section 1000 Organization and Structure

Title Website Committee

Number 1498

Authority Article V of the Church By-Laws

Adopted July 11, 2021

Section 1 Purpose

To establish and maintain the church website.

Section 2 Membership

The Website Committee shall consist of at least four members but not more than six members. Members shall serve three-year terms and are eligible for re-election by the church. The Nominating Committee shall submit candidates for committee membership to the church with the advice of the current Website Committee.

Section 3 Chair

The Website Committee members shall select their own Chairperson. The Chairperson shall serve a one-year term and may be selected to serve consecutive terms.

Section 4 Function

The Website Committee Shall Be Responsible For:

1. Determination of what information will be published on the church website.
2. Obtaining or creating photos, video, text or other media for the church website.
3. Maintaining the necessary software, licensing, subscriptions, etc. in relation to the church website.
4. Updating the church website with new information in a timely manner.
5. Compliance with all copyrights and church policy 2470 regarding media photography as it applies to the church website.

6. In cooperation with the Audio-Visual Committee, maintaining audio and/or video streaming, podcasts or other broadcast media on the church website.
7. Preparing a yearly budget request and providing the request to the Finance Committee.
8. Working in coordination with the IT Committee and Audio-Visual Committee as necessary to ensure the technology needs of the church are properly addressed.