

WEB SITE POLICY AND PROCEDURE  
The Catoctin Presbyterian Church  
Waterford, VA.  
Web Address: [www.catoctin.org](http://www.catoctin.org)

#### OBJECTIVE

The objective of the CPC web site is to:

1. serve as an electronic 'brochure' to describe the Church and its programs and news to newcomers
2. communicate timely information and news to the congregation about upcoming activities and events within the church

#### AUDIENCE

There are two primary audiences for the CPC web site

1. the congregation
2. anyone wishing to visit the church or find out more about it

#### WEB SITE AND WEBMASTER

The web site should be designed so that it does not require an inordinate amount of computer expertise, hardware, or software to use it; i.e. it should be "user friendly", and easily accessible by the greatest number of people. For this reason, the site should not require installation of any special software or the downloading of any "plug-ins". Graphics should be kept to a bare minimum so that it does not take very long for the information to be delivered to the guest's computer. Use of animation, movies, **photographs**, and music is discouraged. The web site should use standard coding that is easily read by any computer system or browser.

The role of the webmaster for the CPC web site is similar in function to the editor of a magazine. It is the responsibility of the webmaster to coordinate and organize articles submitted for publication on the web site, so that they have a consistent, readable format that is harmonious with the "look and feel" of the web site. It is NOT expected that the webmaster will be responsible for authoring the majority of the content; rather, the role is more of coordinating and enabling the publishing of material authored by other members of the congregation. The webmaster will actively encourage and work with any member of the congregation who wishes to submit an article for publication on the web site, to ensure the author knows what kind of articles are appropriate, the correct format for submission, and to ensure that no personal information is uploaded to the web site.

The webmaster will be responsible for uploading new articles in a timely manner and for ensuring that the material is both correct, in keeping with this policy, and readable with any browser capable of reading standard Hypertext Markup language (HTML). The webmaster is also responsible for ensuring that material uploaded to the web site contains no viruses, other security issues, or personal information of any kind. Dated material should be removed from the web site as soon as possible. The webmaster will work in conjunction with the Outreach Elder and/or at the direction of the Session to make final decisions about the information that is posted on the web site.

#### STYLE

The style of the CPC web site should be dignified and understated, similar to the tone set by the Sunday church bulletin. The information presented on the church web site should be informative, welcoming, and with each page adhering to a common template, meaning that the placement of key information and navigation controls is similar from page to page.

#### PERSONAL PRIVACY

It is our primary intent to protect all CPC's congregation from any invasion of privacy due to personal information being displayed on the internet. Because web pages are freely accessible to anyone, the following kinds of personal information will NOT be published on the CPC web site:

phone number  
e-mail address  
postal or street address  
birth date

social security number  
names of any children under the age of 18  
**photographs of any kind**

\*If an adult member of the congregation wishes NOT to have their name listed in regard to church activities, or information on this web site, they are asked to contact the web master, who will delete their name from any postings.

Nor is the web site to be used to solicit or make announcements for any other groups or organizations unless expressly approved by the Session.

[Note: These prohibitions do not extend to the main office of the church: the phone, fax number, e-mail address, and street address of the Church will be published on the web site, to facilitate communication.]

#### SUBMISSION OF ARTICLES AND INFORMATION

The web master, in conjunction with Outreach Elder, and/or at the direction of the Session, shall make the final decisions about the information that is posted on the web site. Church members who wish information to be posted about a church function, news, or a fundraiser should submit their information, well in advance of the function, in the body of an e-mail message to the webmaster (in plain text ASCII). If it is preferable to send the article as an attachment, then the author should consult with the webmaster prior to sending the attachment to make sure it is in a compatible format. For members without a computer, information or articles can be mailed to the webmaster or left in the Outreach box in the fellowship hall.