

THE UNITED CHURCH OF CANADA / L'EGLISE UNIE DU CANADA
Newfoundland & Labrador Conference / Synode De Terre-Neuve et du Labrador
East & West Districts

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Rev. William G. Bartlett, B.A., M.Div., Executive Secretary
Rev. E.V. Faith March-MacCuish, B.A., M.Div., Personnel Minister

Rev. Roger Janes, B.A., M.Div., Programme & Leadership Development
Ms. Alison Piercey, Administrator

M E M O

TO: Ministry Personnel, East & West Districts

FROM: Rev. Faith March-MacCuish
Executive Secretary (A)

DATE: May 22, 2009

RE: Webmaster Position

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Please find attached job description for Webmaster for the Newfoundland and Labrador Conference. Our current Webmaster, Rev. Mel Ralph will be ending his position, effective June 30, 2009. I ask that you distribute this job description throughout your congregations to anyone who might be interested. Resumes should be forwarded to:

Newfoundland and Labrador Conference  
320 Elizabeth Avenue  
St. John's, NL A1B 1T9  
Or via fax: 709-754-8336

**Deadline: June 15, 2009**

On behalf of the Newfoundland and Labrador Conference, I would like to thank Mel for his many dedicated years as our Web Master. Mel has provided many hours of service updating and providing information throughout our web site to help inform you, and the many thousands of web users, of contact information, as well as, the many events throughout our Conference. We wish him well in his future endeavours.

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enclosure

**JOB DESCRIPTION FOR WEBMASTER**  
**www.newlabconf.com**

Web Site of the Newfoundland and Labrador Conference,  
The United Church of Canada

The primary responsibility of the webmaster of [www.newlabconf.com](http://www.newlabconf.com) is to maintain, monitor, improve and update the web site.

In fulfilling those responsibilities, shall ensure that the web site:

- ❖ is a valuable resource for The United Church of Canada in Newfoundland and Labrador.
- ❖ addresses the communication needs of the Conference and those who visit, especially Conference, East and West District officers, clergy and congregational leaders, and others in the church who use the site for publicity and information purposes.
- ❖ is user-friendly and easy to navigate.
- ❖ works properly in all major web browsers and operating systems, and is free of viruses, etc.
- ❖ can be accessed quickly by as many people as possible.
- ❖ is updated on a regular basis so that information, etc., is current and that all links are active.

The webmaster should have:

- whatever technical skills and tools are needed to enhance the site. This includes but is not limited to strong knowledge of (X)HTML, CSS, and basic web server administration. Knowledge of W3C standards would be an asset.
- some understanding of the United Church and its structures. This includes General Council, Conference, East and West Districts, and pastoral charges.
- the ability to work and communicate well with others, that is, whatever committee or group has overall oversight of the web site, and those who forward files to be uploaded to the site.
- Strong English language and editorial skills.

The webmaster is paid an honorarium of \$200 per month.