



St. Matthew Baptist Church

2005 Reynolds Avenue, N. Charleston, SC 29405

Office: (843) 744-4181 ♦ Fax: (843) 744-9181

Reverend Dr. Clinton Brantley, Pastor

Deacon Louis Waring

Brother Graig Gibson

Proposed Website Policy

<http://www.stmatthewsbaptistchurch.com/index.html>

Whereas St. Matthew Baptist Church seeks to promote advancement in biblical knowledge and skills,

Whereas St. Matthew Baptist Church seeks to promote productive and appropriate use of digital information resources,

Be it resolved that the St. Matthew Baptist Church hereby establishes this website governance policy.

1. The website will be governed by a 5 to 7 subcommittee of the Church Governing Council; subcommittee members will include the pastor, and chairpersons or designees of the following church ministries: deacons, trustees, missionary, music, Christian education, and skilled in house technology person.
2. Meetings will be held as needed. Members must receive notice via church announcement, or telephone or in persons. Electronic notice require acknowledgement of receipt. The committee quo rum will be those persons present. Meetings will be open to all church members, except in situations that require executive discussion.
3. All website content will be evaluated for purpose, effect, accuracy, appearance, messaging, appropriateness.
4. Each ministry or church activity will have a web page. Ministry chairpersons are hereby authorized to submit website content to the governance committee for preview and approval.
5. Website governance committee will retain the right to remove website content without prior notice to protect the integrity of the site, when is necessary. An electronic message must inform ministry chairperson of this action and the reason action was taken.
6. Content must be submitted to webmaster electronically, with copy to pastor and all committee members for review. Content may be removed to protect the integrity of the website.

The following elements can be added and/or embedded onto a ministry's webpage:

- Videos (flash or swf is okay), good quality; limit video to less than 3 minutes
- Photos, good quality/ size: 800 by 600 pixels (no blurry images)
- Links to appropriate, external appropriate; website must be checked in its entirety
- Documents (PDF or Word)
- The following content is helpful and can be added onto a ministry webpage:
 - Chairperson with contact information: email and phone number
 - Members: (optional email and phone number)
 - Purpose of auxiliary
 - Vision of auxiliary
 - Current upcoming events (if not listed on church calendar)

Related website links

7. All church members will be asked to promote the church's effort to maintain a high quality website by submitting recommendations for improvement and corrections to the pastor and committee chairperson.

This policy is a statement of our commitment to carry out the Lord's Great Commission as stated in St. Matthew 28:18-20.

Approved by Congregation on _____ Rev. Dr. Clinton Brantley, Pastor _____

Louis Waring, Chairperson, _____
Deacons Ministry

Gretchen Wright _____
Church Clerk