

Ministry Description

POSITION TITLE	MINISTRY	DEPARTMENT	M-LEVEL
Web Coordinator	Missions		M-2
Biblical Reference <i>(List reference only)</i>		Purpose of Position <i>(Why this role is important in the life of the church)</i>	
Psalms 67: 1-4		Responsible for keeping Harmony informed of current missions activities through the oversight and updating of the Harmony Vineyard Missions pages on the church's web site (www.harmonyvineyard.com)	
Ministry Description <i>(List specific tasks; responsibilities of this position)</i>		Desired results <i>(Successful outcomes)</i>	
<ul style="list-style-type: none"> • Gather current information of missions activities • Gather current pictures to be placed on the Web site • Submit all information to the Board and then eventually to the church's Web master • Understand the sensitive nature of some of our missionary's work, due to their calling to "closed nations" • Keep the Web page up-to-date, interesting and attractive • Review web page on a weekly basis 		<ul style="list-style-type: none"> • Harmony members are continuously informed and updated on the missions activities that Harmony Vineyard supports 	
Time Commitment <i>(Arrival time; length of event; how often)</i>		Length of Commitment <i>(6,12,24 months)</i>	
1 -2 hours per week		One year	
Skills, Talents, Gifts, Qualifications <i>(Help to support the ministry)</i>		Meetings & Training Opportunities <i>(Needed or available to do this ministry)</i>	
<ul style="list-style-type: none"> • Gift in written communication, including the ability to prepare written communications in a compelling manner • Self-motivated personality • Creative • Ability to network – find and work with others that can contribute needed information. • Ability to gather current information from various missions teams • Understanding of HTML 		<ul style="list-style-type: none"> • Meet with church webmaster as needed 	
Special Requirements (audition, background check, attendance, classes, etc.) or Notes:			
<ul style="list-style-type: none"> • Approval of Mission Team Leader • Attendance of a Welcome To Harmony class 			
Responsible to: Missions Board		Ministry Connector: Pedro Sotelo	
Date Ministry Description Completed		2/09	

