

**OUR LADY OF THE WAYSIDE WEBSITE COMMUNICATIONS MINISTRY  
CHARTER  
April 2004**

**I. TITLE**

This organization shall be known as Our Lady of the Wayside (OLW) Website Communications Ministry (“Website Ministry”).

**II. OBJECTIVES AND PURPOSE**

The purpose of the Website Ministry is to serve to support OLW’s ongoing electronic communications needs. The Website Ministry serves to support these groups for the purpose of parish evangelization; to act as a means for drawing parishioners closer to the church and for propagating the faith. This Ministry is a special ministry to the Pastoral Council in order to serve the needs of all the ministries and commissions in the parish.

The mission of the Website Ministry is to be one of service to other groups active in OLW in providing:

- an additional information medium for them to perform their missions,
- to develop another medium that allows current and prospective parishioners to communicate with each other and with parish staff, and
- to develop a tool to reach current and prospective parishioners to actively draw them closer to the church and the message of Jesus Christ.

**III. RESPONSIBILITY OF THE WEBSITE MINISTRY IN PARISH COMMUNICATION**

The Website Ministry shall be directly responsible for the following activities in support of OLW’s Website:

- Administering, managing, and developing the OLW’s website and public electronic communications systems.
- Coordinating and prioritizing content authoring and functionality development with OLW’s Parish Ministries, Office Services, School, and Service Groups.
- Editing, and managing the development of content for OLW’s website and public communications systems.
- Assist in authoring content for OLW’s website and public communications systems.
- Identifying, specifying, administering, and managing services provided by vendors used to operate OLW’s website and public electronic communications systems.
- Developing and maintaining functionality on OLW website and public electronic communications systems required by with OLW’s Parish Ministries, Office Services, School, and Service Groups.

**IV. RELATIONSHIP OF THE WEBSITE MINISTRY TO THE ARCHDIOCESE OF CHICAGO**

The goals and objectives of this Ministry are to be in accord with the Standards and Policies for public communication in the Archdiocese of Chicago.

**V. RELATIONSHIP OF THE PASTOR TO THE WEBSITE MINISTRY**

The Website Ministry shall recognize the indispensable role of the Pastor and acknowledge his authority over, responsibility for and accountability to each parish organization. As such, the Pastor or his delegate will have the right of veto over any Website Ministry decision.

**VI. RELATIONSHIP OF THE WEBSITE MINISTRY TO THE PARISH BUSINESS OFFICE AND STAFF**

The Website Ministry will support the objectives of the Parish Business Office by working alongside the Business Manager and the Parish staff to define activities for OLW’s website and public electronic communications systems. The Website Ministry will have no authority to direct the work of the business office nor staff or cause more work to be added unless specifically approved by the Pastor and/or Business Manager.

**VII. PRIVACY STATEMENT**

All work products of the Website Ministry will be subject to a User Privacy Policy that respects and protects the privacy of our users. The Website Ministry will not collect personally identifiable information about individuals except when such individuals specifically provide such information on a voluntary basis. Personally identifiable information on individual users will not be sold or otherwise transferred to unaffiliated third parties without the approval of the user at the time of collection and with prior approval of the Pastor or his delegate. The Website Ministry, with prior approval of the Pastor or his delegate, may disclose user information in special cases when we have reason to believe that disclosing this information is necessary to identify, contact or bring legal action against someone who may be causing injury to or interference with (either intentionally or unintentionally) the Parish or Archdiocese of Chicago rights or property, other system users, or anyone else that could be harmed by such activities. The Website may disclose user information when we believe in good faith that the law requires it.

### VIII. MEMBERSHIP

The Website Ministry will consist of OLW parishioners in good standing and the following *ex officio* members:

- A delegate from the Parish staff who shall represent the Parish staff in the Ministry. The delegate is the staff's liaison with the Ministry, communicates the staff's requirements and wishes to the Ministry, and updates staff on the activities and decisions of the Ministry. Content updates to the website are routed through the delegate for final approval.
- A delegate from the Pastoral Council who shall represent the Council on behalf of the Commissions and Ministries in the parish. The delegate communicates the requirements and wishes of the Pastoral Council and updates the Council on the activities and decisions of the Ministry.

Except for *ex officio* members, Website Ministry members will be volunteers.

### IX. OFFICERS

Officers will be elected from current membership of the Website Ministry. The following will be Officers of the Website Ministry and will have these respective responsibilities:

- The **Chairperson** shall give direction to the working of the Website Ministry, preside at all meetings, arrange the order of business for each meeting, oversee the functions of the Website Ministry, oversee all election processes, and appoint members to the Committees of the Website Ministry and to fill vacancies. The Chairperson is accountable for ensuring that the business of the Website Ministry is conducted ethically and in accordance with the Purpose and Objectives outlined herein.
- The **Vice Chairperson/Secretary** assumes all the rights and duties of the Chairperson when the Chairperson is absent or when the Chairperson has delegated them to the Vice Chairperson/Secretary. The Vice Chairperson is responsible for ensuring that the Policies and Procedures of the Website Ministry are up to date and that Website Ministry decisions and procedures are in compliance. The Vice Chairperson/Secretary will maintain a written record of all business of the Website Ministry, preserve all reports, correspondence and documents submitted to the Website Ministry, and transfer those documents to successive Vice Chairpersons/Secretaries.
- The **Webmaster** shall lead a team of members to administer, manage, and develop the OLW website. The Webmaster can delegate any duties of administration, management, and development to other members. The Webmaster ensures that the "virtual" aspects of OLW's website are stable, well designed, effective to use, up-to-date, and properly maintained.

Officers of the Website Ministry will be elected annually from among Website Ministry members for one (1) year terms. The Chairperson is not eligible to serve two (2) terms consecutively. *Ex Officio* members will not be eligible to serve as officers.

### X. TEAMS

The Website Ministry will empower the following teams each year:

- The **Executive** team
- The **Webmaster's** team
- The **Content Management** team
- Other **Special** teams.

#### **A. EXECUTIVE TEAM**

The Executive team will consist of the officers, *ex officio* members, and between two (2) and four (4) members at-large of the Website Ministry. At-Large members of the team will be elected by members of the Website Ministry annually for a one (1) year term. The team will be responsible for recommendations concerning membership, and policies and procedures of the Website Ministry. The team will meet at least once a month.

#### **B. WEBMASTER'S TEAM**

The Webmaster's team will be responsible for administering, managing, and developing the OLW website. Website Ministry members will volunteer for the team. The team will be guided by the direction of the Executive team and make recommendations to the Website Ministry for improving the website. The frequency of team meetings will be at the discretion of the Webmaster.

#### **C. CONTENT MANAGEMENT TEAM**

The Content Management team will be responsible for coordinating, editing, managing, assisting in authoring content for the OLW website and other electronic communications (e.g. e-mail). Website Ministry members will volunteer for the team. A team lead will be elected annually by team members. The parish staff delegate will be responsible for final approval of all content updates to the site. The team will be the primary contact with OLW's Parish Ministries, Office Services, School, and Service Groups who are providing content for the website. The team will be guided by the direction of the Executive team and make recommendations to the Website Ministry for improving content management on the website. The frequency of team meetings will be at the discretion of the Content Management team leader.

#### **D. SPECIAL TEAMS**

Other Special teams will be established as needed by the Executive team. Leadership and terms of membership and frequency of meetings will be established when the Special teams are formed.

### **XI. COMMITMENT AUTHORITY**

Neither the Officers of the Website Ministry, Website Ministry teams, nor any individual members, have any authority to commit parish resources (financial, staff, material, or otherwise) or enter into any agreement with any third party business or organization.

### **XII. MEETINGS**

All Meetings of the Website Ministry of the whole or individual team meetings shall be held in accordance with the policies and procedures outlined in the Website Ministry's Policies and Procedures. No meeting shall be held without the awareness of the Chairperson to ensure that the business of the Website Ministry is consistent with its mission.

### **XIII. POLICIES AND PROCEDURES**

The Website Ministry will adopt and affirm policies and procedures to govern the conduct of its business and affairs. These policies and procedures establish the day to day operational procedures of the Website Ministry.

### **XIV. ADOPTION AND AMENDMENTS**

The Charter is adopted and may be amended by a two-thirds vote of the quorum of current Website Ministry members and the approval of the Pastor (or his delegate).

Adopted by the Our Lady of the Wayside Website Communications Ministry on 4/27/2004,

And approved by the Pastor, Fr. Vince Costello \_\_\_\_\_