

Web Site Working Group

Report to Church Council - March 21, 2006

Current Projects

1. Opt-In Mailing List. The WSWG is developing a means to enable visitors to subscribe or unsubscribe from a church operated mailing list. The initial use of such a maillist management technology is to periodically email a devotional newsletter written and/or edited by our ministers. This is a complex project and will take some time to ensure that all the components are secure and work together in a seamless way.
2. Data Management System. A system is being developed to allow secure data entry. Five content areas are currently operating for data entry.
 - a. Web Emergency Broadcasting System: Create announcements critical to the current well-being and safety of members, friends and church visitors.

This is the system that was recently used to announce weather cancellations and schedule changes. Access to this system is restricted to only 4 individuals: the Moderator, the Senior and Associate Ministers, and the Webmaster.
 - b. Calendar of Events. Add new events to the calendar.
 - c. The Leadership. Add church leadership data.
 - d. Organizational Units. Manage data associated with NHCC Officers, and each Committee & Board.
 - e. Book Discussion Group. Add meeting and book information.

Access to each area is currently secured by a two-stage login process to allow different data management areas to be assigned to different individuals.

At this time only data entry is available. The ultimate goal is to be able to view, edit or delete individual records.

3. The Window. We're working with the Senior Minister and office staff to help develop a method for publishing *The Window* on the web site. Major issues being addressed include the size of the resulting file and the paper size. While it is believed that this effort can reduce production and distribution costs, the ultimate benefit is in extending the reach of our church into the wider community.
4. Streaming Media. We've been exploring the idea of publishing audio streams, such as sermons or choir music on the site to allow

people who cannot be present at services to continue to be connected.

Council Minutes

- Should the Council publish it's Minutes on the web site?
- When should Council Minutes be published?
Recommendation: After Minutes are approved.
- Who should be responsible for transmitting on a timely basis the approved version to the Web Site Working Group?

Leadership Informational Needs

More than two months after our Annual Meeting, the Web Site Working Group still does not have a reasonable percentage of the necessary information about the Organizational Units and the leadership staffing them. Table 1 demonstrates the extent of this deficiency. Note that all the chair information was accidentally obtained.

Table 1

STATUS OF LEADERSHIP INFORMATIONAL NEEDS

Organizational Unit	Chair Announced	Total Staffing	Number Unsubmitting	Percent Unsubmitted
Council Officers	n/a	5	3	60
Board of Deacons	*	11	3	27
Music Board	*	3	3	100
Board of Christian Education		6	6	100
Board of Finance	*	6	1	17
Board of Trustees	*	3	1	33
Board of Christian Outreach		5	5	100
Board of Buildings & Grounds	*	6	3	50
Nominating Committee		3	1	33
Collection Committee		5	5	100
Auditing Committee		3	2	67
Floral Committee		3	3	100
Ushers & Greeters Committee		3	3	100
Memorial Gifts Committee		3	3	100
Congregational Representatives		2	0	0
CT UCC Delegates		3	0	0
TOTALS		70	42	60