

St. James Church Website Policy

The website, www.stjameslou.net, will be maintained by its webmaster and updated weekly. Updates include, but are not limited to:

- the most current Pure Religion Newsletter
- Sermon notes as deemed appropriate by the Pastor
- Monthly church calendar, as received from the secretary

Documents will be posted in Portable Document Format (PDF). This will allow documents to be read in a manner independent of application software, hardware, and operating systems. It will ensure that individual documents are viewed in the way they were originally intended to be, maintaining the accuracy of text, fonts, graphics, and other information.

If there is an event that should be highlighted in the scrolling header on the St. James homepage, the individual in charge of the event should submit the information to the webmaster. A graphic will be created that will be appropriate for the style of www.stjameslou.net. Please allow up to 7 days after submitting the information for the information to become available online. **It should never be assumed that an advertisement for an event will be on the website unless a request to do so has been made.**

Submissions for the website should be made by 9:00 am on Mondays to webmaster@stjameslou.net if they are to be included for that week. Updates to the website will take place the same day but may not be viewable until late Monday evening/night. Submissions received after 9:00 am cannot be guaranteed for posting on the website that week.

- The webmaster will only accept content for the website that is in digital format. The following is a list of acceptable formats:

Microsoft Office Word Documents
Picture file formats of: .jpeg, .jpg, .bmp, .gif
PDF

- The webmaster will reserve the right to correct any and all spelling, punctuation and/or grammatical errors unless it is otherwise noted that the mistakes are intentional.
- If assistance is needed in putting a submission into an acceptable format, please provide the webmaster with the information so that it can be compiled appropriately for the website. Please allow 1-2 days in addition to the weekly deadline for these types of requests.
- Please keep in mind that if the material is time sensitive, it should be submitted in the appropriate amount of time to be promoted. Three weeks is preferable.
- Material or submissions may require approval by the Pastor. An e-mail will be sent with an explanation from the Pastor if it is not approved.
 - In general, approved submissions will have clear information, promotional content, and appropriate communication regarding approved church events and activities.
 - Pictures will not be placed on the website unless the subjects in the photos have signed a release form allowing the church to use their image in publications or on the world-wide web.

- If there are questions regarding your submission, replies will be made to the e-mail from which the information was sent.
- The church calendar will be updated online no later than the Monday following its publication. Only events that have been published on the church calendar will be guaranteed additions to the online calendar. If there is a misprint on the calendar, please make the webmaster (webmaster@stjameslou.net) aware so the appropriate corrections can be made.
- To protect the privacy of the congregation, a place for birthdays and prayer requests will not be available unless that information has already been published in the Pure Religion Newsletter.

If you have updates, questions and/or concerns, please **kindly** send them to webmaster@stjameslou.net. **If they are not sent to this e-mail address, they will not be addressed.** Please do not make your submissions through the church secretary, church office or personal e-mail address of the webmaster.