

PURPOSE

The website of the Louisville Friends Meeting is dedicated to religious outreach as defined in the Ohio Valley Yearly Meeting's *Faith & Practice*.

OUTREACH

When we experience the creative energy and power of God in our lives, then we too will want to share it and look for ways to invite visitors or inquirers to join with us. This requires us to make our meetings and our witness visible to the wider world. As we reach out to seekers, our overall goal should be to clearly present who we are and what we believe, interpreting the Quaker way with both openness and integrity, remembering that inquirers and newcomers may be drawn to the Religious Society of Friends for a variety of reasons. When we organize or participate in events and activities that reflect our testimonies, we should share the spiritual basis of our actions. Our goal is to provide a warm and welcoming spiritual community that invites newcomers fully into the life of the meeting.¹

DUTIES

- In close collaboration with the web team and under the purview of the Ministry and Worship Committee, designs, builds, and maintains the Louisville Friends Meeting website.
- Maintains website content. At a minimum ensuring that the most pertinent information, such as meeting times and locations, are kept up to date.
- Ensures that all logistical/financial needs for keeping the website going, such as the costs of the domain name, hosting site, etc., are met.
- Leads the web team in collaborating with Louisville Friends Meeting committees to ensure that website content reflects the needs of the whole meeting.
- Coordinates tasks with other members of the website team.

EXPERIENCE

- Experience as a webmaster preferred.
- Knowledge of WordPress preferred.
- Experience maintaining the server-side of a website, the part that's not visible to the user and is responsible for the website's functionality.
- Extensive knowledge of WordPress and a willingness to enhance that knowledge and skills.

¹ *Faith & Practice : The Book of Discipline of the Ohio Valley Yearly Meeting of the Society of Friends.* 20th ed. 1999. p. 49-50.