

LIVE WIRE COMMITTEE (Policies and Procedures approve 2016-05-17)

CHURCH WEBSITE AND EMAIL DISSEMINATION

- Committee Chairs may work directly with LiveWire in getting technical guidance and design for website and email. Committee Chairs may delegate this activity.
- LiveWire will grant access to the website, calendar and email functions as requested by Committee Chairs.
- All content of the website and the monthly emails will be managed by LiveWire, with ad hoc mandatory direction and input from the Session.

JOB DUTIES

Chair/Co-Chair of LiveWire: The Chair and Co-Chair (if applicable) must be a Session Elder: Assist with the Newsletter as needed; fill job duties as volunteers are identified and available; write reports, minutes, agendas; Advocate to Session any needs of LiveWire; Remind Committee Chairs to contact Newsletter Editors as well as Calendar Person about upcoming events; Work with Church Secretary to update and share congregation mailing list.

Calendar Coordinator: Update White Board Calendar in Fellowship Hall and Goggle Calendar online-this person in constant communication with Church Secretary and sends out emails to committee chairs periodically as well as Music Ministry.

Kiosk Manager: Update Kiosk regular with new events and correct contact info, maintain physical appearance of Kiosk, order new letters, and any other needs.

E-Communications: Update Website with received articles, pictures, sermons and newsletters. Post to Facebook at least weekly, send out emails to congregation, Post videos on YouTube, and set up AV Show and Tell about prior or upcoming events.

Marketing: Postings to Albuquerque Journal and other printed media; plan and manage mailings to congregation such as postcards; oversee distribution of bookmarks, magnets or other printed materials to hand out before and after services to advertise upcoming events.

Bulletin Board Designer: Maintain and create bulletin boards in Fellowship Hall on a regular basis; Ensure Bulletin Boards are in good condition; make purchases to update Bulletin Boards; add more Bulletin Boards if needed.

Principal Photographer: the Managing photographer must ensure they will be at the event, and if they are not there, ensure someone will be at the event to take pictures. The then managing photographer must follow up with that person that photos are submitted to either the Electronic communication Person or the Electronic Historian.

E-Historian: Retrieve photos from any available archives, scan in all old photos with historical context, and ensure present photos are submitted and scanned in to website as well as back up database.

MONTHLY MEETINGS:

Meet either the last Sunday after church or last Monday morning of every month, or as agreed with LiveWire members. Ideally the meeting would be after the session meets and after the newsletter deadline, enabling the committee to determine upcoming events for the next month or next TWO months per the Session, the church secretary, and the newsletter calendar.

The meeting will follow the proposed outline determining a plan of action along the way:

OLD BUSINESS: Chairs ensure last month's events were photographed, given to Historian and/or E-Communications and documented (CHAIRS)

UPDATES: Chair updates committee on information from Session actions applicable to committee (CHAIRS)

UPCOMING: Gather all the information regarding upcoming events from Chairs and committee members (ROUND ROBIN)

CALENDAR: With new info just shared, update the White Board and the Goggle Calendar (send out electronic invites if needed) (CALENDAR COORDINATOR)

ONLINE: Update Website and determine postings to Facebook for the month (D-COMMUNICATIONS)

EMAIL: Determine wording and date for any email distribution (E-COMMUNICATIONS)

VIDEOS: Check if we have any videos to post (E-COMMUNICATIONS)

AV: Determine if a fellowship "show and tell" will take place in the following month: what topic, what day, and if assistance is needed (E-COMMUNICATIONS)

MARKETING: determine if any marketing will take place in the upcoming month and/or any mailings and assistance needed (MARKETING)

KIOSK: Set a deadline for Kiosk updates either weekly updates or monthly, as well as wording (KIOSK MANAGE)

BULLETIN BOARDS: check on status of Bulletin Board update (BB DESIGNER)

PHOTOGRAPHY: Determine who will be taking photographs at upcoming events (PRINCIPAL PHOTOGRAPHER)