Website Improvement Meeting Minutes

Date: 11/12/26

Next meeting: January 7, 2027

Attendees

Jill L., Brandon E., Becky L., Julie B., Abby K., Megan E., Eric Rawe

Agenda

Website improvement; Communications Director position

Discussion

1. Current state of the SPX church website

- The website calendar currently has nothing on it.
- It is unclear who has been updating the site. Perhaps Joanna has been.
- Ken's status as BOTCE flocknote site administrator needs to be confirmed, perhaps this is why some aren't receiving messages.
- Becky is still not receiving messages. Adam may be able to merge her accounts.

2. Website needs

- Calendar
- List of ministries
- Consider using a web builder for the website

3. Communications Director (part-time position)

- The group discussed creating a part-time Communications Director role.
- Compensation: the group discussed whether the role could be paid through help with tuition, and whether to make a proposal on that basis. Benefits are still to be determined.
- Scope of the job is still to be defined.
- Reporting line: the role would fall under Father's purview and report to Father.

Proposed duties

- Work with Adam
- Build relationships with ministry leads
- Organization
- Manage Flocknote, the st Pius website, Facebook, Instagram, and the calendar
- Marketing (logo, photos)
- Provide continuity between ministries

Action Items

Item	
Draft a proposal for the Communications Director position	
Define the scope of the job and benefits to Parish	
possible idea to Call other parishes for sample job descriptions	
Confirm whether Ken is still the BOTCE website admin	
Ask Adam about merging Becky's accounts so she receives messages	

Next Meeting

January 7, 2027. Topic: 2 policies.