



Church Website Editor and/or Contributor

Time Commitment: Three Hours monthly | Serve on-campus or from home

You are an important leader in facilitating and enhancing South Shore's communication. Without consistent, clear, and up-to-date communication, especially on the church's website, the congregation can become confused and frustrated with poor leadership. Beyond just words on a screen, the goal of all South Shore's multi-media, including our website, is to use every resource at our disposal to help to draw people into the presence of God. Thank you for your service!

Website Editors and/or Contributors will receive one-on-one training from SSUMC Staff Members familiar with the website. SSUMC Staff Members will also be available to answer questions and/or troubleshoot edits alongside Website Editors and/or Contributors.

SSUMC Staff Members will provide Website Editors and/or Contributors with website content, including text and media files, and the date for the edits to be completed.

General Description of Volunteer Role:

1. Be in **prayer** for technology:
Example: Lord, please use this website to draw others into your beautiful presence.
2. Complete website edits provided by SSUMC Staff and/or create and complete website contributions.
3. Serve *joyfully* as a SSUMC Website Editor and/or Contributor! **(Complete Description Below)**
4. Publish SSUMC Website.

If you are interested in learning more about and/or serving as a SSUMC Website Editor and/or Contributor, please begin with prayer, such as

Lord, guide me in the discernment and investment of my gifts in service to you and your Kingdom through South Shore. Amen.

Then, connect with Pastor Sarah via sarah@southshoreumc.com.



Church Website Editor and/or Contributor

Time Commitment: Three Hours monthly | Serve on-campus or from home

You are an important leader in facilitating and enhancing South Shore's communication. Without consistent, clear, and up-to-date communication, especially on the church's website, the congregation can become confused and frustrated with poor leadership. Beyond just words on a screen, the goal of all South Shore's multi-media, including our website, is to use every resource at our disposal to help to draw people into the presence of God. Thank you for your service!

Website Editors and/or Contributors will receive one-on-one training from SSUMC Staff Members familiar with the website. SSUMC Staff Members will also be available to answer questions and/or troubleshoot edits alongside Website Editors and/or Contributors.

SSUMC Staff Members will provide Website Editors and/or Contributors with website content, including text and media files, and the date for the edits to be completed.

1. Be in **prayer** for technology:
Example: Lord, please use this website to draw others into your beautiful presence.
2. Navigate to wix.com | Suggested Web Browser: Chrome
3. Login to Wix.com via credentials provided by the Church Office.
4. In the center of the screen **in blue** click Site Actions and choose Edit Site.
5. At the top of the webpage in blue it says "Page: **Home**"
 - a. Click *Home* to display a drop-down menu of the website's pages.
 - b. Navigate to desired page to edit by clicking on its name.
6. Double click to "activate editing" in the desired text box and begin editing the content as you would a Word Document.
7. At the top of the webpage select **Save** to periodically save your work.
8. You can *preview* your edits by selecting Preview at the top right of the screen.
9. Once you have completed all your edits and confirmed their accuracy, select **Publish** at the top right of the screen.
 - a. Close the Wix Website Editor tab on the web browser.
 - b. Open a new browser tab and navigate to www.southshoreumc.com and enjoy your completed edits!