

## Managing Editor [ManagingEditor]

The managing editors take over responsibility for more of the day-to-day operations of the web site.

- Working closely with the [editor-in-chief](#), review existing content and either archiving or removing outdated materials
- Make sure the page revisions are being maintained any time the pages are edited, to provide backup and restore options
- Working with the [web master](#), review user (in)activity
- Assists with form entry submission maintenance, archiving or removing outdated responses
- Also, monitor forms for outdated events and requests
- Working together, they monitor the site for new forum posts, and respond appropriately, bringing the post to the attention of the [editor-in-chief](#), the [System Administrator Responsibilities](#), or the pastors, if needed.

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- The editor-in-chief's main responsibility is to oversee the editorial content of the site. They will review the materials submitted by the [contributing editors](#), make any style or formatting changes necessary, and post on the site. The editor-in-chief may also decide to withhold material for publishing, or withdraw materials already published.
- The editor-in-chief will also work to ensure the language and style of submitted materials are consistent with the other communication methods being used by the organization.
- The editor-in-chief will review the site traffic analysis with the [system administrator](#) to identify areas of the site that may need additional content or functionality developed.

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## **Contributing Editor**

[ContributingEditor]

The contributing editors make up the largest group involved with the maintenance of the web site. They will prepare articles and submissions for inclusion on the web site about our various activities and ministries. These contributing editors may already be preparing articles for other publications and now they may also direct their submissions to the [Editor-in-Chief](#) of the web site. The editor-in-chief will communicate with them on the manner and form of their submissions.

Each group and ministry is encouraged to submit materials for inclusion in the various publications of the church, including the web site.

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The webmaster is responsible for the technology of the web site, which can be broken down into several areas:

- Server Maintenance and Configuration
  - Web server (Apache, IIS)
  - PHP
  - MySQL
- File Structure (CMS) - XOOPS, in our case. Make sure updates are applied, as necessary, and copies are stored offsite for backup and recovery
  - Core files
  - Modules
- Content - maintain backup copies offsite
  - Uploaded files - images, documents, etc.
  - Database structure and content
- Application Development - any functionality requested has an appropriate method available. Improvements to current modules; identifying and adding new modules needed
- Security
  - Site (server: Apache/IIS, PHP, MySql, management interfaces, FTP access)
  - User - privacy issues
  - Content - any content that must be protected because of copyright or other restrictions
- Site and Traffic Analysis
  - Overall number of visits
  - Page visits
  - Registered user patterns (active/inactive)
  - Internal search terms
  - External search terms
- Documentation and Training
  - Server information and configuration
  - ISP account
  - XOOPS core and module information and configuration
  - XOOPS core and module administration
  - Module user instructions

The system administrator will also work as a liaison between the workings of the organization and the workings of the web site, realising that methods used online may differ from methods currently used offline. Last modified on 2007/7/10 by [System](#)