

St. Paul's Anglican Church Hazeldean-Kanata Web Content Submission Guide

General

Our Web Site is one of the tools we use to tell people about us, our parish, and its mission. In preparing your submission remember that you are writing for a wide and varied audience, from the committed, engaged parishioner, to the casual reader who has reached us by happenstance, and has found something that catches their attention. To serve both these audiences, it is important that we keep the information current, accurate, and interesting.

Content

Try to be brief and concise. Be sure that you clearly describe the purpose of your ministry, who may participate, any special qualifications that are required, when and where any meetings are held, who the contact person is, and how to reach them. You may include photographs, or other graphic material if it helps to describe your ministry and its mission. If the photograph includes people they should be identified, and you **MUST** have a signed release from the individual to use their image. In the case of a minor, the release must be signed by a parent or legal guardian. An exception to this rule is candid photos taken at parish events, where there would be no “expectation of privacy”. If your material is date sensitive, you are responsible for making your submission far enough in advance (at least 21 Days) to allow for the required review and update cycles.

Format

The preferred formats are MS-Word (.doc), OpenOffice (.swx), or Portable Document Format (.pdf). If you are submitting photographs or graphic material .jpg is best. Small submissions (up to about 1 Mb) can be e-mailed. Larger submissions should be submitted on a CD. If you wish to send other formats, or by other portable media, please contact the office prior to submission.

The Process

After you have prepared your submission, and sent it in, it will be reviewed by the Editorial Board. This review ensures that all necessary information is included, and the style and content are consistent with Church policy and doctrine. If there are any problems, a member of the board will work with you to address the problems. Once your submission has been approved, it will be forwarded to the webmaster for incorporation on the web site at the next update opportunity.