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*Striving to honor God in all we do. Welcome – Worship – Disciple – Serve*

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## **Web Site Publishing Guidelines**

**adopted August 24, 2010**

### **Purpose**

Mooresville First United Methodist Church web site <http://www.mooresvillefumc.org> will publish information that is directly related to our church activities and purpose.

1. Email addresses posted on the web site are either masked by [\\*@mooresvillefumc.org](mailto:*@mooresvillefumc.org) or permission to use personal email addresses will be acquired.
2. All pictures must have release forms signed before names are posted to live web domains.
3. The maximum eight sections of the web site will be determined by the web master.
4. "Home Page" of the web site may include splash pages emphasizing activities affecting the entire church body.
5. The Web Editor will monitor information added to the web site
  - a. The web editor will involve others for input of information
  - b. Content of the web site needs at the minimum six weeks for developmental time
  - c. Images of the event will be displayed at the most four weeks prior to the event.
  - d. Once a short-term event is over, the image and/or web page will be removed.
6. The Web Editor will have full editorial rights of information added to the web site in order to maintain voice, consistency, and to ensure that the information will fit in the allotted space.
7. Content of the web site will be submitted by the chairperson or approval from the chairperson before content is added.