

## **MHCC Website Guidelines**

### **Purpose**

The MHCC website is intended to serve two functions, to be:

- (1) A low-key public face and internet presence for MHCC, and,
- (2) A tool for sharing resources and information between MHCC members and friends.

The website is intended as a useful but non-essential resource able to be dispensed with if it becomes a burden or ceases to serve these two functions.

### **General**

The website should reflect the values and ethos of MHCC, both in its content and in the way it is managed (eg. transparency, equality, diversity, openness, low-key-ness, community, collaborative decision making, respect, active concern for the marginalised, love of God and love of neighbour).

The website is a resource and representation of the whole of MHCC and should not become the mouthpiece of an individual or small group.

### **Content**

The website should include as a minimum: brief description of who we are, service times, address for MHCC's public meeting place, contact details. How much additional content is posted is at the discretion of the webmaster, who is expected to give respectful consideration to all suggestions from the wider community.

Some content may be password-protected. However, as much as possible, content should be of a nature that can be made publicly available.

All content within public areas of the website should be friendly and welcoming.

Where any link from a public page connects with a password-protected section, a simple, friendly explanation should be provided as to what the link accesses and why it is password-protected. An invitation to contact the webmaster to receive access to the password should also be provided (see 'Privacy', below).

Content for which MHCC does not have copyright permission should not be posted on the website.

Any comment areas should be moderated by the webmaster.

Information posted on the website should be kept up to date (as a guide, updated at least monthly). It is recommended that content be as simple as possible to make it easier to keep up to date. Information that will date quickly should be kept to a minimum.

A note should be included where presentations are posted to indicate that individual presenters have freedom in their presentations and do not adhere to any particular doctrinal guidelines, so that while the variety of views expressed is reflective of MHCC's theological approach, no individual presentation can be seen as representative of a MHCC 'theological position'.

### **Functionality**

The website should present content clearly and be easy to navigate within.

The website should be maintained using software and hosting services that are as simple as possible while enabling the functionality required. Generally this should be able to be achieved at low cost. Any proposed move to more expensive or significantly more complex software should be discussed with the P&F Committee and, if necessary, the wider MHCC community before proceeding.

Wherever possible the website should be accessible for use from a small-screen device such as an I-phone.

### **Design**

The design should be kept simple and reflect MHCC's low-key ethos.

### **Privacy**

#### ***Password access***

The password for password-protected pages should be managed by the webmaster. It should be available to:

- (1) members of MHCC,
- (2) those on the MHCC email discussion list,
- (3) recipients of Didjano, and
- (4) anyone who regularly attends MHCC worship services.

At the discretion of the webmaster, it may also be provided to individuals requesting access who:

- (5) consider themselves part of the MHCC community, or,
- (6) present a genuine and trustworthy reason for desiring access to password-protected resources.

The password for password-protected pages should be changed at least once per year.

#### ***Contact details***

Email addresses will not be included on public pages. Contact will be provided through an alias and/or comment form.

Phone numbers and home addresses will generally be included only on password protected pages.

Phone numbers and home addresses may be included on public pages of the website with the express consent of the persons they provide access to.

Phone numbers, home addresses and email addresses may be posted on the password-protected pages of the website providing attempts have been made to inform all those they provide access to that this is to take place. No information will be posted where those the information relates to request its removal.

### ***Photographs***

Photographs that include faces will generally be included only on password protected pages. An email will be sent to the MHCC email discussion list informing when new photographs are posted and allowing those depicted to request their photographs be removed.

Where photographs that include faces are to be included on public pages, significant efforts are to be made to contact all those depicted to obtain their consent. If anyone depicted cannot be contacted or does not respond, the photograph may be posted at the discretion of the webmaster in consultation with the elders.

No photograph will be displayed on either public or password-protected pages where anyone depicted in the image, or a parent or guardian of anyone depicted, expresses an objection.

Photographs should not be labeled beyond first names.

### ***Talks etc***

No sermon notes, audio recordings or other presentations will be posted on the website without the express consent of the presenter.

With consent, these materials may be posted on either public or password-protected pages.

Presenters may request that their material be deleted from the website at any time, and such requests will be granted in a timely manner (within two days of the webmaster receiving the request).

### **Accountability**

The website will be managed by a webmaster. It is preferable that this is someone from within MHCC.

A 'backup' webmaster should also be able to access the website.

It is expected that the role of webmaster will require a small but regular time commitment. The webmaster will generally operate independently, consulting informally with MHCC members to sort out niggly issues along the way.

For matters relating to content and privacy, the webmaster will be accountable to the elders.

For matters relating to functionality, software and cost, the webmaster will be accountable to the P&F Committee.