Welcome to the website of St. John the Baptist parish. If you are interested in posting a relevant and up-coming event in the form of a flyer, short informational post or image, please contact Julie to see more information about our posting guidelines.

## **Committees**

Each committee can have up to an additional page, made in the form of a link to add any upcoming flyers, event postings, additions to group their mission statement or pictures of members. If a past event would like to be posted, it will remain live on our website for up to one week following its date of completion. Additional drop-down tabs are only available for liturgical or sacramental purposes.

All postings must be in MG (Mega Byte) format and should not exceed 1 GB (Giga Byte). If files are larger than 1 GB, please make a free account on YouTube, upload your video/content and send the web address to Julie for uploading.

If a new committee page is added, a designated member must agree to help with the upkeep of their section on our website by maintaining contact with Julie. For security purposes, additional administrator website access profiles will be not be made. Thank you for your understanding.

## Liturgical & Sacramental

Updates based on sacramental events, posting or links as well as new liturgical forms of worship may be given an additional page or drop down tab if deemed necessary by the administrators of St. John the Baptist parish website. These include, reconciliation, marriages, obituaries, first communion or confirmation announcements, retreats and photos.

## **Parish News**

Flyers and photos will be maintained and updated to fit the relevancy of each image. Postings will be taken down after the completion of its date. If interested in receiving a prior posting or notification, this information may be emailed or shared by the administrators of the parish website.

However, old news will not be re-posted or made live.