



VOLUNTEER TASK DESCRIPTION

Appendix **???**

Volunteer Social Media Ministry

The Archdiocese of Brisbane has implemented standards of conduct for voluntary church workers to maintain a safe and healthy ministry environment. Our commitment to these standards requires that we conduct background referencing for all persons who intend to engage in voluntary ministry having direct and regular involvement with children, young people and vulnerable adults.

VOLUNTEER TITLE:	Volunteer Social Media Ministry	
AGENCY/PARISH:	Parish of St. Joseph & St. Anthony Bracken Ridge / Bald Hills	
VOLUNTEER TENURE:	<input type="checkbox"/> Days per week <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday No. of hours/week: <input type="checkbox"/> Regular hours <input type="checkbox"/> Varying hours	
VOLUNTEER REPORTS TO:	Position: Parish Priest/Administrator or his nominee Name of incumbent: Netta Sheridan	
WRITTEN BY:	Position:	Person: Netta Sheridan
DATES:	Date written: 07/06/2018	Due for review ___/___/___
MAIN PURPOSE OF THIS MINISTRY: is to provide social media communications to the parish.		
KEY TASKS / SPECIFIC DUTIES / RESPONSIBILITIES		
TASKS	Outputs / Expectations	
<p>1. Develop, build, modify and maintain: Parish / North East deanery Websites as follows - www.stjosephsbrackenridge.com https://stjosephsbrackenridgecareforcreation.weebly.com/ https://brisbanenortheastdeanery.weebly.com/ Other parish social media including – Facebook https://www.facebook.com/stjosephsbrackenridge/ Twitter https://twitter.com/stjoes_brackrdg Instagram https://www.instagram.com/stjosephandstanthony/ Pinterest https://pinterest.com/stjoes_brackrdg YouTube https://www.pinterest.com.au/stjoes_brackrdg/ Vimeo https://vimeo.com/stjosephs</p> <p>2. In respect of social media communications, adhere to: Parish Social Media Business Rules * Social Networking Policy for the Catholic Church in Australia Archdiocese of Brisbane Privacy Policy</p> <p>3. Review Online Feedback & provide continuous improvement:</p> <ul style="list-style-type: none"> Actively seek feedback on social media from Parish Priest, Pastoral Council, parish groups etc., by request or annually, whichever is earliest. 	<p>Provide timely 'parish appropriate' social media communications in line with Gospel Values, Catholic Social Teaching - underpinned by Social Networking and Privacy Policies.</p> <p>Seek advice and take direction from Parish Priest, as required.</p> <p>* Reviewed / approval obtained biennially from PP and Pastoral Council.</p> <p>Implement continuous improvement strategies / actions to close feedback loop.</p>	

