

## **Press releases create** >(Many hours for original setup then less than 1 hr per week)

Contact list for local newspapers, TVs, and radio and promote our church activities

## **Internet marketing** >(Many hours for original setup then less than 1 hr per week)

Create list of sites and promote our church activities

## **Facebook** (less than 30 min per week)

Put up photos of recent and future church activities events

## **Twitter** (less than 30 min per week)

Post recent and future events

## **Website assistant**

- Put up weekly announcements (15 min per week)
- Put up monthly newsletter and newsletter calendar (15 min per month)
- Put up photos of church activities upcoming events (less than 1 hr per event )
- periodically check internet for correct content (less than 1 hr per month)
- update internet for new committee members (less than 2 hr per year)
- update current worship service times (15 min per change)
- Resolve Webpage issues and change requests: DL Church Websites Design
- Periodically check church calendar for events & correct
- our Web Hosting <http://www.1and1.com/> (less than 2 hr per year)
  - Church Email forwarding
  - Domain Names that we have
    - oursaviorrochester.com
    - oursaviorrochester.org
    - oursaviourrochester.com
    - oursaviourrochester.org

## **Contemporary Service and other AV needs**

- put up screen and hook up projector (15 min per week)
- hook up microphones keyboard monitor speaker (5 min per week)
- adjust mic levels as required (5 min per week)
- video tape the church service (less than 1 hr per event)
- upload the church service on to the internet and follow up to ensure that it shows up (15 min per week)
- maintain the sound system including CD player and CD recorder
- create MP3 of sermons (presently not done anymore)
- video tape youth service activities and make available for projector during church service

## **Sound system repair & maintenance**

ensure sound system is working properly with support from [New Life Electronics](#) with Bob Puff

- Audio Mixer, Audio conditioners, microphones, cables, keyboard, ect
- hearing impaired Audio Loop for hearing aid T-Coil mode
- low power FM broadcast
- additional required equipment

**On the webpage** , under [about-us/](#), select [committees](#), and then [board-for-church-and-community](#) for this document. <https://oursaviourrochester.org/board-for-church-and-community/>