

PCSBA – DEPARTMENT OF INFORMATION MINISTRY

DEPARTMENT GUIDELINES AND THE REQUIREMENTS FOR ITS ASSOCIATES

GENERAL GUIDELINES OF THE DEPARTMENT

1. The goals of the Department of Information are:
 - While using modern technology and other resources, to help the association to reach its goals of sharing the Gospel around the world.
 - To inform the churches, members of the association, about the the association's ministries.

2. The goals of the department are accomplished through the following:
 - Developing and maintaining the association's websites
 - Developing and maintaining the association's social media sites such as Facebook, Instagram and others.
 - Broadcasting videos on the YouTube channel
 - Helping the association's churches to develop and maintain church websites
 - Providing information to the association's churches through monthly newsletters

3. Just like the other ministries, the department of information ministry and its leader are accountable to the association's committee and its president.

4. The leader of the ministry is appointed by the association's committee and affirmed at the convention. The qualified person for this role must be someone who speaks both in Russian and English and is able to perform the duties of this role as described in **Department Ministry Requirements**. He must be an exemplary member at one of the churches, the association's member, provide references from the church elders, have leadership experience, and have a technical knowledge that is necessary for this role.

5. The ministry leader, his assistants and volunteers who are helping in the ministry must agree to the association's Statement of Faith and the Bylaws, and to obey all of those stipulations.
6. If it becomes known that the lifestyle or the convictions of the ministry leader, his assistants, or volunteers are not consistent with the teaching of the Scriptures, Statement of Faith, or the Bylaws, then:
 - The leader of the ministry will decide the case pertaining to the situation of the ministry's associate or helper and their further involvement.
 - The association's committee will decide the case pertaining to the situation of the ministry's leader and his further involvement. The ministry's leader may be temporarily or permanently removed from this position, and his conduct will be directed to the elders of the church where he is a member.

GUIDELINES FOR THE MINISTRY'S ASSOCIATES

1. It is affirmed that the ministry will consist of the following roles:
 - Ministry Leader
 - Designer
 - Web Administrator
 - Journalist-Reporter
 - Translator
 - Editors of the Russian Language
 - Editors of the English Language
2. In case of a pressing need, one associate may perform in multiple roles
3. The associates and volunteers must be Christians and be in agreement with the association's Statement of Faith. However, they are not obligated to be members of the association's churches

4. **Ministry Leader:**

- a. Organizes and is responsible for all of the work of the ministry, and takes charge of its ministry
- b. Finds associates and volunteers for the needed tasks of the ministry
- c. In case of a pressing need, he may supplement other associates of the ministry
- d. Prepares the necessary reports for the association's committee
- e. Participates in the meetings of the ministry leaders of the association.

5. **Designer:**

- f. Must have **professional experience** in design
- g. As needed, develops events announcement designs for the website
- h. Maintains the website's layout
- i. Helps the association's ministries through developing banners, booklets, brochures, etc.
- j. Develops designs for the newly developing ministries and sub-sections of the website for the new websites of the association
- k. Participates in the developments and design of almanacs of the association's conventions

6. **Web Administrator :**

- a. Must have **technical training or necessary experience** for developing and running the websites
- b. Develops the association's websites and provides technical support
- c. Formats and upload new information to the website and social media
- d. Updates the structure and the content of the website
- e. Develops additional functions of the website that were overlooked in the initial design of the website
- f. While working with the designer, designs newly developing ministries and sub-sections of the website for the new websites of the association
- g. Uploads videos to YouTube
- h. Provides all possible help to the local churches in developing their church websites

7. Journalist-Reporter:

- a. Must have **professional knowledge and experience**
- b. While working with churches, leaders of the association's ministries, and other organizations, gathers, organizes and prepares the information for publication on the association's website, Facebook, and other social media sites
- c. Provides announcements of the association's events
- d. Prepares newsletters and articles
- e. Gathers and edits interesting information from other sources and prepares it for publication on the association's website
- f. Records audio interviews to use the information for the website, and the audio for the radio programs

8. Translator:

- a. As needed, translates the newsletters and articles for publication on the website, and other mediums
- b. Translates the content of new, or updated websites of the Association
- c. In case the associate will not be able to complete the translation, he/she will find other translators who will be able to complete a given assignment.

9. Editors of the Russian and English Language:

- a. Edit all text for the website and the newsletters
- b. Edit the articles for other printed outlets and electronic releases for the association