

Weekly:

- update the worship service(s): index.htm services.htm past.htm
- update the upcoming page: upcoming.htm
- congregational events, meetings, activities: index.htm upcoming.htm newcomer.htm adults.htm action.htm
- audio recordings from Westwood services (recording Sundays, edit audio files, web links, ftp)

Monthly:

- newsletter > web edition
- newsletter details added to site (more active pages noted at end)

Periodically

- update e-mail aliases > contact with [support@emergence.ca](mailto:support@emergence.ca)
- Westwood's Pocket Guide (online as .pdf)
- Minister info updated
- Program details updated: adults + choir, youth, junior youth, children's program, nursery
- Endowment fund
- Westwood fundraising / contributions
- Audio recordings from members memorial services, child dedications, etc
- CUC initiatives, programs, staff changes & job postings
- UU news, events, conferences, etc.
- UU camps, travel groups, ...
- UU Ministers (particularly in Canada)
- Other UU congregations

Annually:

- update Board and other contact info
- budget forms for committees
- Canvass
- Dollars & Sense leaflet
- CUC – WRFG, ACM, CUUL School, OWL trainings, ...
- Congregational Meetings
- Westwood – Nominating Committee
- Westwood AGM

index.htm	upcoming.htm	newcomers.htm	adults.htm
aboutUU.htm	wc.htm	westkids.htm	action.htm
youth.htm	kids.htm		

Web hosting & domain registration with Emergence by Design

David Boroditsky - [david@emergence.com](mailto:david@emergence.com) <http://www.emergence.com/> domain renewal – August annually

They also manage the e-mail aliases: [support@emergence.com](mailto:support@emergence.com)

Westwood budget for web site hosting, domain registration

- Preliminary budget request (done for January)
- monitoring the spending (ongoing for fiscal year July 1 – June 30 annually)

summer – serendipity services

- summer time changes for children's program & childcare
- note if some services are not held at Westwood
- note if any service is not appropriate for children or youth
- special information for the service

Expanded information / content:

- Rev. Horace Westwood
- Welcoming Congregation info

Web site revisions to include:

- pictures of people (also audio and video as available)
- Volunteer opportunities section
- Westwood calendar
- Community events (non Westwood events > members, friends, community partners)
- Google Analytics
- Site Map upgrade
- Worship Resources for service leaders (and speakers)
- WIKI - Westwood in general – Westwood memories, experiences; Westwood History

Consider: [news@westwoodunitarian.ca](mailto:news@westwoodunitarian.ca) going to web site, newsletter & perhaps Sunday announcements

Security issues relating to children & youth, personal phone numbers & addresses, individual names (by request).

[web@westwoodunitarian.ca](mailto:web@westwoodunitarian.ca)

[webmaster@westwoodunitarian.ca](mailto:webmaster@westwoodunitarian.ca)

[webtending@westwoodunitarian.ca](mailto:webtending@westwoodunitarian.ca)

chairs.htm