

**Journey With Christ**  
**Position Description: Web Servant Committee Chair**

*“Each one should use whatever gift he has received to serve others, faithfully administering God’s grace in its various forms.” - 1 Peter 4-10*

**General Qualifications**

- Live the life of a disciple daily through:
  - Prayer
  - Study
  - Service (action)

**Web Servant Committee Chair Specific Responsibilities**

JWC Board Responsibilities:

- Participate in JWC Board Meetings to include:
  - Provide a report of activities since the last JWC Board Meeting.
  - Recommend changes to JWC Policies or Bylaws to address lessons learned.
- Participate in committee discussions that take place outside of official meetings (generally email discussions).
- Inform Board of committee issues and needs.

Web Servant Committee Chair Specific duties

- Keep the JWC Website information updated
  - Schedule of future JWC Flights and board meeting
  - Updated JWC Documentation
  - JWC Board member information
  - Coordinate with the Registrar to post links to the Online Registration system for each weekend event
- In conjunction with the first JWC board meeting for the calendar year
  - Change the password for the “Director” and “Board” password protected pages
  - Communicate the password changes to the new JWC board members
  - Communicate the password changes to the current and upcoming directors and advocates
- Periodically audit the documents available on the website to ensure the latest version are listed.
- Be the contact person for all JWC social media accounts.

*“And let us consider how we may spur one another on toward love and good deeds, not giving up meeting together, as some are in the habit of doing, but encouraging one another.” - Hebrews 10:24-25*