



20-21 SIXTH EPISCOPAL DISTRICT CONFERENCE DEPARTMENTAL/OFFICER REPORT

CONFERENCE DEPARTMENTAL/OFFICER REPORT

Department/Office: Webmaster of www.6thDistrictCME.org

List of Current Officers

- The Sixth Epistle (online manager): Valerie Ware
- Technical Help Desk: Que Jacobs
- Registration Troubleshooting: Paul Davis
- Administrative Review: Rev. Pansy Washington

Mission/Purpose

To create an engaging and relevant online presence for the ministry of the Sixth Episcopal District

Objectives

- house resources for the district
- ensure up-to-date news/announcements are posted
- online events registrations and collateral
- serve as a 'help desk' for technical issues

Accomplishments

- created space for The Sixth Epistle Newsletter
- created sign up for newsletter & announcements
- created registrations and made event collateral available
- supported members of the district with technical concerns

Challenges

- ensuring the website is user-friendly for all users
- increasing numbers of subscribers

Recommendations

- all members of the Sixth District subscribe to receive alerts of updates and news
- churches/ministries place the URL on their information as a way to remind members to connect at the Episcopal level

Respectfully submitted to Presiding Prelate Bishop Thomas L. Brown, Sr.,

Name of Chair/President/Director Rev. Amarylis West

Email amaryliswest@gmail.com

Date Monday, December 4, 2023