

Digital Ministry Coaching

Lesson: Intro to WordPress - Roles



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Intro to Roles, i.e. User Types

Many churches don't have the staff to assign one person to maintain the website. The next option is to give multiple users login information so they can add content or edit pages. However capable those people may be, it's still a little daunting to give them full access to your website. WordPress saw the need to differentiate between users and limit editing access. Here's a quick breakdown of the various user roles available.

Users can be added from your Dashboard, Users > Add New

[Administrator](#)

[Editor](#)

[Author](#)

[Contributor](#)

[Subscriber](#)

Administrator

- This role is basically reserved for site owners and gives you full control of your WordPress site. If you are running a multi-user WordPress site, then you need to be very careful who you assign an administrator user role.
- Users with the administrator role can add new posts, edit any posts by any users on the site, and even delete those posts. They can install, edit, and delete plugins as well as themes. Most importantly an administrator user can add new users to the site, change information about existing users including their passwords as well as delete any user (yes other administrators too).

Editor

- Users labeled as Editor have full control of content sections on your website. They are allowed to add, edit, publish, and delete posts. (This include posts written by other users.) Editors also have access to approving, editing and deleting comments.
- Editors do not have access to change your site settings, install plugins and themes, or add new users.

Author

- Authors are allowed to write, edit and publish their own posts. They cannot make changes to posts written by anyone else. They also cannot create new categories for their posts, nor do they have any editing capabilities for comments.

Contributor

- This one is the last and most limited user to the back-end of your website. Contributors can add new posts and edit their own posts, but they do not have access to publish anything (or push it live for the public to see). Like Authors, they

cannot create new categories; however, unlike Authors, they also cannot upload any media files for their posts (images, video, PDFs, etc.) This ability is reserved for roles with higher editing permissions.

Subscriber

- If you choose to allow the public or your members to create an account on your website, they would create a Subscriber account. They cannot make any changes to your website. They are allowed to create their own personal profile, and they can comment on your posts. However, it's up to you (or your Admin/Editor users) if you want to allow for comments to be made; if you allow this functionality, these higher permission users must also approve comments before they are published for everyone to see.