Congregation or Ministry Communications

Purpose: Congregation or Ministry communications provide a way for congregations and Ministries to reach their members as well as their greater community with information about activities, programs, and events. This includes but is not limited to; websites, social media, e-newsletters, print newsletters, emails, bulletin boards, bulletins, brochures, flyers, posters, press releases, announcements, etc. This policy provides guidelines for the appropriate use of communications.

A. Members of a congregation or Ministry will submit content to the communications designee or communications committee to determine if material is appropriate for publication.
    1. For material to be appropriate, it must be consistent with a congregation's or ministry's mission, vision, and values and must not include embarrassing, objectionable, or hurtful content.
    2. Questionable material will have a risk/benefit analysis conducted by a congregation or Ministry Review Board, which will be comprised of a clergy member, one Vestry or Board member, and the communications designee or communications committee member. The Review Board will determine if the material is suitable for publication.
B. Social Media shall include any form of media currently available, or yet to be developed, that involves the pictures and/or comments about individuals and/or groups of individuals to be made public through the internet or other public formats.
    1. Any comment or media that is embarrassing, objectionable, or hurtful will be removed. No derogatory pictures or comments will be tolerated by The Episcopal Church in Colorado and will be removed.

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Originally Approved by: Date

Annual Review date and authorizing initials

Date	Initials
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