

Knox United Church Email Communication Policy

Our Church Email List was created to:

- Keep our Church Family better informed of upcoming events and activities, both in this community and in neighbouring communities;
- Serve as an emergency communication tool when we need to mobilize our church for urgent decisions, disaster relief missions, or severe weather threats.

Three purposes for our Church Email List are to:

1. inform and/or facilitate business decision making within Knox Council;
2. inform the congregation and the community;
3. enable Knox United to respond more quickly to changing circumstances.

Emails to be sent automatically:

- Any business pertaining to Knox Council (i.e. notices of meetings)
- Church events announcements (i.e. church suppers, fund raisers)
- Announcements from the wider church (i.e. events at other churches)

Photos Guidelines:

- Including photos in our newsletters/emails is a privilege for us; we must respect and honour any publication limitations placed on them by subjects.
- We will get consent of the subjects to use the photos; for subjects under 19 years of age, we will get consent of the parent/guardian. (consent form attached)

Guidelines for Engagement:

- Members of Knox United are asked to utilize the mode of communication that is most considerate and appropriate for the situation at hand.
- The Knox United Church email list is considered confidential and will not be shared with any other organization. The church secretary will send all emails; when the church secretary is unsure of the appropriateness of any photo or submitted item, he/she will seek approval from two other members of the Communication Committee before sending the email.