

Knox United Church Social Media Policy

Our Church Social Media was created to:

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

Photos Guidelines:

- Including photos on our social media 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 Church 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.
- The Communication Publisher will post items on our Website, Facebook, Instagram, Twitter; when the Communication Publisher is unsure of the appropriateness of any submitted photo or item, he/she will seek approval from two other members of the Communication Committee before posting the photo or item. The *Communication Publisher* is the Coordinator of Communications Committee or a designate.