

**EMMANUEL LUTHERAN CHURCH
SOCIAL MEDIA POLICY**

November 6, 2015

This policy applies to anyone - pastor, council member/officer, lay employee, or volunteer - associated with Emmanuel Lutheran Church (ELC). Some individuals associated with ELC maintain personal websites and/or weblogs or have access to the ELC Facebook or website pages. In general, we view personal websites and weblogs positively, and respect the right of all to use these as avenues of self-expression and outreach. Anyone who is seen as a representative of, or perceived to be a representative of, ELC, is viewed as a reflection of ELC. Anyone who chooses to identify him/herself as a ELC employee or chooses to discuss matters related to the church in any electronic media, please bear in mind that, although you may view your site as a personal project, many readers will assume you are speaking on behalf of the church. In light of this possibility, ELC requests that all pastors, officers, lay employees, and volunteers observe the following guidelines:

- Proactively notify your supervisor if you currently have a personal website or weblog or are considering starting one.
- Include a disclaimer on your site - Please make it clear to your readers that the views you express are yours alone and that they do not necessarily reflect the views of ELC. To reduce the potential for confusion, it is recommended that you prominently display the following notice (or something similar) on your site:
"I work at ELC. Everything here, however, is my personal opinion and is not read or approved before it is posted. Opinions, conclusions, and other information expressed here do not necessarily reflect the views of ELC."
- Respect confidentiality - Take proper care not to purposefully or inadvertently disclose any information that is confidential or proprietary to ELC. Be sure that what you are announcing has been in the bulletin, on the website, or announced before posting it. Violations of this policy subject the individual to disciplinary action, up to and including separation from employment.
- Respect ELC and all members, staff, etc. - As your space is public space, the expectation is that you will be respectful to ELC and its' leaders, volunteers, and members. Any employee who uses personal electronic communication to disparage the name or reputation of ELC, its' practices, or its' pastors, officers, employees, volunteers, or members will be subject to disciplinary action, up to and including separation from employment.
- Respect Copyright - Do not use ELC's logo on your site or reproduce church material without first obtaining written permission from the President of the Council.
- Respect Your Time - All time and effort spent on your personal site should be done on your personal time and should not interfere with your job duties or work commitments.
- Respect our Beliefs - When working for ELC, it is important to remember that decisions are made based upon our Christian beliefs. If your personal website displays inappropriate images or reflects personal opinions or life-style choices that are contrary to ELC's religious beliefs, you may be asked to remove this information.
- Use Common Sense - if you would not be comfortable with your pastor, co-workers, or church members/volunteers reading your words, do not write them.

By signing this Policy Statement, I acknowledge receipt of the statement and will abide by it:

Signature	
Print Name	Date