

COMMUNICATION GUIDELINES (1)	2/22/2017	This is an attempt to indicate current communications and their attributes, as understood on this date (12)					
Item	WEB SITE (2)	SPIRE(3)	Church email list(s) (7)(10)	Official Church letters	Facebook	News releases	Church archives (8)
How often published?	Regularly, as needed	Monthly by mail , or email to members and "friends". (6,7) Also via website, so make certain content is appropriate.(11)	intermittent	intermittent	Continuous, intermittent additions	Weekly, or as appropriate	Includes Quarterly reports (8) Annual Report(8), Finance reports, Council minutes. Also provided direct to members at church meetings. Bulletin Boards, and Event tables are the responsibility of the person whose name <u>must</u> appear on the board or table.as the operator
Who is Responsible for content (4)	Pastor, moderator, church administrator, ministry chairs, other Staff. all who provide the information	Pastor, moderator, administrator, ministry chairs, other Staff, individuals, all who provide the information	Pastor, church administrator, moderator, others by delegation	Pastor, administrator, council, moderator, others by delegation	Currently 2 volunteers. Responsible person must review all comments before posting on the page	Membership ministry volunteer	
Who operates it?	church administrator	church administrator	church administrator, others	church administrator, others	Currently 2 volunteers	Membership ministry volunteer	
How appointed?	Church council	Church council	Church council	Church council	Church council	By membership, committee	
Special Password???	Password needed to modify website	no	no	no	Not for readers	no	
Who provides material	Church ministries, pastor, administrator, moderator, Guild	Church ministries, pastor, moderator, administrator, Guild	Pastor, church ministries, moderator,	Pastor, Ministries, moderator	Currently 2 volunteers collect and organize material	Any church group	
Is material signed	To be determined	To be determined	To be determined	To be determined	To be determined	To be determined	
Should be reviewed by whom?	Pastor, administrator, or moderator 4,5,9	Pastor, administrator, or moderator 4,5,9	Pastor, administrator, moderator4, 5,9	Pastor, administrator, moderator 4, 5,9	moderator or delegate9	operator	SUNDAY SERVICE BULLETIN
What types of material published?	Public information about the church and its organization/	Recent, current, and coming church activities, and often	Specific church event or activity	specific church event or activity	Church events	Notices of coming church	Prepared uniquely by Pastor and

		individual contact information				activities	Administrator
Individual names used?	Yes	Yes	Yes	Yes	yes	Yes	
Permission needed for names	Only for names if <21	Only for names if <21	Only for names if <21	Only for names if <21	Only for names if <21	Only for names if <21	
Official documents (Reports, reviews, finances,)included? (8)	Should not be included unless individually vetted by pastor or moderator	Should not be included unless individually vetted by pastor or moderator	Should not be included unless individually vetted by pastor or moderator	Should not be included unless individually vetted by pastor or moderator	no	no	
Are individual performance reports included?	No	No	No	No	no	no	
Are pictures of church activities used?	Yes	Yes	Possible	Possible	yes	Possible	
Is permission for pictures required?	Generally not	Generally not	Generally not	Generally not	Generally not	Generally not	
Pictures of individuals under age 21?	With signed permission	With signed permission	With signed permission	With signed permission	With signed permission	Not used	
Names associated with the pictures?	No. Should only be listed for adults or with individual permission (possible exceptions to be vetted with moderator)	No. Should only be listed for adults or with individual permission (possible exceptions to be vetted with moderator)	No. Should only be listed for adults or with individual permission (possible exceptions to be vetted with moderator)	No. Should only be listed for adults or with individual permission (possible exceptions to be vetted with moderator)	No. Should only be listed for adults or with individual permission (possible exceptions to be vetted with moderator)	No. Should only be listed for adults or with individual permission (possible exceptions to be vetted with moderator)No. should only be listed for adults (possible exceptions)	Occasionally, with special care and permission
Who is/are intended audience?	Anyone interested in the church.	Church members. and selected	Church members.	Church members,	anyone	anyone	

	Church members and friends.	“friends” (Will also go on our website).	Other lists available 6,7	others			
Is it possible for an unauthorized person to add information?	No	No	No	no	yes	no	
Is there any time limit on material used?	Possible- if so should be noted at posting	No	no	no	no	yes	
Comments 1	2	3, 4, 5, 6, 7	6	6			
		Distributed by email, mail,					

1- this review pertains to anything that can be identified as an official publication by the church. This preliminary report is presented as requested by the membership committee, and we deny any intent to step on anyone’s toes.

2-There is no manual on operation of the website. A manual would be very helpful.

3- In theory this is the primary method of communication to church members (initially)

4- Requirement for review, and by whom, not officially stated

5-Guidelines for administrator not articulated beyond “good judgment”. The administrator clearly has significant responsibility for editing, layout, correction and review of material on the Web, or Spire, emails, and letters. Any question of opinion or appropriateness should be referred to Pastor or Moderator.

6,7-.Source and content of mail lists uncertain, variable. The list that Robin uses has been collected over time and includes church members and friends. Pastor may have a separate list, and probably other lists exist such as Moderator’s list. A plain up to date church member list is needed., as well as the list of “church members and friends”. A special committee is needed to accomplish this.

8- Available to members in the church library.

9- Duties assigned to MODERATOR could be delegated to another identified individual

10=When sending emails to church members, we should be careful to avoid including lists of the email addresses of all of the church members. This can be partly avoided by using a distribution list or by using the BCC feature (blind carbon copy) feature of the email system.

11- Church council minutes may need to be omitted if the SPIRE is placed on the WEB, and individual contact information should not be included in a web version.

12- A curious anomaly that becomes apparent, while thinking about these guidelines, is that the Congregational Church Guild and its activities and communications, are totally exempted from consideration, and apparently have no relation to the rest of the church functional structure. This is simply an observation.