



SOCIAL MEDIA GUIDELINES

GUIDELINES FOR CHURCH ATTENDERS, VOLUNTEERS AND PARTICIPANTS

While we do not want to dictate how you use social media, we do ask that when posting information, you think carefully about the impact of your posts on others including Calvary Church.

USE GOOD JUDGEMENT - ASK YOURSELF, "IS THIS A WISE THING TO POST?"

- Remember that what you write is public. You should always assume that it will be read by your boss, your co-workers, your parents, your children, your spouse, and the attorney for the person who doesn't like you. Ask yourself if you are comfortable with all of these people reading what you plan to post.
- What you write is your responsibility and you are legally responsible for your comments. Be wise in protecting your own privacy.
- Write as yourself. Use your real name. IF you choose to identify yourself as an attendee or member of Calvary Church or to discuss anything related to the church, be clear about your role.
- Be accurate in what you write and ensure that you have all the facts about your subject. If you make a mistake, admit it and be quick to correct it. Be careful that what you write would not impair your ability to serve the Lord or represent Him in the community. Remember that frustrations are best expressed in person. Sarcasm does not usually translate well, so be careful how you use humor. When addressing current issues or controversies, don't be inflammatory.
- Respect your audience. Be thoughtful. Don't use ethnic slurs, personal insults, obscenity or engage in any conversation that would not be acceptable in front of the Lord or at church.
- Choose your topics wisely. There are some ideas that are best discussed in a personal conversation rather than a public forum. Don't allow your posts to hinder someone's spiritual growth.
- Remember that what you write, even if retracted, is archived and can be with you longer than you might expect.

PRIVACY ISSUES

- If you are taking pictures at a church sponsored event, when possible, let people know and give them the option of opting out.
- Don't post the names of people and particularly don't post any contact information of individuals without their permission.
- Don't post pictures of others that are inappropriate or that they would not appreciate.
 - Axiom: Seek to build up not to tear down (Romans 15:2; Ephesians 4:29)

SECURITY CONCERNS

- Social media by nature is open and not private; therefore we strongly request that names of individuals and addresses of private event locations or gatherings not be posted for anyone to see.
- Please remember to consider the safety and effectiveness of our Global Partners and therefore use extra caution when commenting to or about those serving overseas - particularly those in countries they cannot officially enter as 'missionaries.' If you have questions, contact the Global Ministries office first.

MAINTAIN CONFIDENTIALITY

- Ask permission before reporting on conversations or meetings that are meant to be private. Online conversations and postings are not private. Know that what you post online may be around for a long time and potentially shared with others.
- Be considerate and loving; Avoid identifying and discussing others, include church members, visitors - especially details such as hospitalizations and health concerns or information gleaned in personal counseling. Do not disclose health information on behalf of others (keep HIPAA rules in mind).

GUIDELINES FOR ADULTS IN ADVISORY ROLES WITH MINORS

The purpose of these guidelines is to provide adults who are in ministry or advisory roles with children and students at Calvary Church with procedures for electronic communications.

CHILDREN'S CHURCH, DISCOVERY CLUBS, CSM STUDENT GROUP LEADERS & MINISTRY STAFF

One of the components of a balanced children and student ministry is developing strong youth-adult partnerships within the intentional and safe community of our ministries. The vast number of communication possibilities and the speed of technology requires that adults working with children and students be aware of the need to maintain appropriate relational boundaries regardless of the communication medium.

Axiom: Relational distance should not blur healthy relational boundaries.

Facebook and other social media communication networks can help create a group identity, assist in planning for group activities and encourage students. These mediums provide powerful modes of connecting with youth, and for youth to connect with each other in their fast-paced world and should be channeled as such. Communications on Facebook are most appropriate when conducted through a group. The spirit of this approach requires the adult to think of all communications as if they were happening in person (face-to-face) and use the same standards which applied to face-to-face meetings to exchanges through electronic media.

Group communications through email, Facebook and social media etc. are further defined below:

1. Appropriate interaction between youth and adults on Facebook and social media, whether in a Calvary Church Facebook group or page, or in one-on-one discussions include: conducting youth group business, discussions of logistics, event planning and church-related business.
2. Inappropriate actions include: initiating and engaging students in personal / private conversations better discussed in person, exploring students' Facebook pages as peers, inappropriate or excessive communication of a personal nature.
3. Adult volunteers need to remember the "behavior guidelines" they agreed to abide by during group time at the church. This also applies to online communications and communities set up specifically for the group. While discipleship-related conversations can be very personal and in-depth (and best done face-to-face) many students are quicker to open up in email or messaging contexts; it is wise to include a co-leader, co-teacher or ministry staff member in the conversation as much as possible to provide positive safeguards and protections for yourself.
4. Adults must recognize the public nature of social networking sites and see themselves as representatives of God and Calvary Church (volunteer and/or paid). Thus, adult volunteers agree not to post any material that could be deemed inappropriate or explicit. So doing will be in violation of Calvary's values and expected code of conduct.
5. If an adult advisor is in doubt about the appropriateness of any ongoing or new forms of communication, they should consult with a ministry staff member for guidance.