



Texting and Social Media includes, but is not limited to, electronic communication on Facebook, Twitter, Messenger, Instagram, Snapchat, blogs, emails, texting, or any form of electronic media which the public or attender of Community Church can view.

We encourage staff to use the 5 R's when posting to Social Media:

1. **Reason:** Use reasonable etiquette, the same as you would in person.
2. **Represent yourself:** Anonymous profiles lend themselves to more negative content.
3. **Responsibility:** Make sure that what you are saying is factually correct, and that it doesn't reveal information that we haven't announced publicly or that is confidential.
4. **Respect:** What you say online is a permanent record, so don't say anything online that you wouldn't feel comfortable saying to the whole office with the camera rolling.
5. **Restraint:** Before you hit "send" button, pause and re-read. If you wouldn't want that thought or contribution forever associated with your name or Community Church, don't post it.

Personal Account

At Community Church we encourage staff and leaders to use their own personal social media accounts and blogs to help communicate events that are happening at Community by sharing Community Church posts. Personal posts should be done on personal time and not during ministry hours. We ask that ministry leaders remember they are representing Community Church, but more importantly, they are representing Christ.

Church Accounts

The church social media accounts are to celebrate, highlight, and promote what is going on at Community and are not for personal use. Please remember this is how potential guests learn about what is going on at Community.

Posting Pictures

Pictures are a great way to highlight what is going on in your ministry. Please be sure to have the consent of the individual or the parents if the child is under 18 before posting pictures.

I HAVE READ AND AGREE TO FOLLOW THE COMMUNITY CHURCH SOCIAL MEDIA GUIDELINES.

SIGNATURE

PRINTED NAME

DATE