

# **PRESBYTERY OF LAKE MICHIGAN ELECTRONIC COMMUNICATIONS POLICY**

## **USE OF EMAIL AND ELECTRONIC MESSAGING TECHNOLOGY**

### **WEBSITE**

The Presbytery of Lake Michigan will provide regular updating of information on its website;

### **EMAIL ADDRESS LISTS**

The presbytery will maintain a list of email addresses to reach general or specific segments of minister members, committees and members and staff of its congregations and higher governing bodies of the denomination. Those who agree to the invitation to be on our Constant Contact© lists will be universally available to access by presbytery staff.

### **JOYS AND PRAYER CONCERNS**

Presbytery staff will manage the announcement of joys and prayer concerns of general interest on an as-needed basis. Confidential medical and personal information shall require first-person approval.

### **E-NEWS**

1. The Presbytery will publish an electronic newscast to its Constant Contact© subscribers on the 1st and 15th of each month.
2. The deadline for submission of items for general information is the 12th and 27th of each month.
3. Preference shall be given to events within the presbytery and congregations of the presbytery and news, programs and events of general importance to the mission of our congregations from among the resources of the denomination.
4. Broadcasts may not be used for personal purposes, advertising or solicitations, or political statements or purposes. Submissions with the background of for-profit ventures may be considered at the discretion of the presbytery staff about inclusion and length of article on either/or the website and the e-bulletin.
5. No submissions will be considered past the deadline; imminent timing of an event does not constitute the need for an emergency announcement.

### **SUBMISSION OF MATERIAL**

An electronic form on the presbytery website shall be used to inform the staff that a submission is available and can be edited and formatted for scheduled broadcast.