

NORTHWOODS UNITARIAN UNIVERSALIST CHURCH	TITLE: Facebook Group Procedure		
	DOC No./ REV.		LAST UPDATED: June 16, 2017
	ORIGINATOR	Natalie Ward, Brenda Hutchinson	PAGE 1 OF 2
	COMMITTEE	Communications Committee	APPROVED DATE: 06/23/2017

1. PROCEDURE: The following procedures outline activities for moderating membership of the Northwoods UU Membership group and content, and creating Facebook groups affiliated with Northwoods UU Church.

2. REFERENCED DOCUMENTS: none.

3. DEFINITIONS:

NUUC FB Group – Northwoods UU Members-Only Facebook Group

BoT – Board of Trustees

4. PROCEDURE STEPS:

Step	Activity 1: Membership of Northwoods UU Membership Group	Responsibility
A	Audit membership of NUUC FB Group twice a year (January and June) to ensure that page members are members of Northwoods UU Church or active committee members/volunteers.	Congregational Administrator and/or Communications Chair
B	Send NUUC FB Group invitation to new church members as they sign the membership book.	Congregational Administrator and/or Membership Committee

Step	Activity 2: Moderating NUUC FB Group content and activities	Responsibility
A	A BoT member will serve as admin of the NUUC FB Group to assist in moderating group content and activities.	BoT Member
B	BoT NUUC FB Group moderator can remove inappropriate posts and content with input from Healthy Congregations Committee, and/or, Board, and/or minister. In the event that a BoT member moderator is not available, another group moderator or administrator can remove the post with instruction from the BoT.	BoT Member(s), Healthy Congregations Committee, Minister

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Step	Activity 3: Creating Facebook Groups: Northwoods committees and interest groups may create Facebook groups (not pages) to stay connected with members.	Responsibility
A	Northwoods Facebook group is created. Facebook group creator will include “Northwoods UU” in the name of any group that is affiliated with Northwoods UU Church.	Committee Chair or interest group leader.
B	Committee chair adds staff and Communications Committee chair as Administrator to Facebook group.	Committee Chair or interest group leader.

5. OTHER INFORMATION - (Attachments, records, other comments as needed):

None