

<i>NORTHWOODS UNITARIAN UNIVERSALIST CHURCH</i>	TITLE: Use of member Email Information		
	DOCUMENT No.	P012	REVISION: C
	ORIGINATOR	Debbi Racobs & Hallie Moore	PAGE 1 OF 3
	COMMITTEE	Communications	APPROVED DATE: 7/20/08

1. POLICY:

Email may be used as a form of communication within the church in the same manner in which members would address one another respectfully face-to-face. Congregation-wide email will be sent only by the Church Administrator for Northwoods business approved by the Board of Trustees (BOT). This Email Policy is a part of the broader Communication Policy.

2. REFERENCED DOCUMENTS:

- Child Safety Policy – M010
- Communications Policy – P003
- Conflict Resolution Policy – P002

3. DEFINITIONS:

Email = an electronic communication sent to or by a member or friend of the congregation.

4. PROCEDURE STEPS:

Step	Activity 1: Email Etiquette	Responsibility
A	Email should be sent only to members and friends affected by the message.	Congregation
B	Uses “reply to all” only if all are affected. Use a “reply to sender only” when remarks are not intended for all to hear.	Congregation
C	Use “I” statements when making feelings known.	Congregation
D	Use the same good manners you would use if you were speaking directly to the person face-to-face.	Congregation
E	Forward email only if you personally have the permission of the sender of the original message.	Congregation

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Step	Activity 2: Guidelines for Engagement	Responsibility
A	Email is not a forum for gossip or conflict. Members of Northwoods are asked to utilize the mode of communication that is most considerate and appropriate for the situation at hand. Conflict is considered best handled by face-to-face conversation whenever possible.	Congregation
B	When concerns or problems are the subject of an email, the sender should also propose a positive solution within the same discussion whenever possible.	Congregation
C	Email between children/youth and an adult is strictly prohibited as set out in the Northwoods Child Safety Policy – M010.	Congregation
D	All websites, blogs, bulletin boards, chat rooms, or any other form of Internet communication (“Web venue”) that are entitled with the name of or otherwise appear to represent Northwoods Unitarian Universalist Church will be created only with authorization by the NUUC BOT. Such authorization should be requested by the creator of said Web venue prior to the venue going live (I.e. available for viewing by the public) whenever possible. In the event that prior authorization has <i>not</i> first been obtained from the BOT, diligent efforts will be made to secure such authorization within a two-week period. Unauthorized Web venues will be (a) removed or (b) altered to remove all apparent NUUC-specific representation by the venue’s creator upon request of the Communications Committee or BOT.	Congregation
E	The church directory of email addresses is to be protected from solicitation by anyone, internal or external to the church, for other than church business.	Congregation
F	Northwoods’ email list and directory cannot be copied or sold and is considered confidential.	Congregation
G	Upon notification from members(s) or friend(s) of an abusive e-mail and upon their review of the same, the Communications Committee will instruct all parties involved about the specifics of the NUUC Email Policy.	Communications Committee

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H	After one such instance of instruction by the Communication Committee has been sent to any person/s responsible for abusive e-mails, a report to the BOT will be submitted if there are any further abusive e-mail occurrences. At that time, the BOT may request the recipient of abusive e-mails initiate the Conflict Resolution process.	Board of Trustees
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5. OTHER INFORMATION (as needed):

