

Policy 086

Facebook Group Procedure

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.

DEFINITIONS

1. NUUC FB Group – Northwoods UU Members-Only Facebook Group
2. BoT – Board of Trustees

PROCEDURE STEPS

Activity 1: Membership of Northwoods UU Membership Group

- A) **The Membership Committee** will review membership of NUUC FB Group twice a year (January and June) to ensure that page members are members of Northwoods UU Church or active church participants or active volunteers.
- B) **The Facebook Group Administrator** will send notification to any group member who is identified in the periodic review as needing removal from the group.
- C) **The Congregational Administrator** and/or **Membership Committee** will send NUUC FB Group invitation to new church members as they sign the membership book.

Activity 2: Moderating NUUC FB Group Content and Activities

- A) A BoT member will serve as admin of the NUUC FB Group to assist in moderating group content and activities.
- 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.

Activity 3: Creating Facebook Groups:

Northwoods committees and interest groups may create Facebook groups (not pages) to stay connected with members.

- A) Northwoods Facebook group is created by a committee chair or interest group leader. Facebook group creator will include “Northwoods UU” in the name of any group that is affiliated with Northwoods UU Church.
- B) Committee chair then adds staff and Communications Committee chair as Administrator to Facebook group.

The information contained herein is the exclusive property of Northwoods Unitarian Universalist Church and constitutes confidential proprietary information which shall not be used, duplicated, or disclosed to any third party without the prior written consent of NUUC President.