

## **COMMUNICATIONS POLICY PRESBYTERY OF WINNEBAGO**

Approved November 10, 2007

This is a policy of Winnebago Presbytery and a recommended model for adoption by its members congregations.

### **RATIONALE**

In 2006, as part of the process of creating a purpose statement, the Council of Winnebago Presbytery articulated increased communication as one of our current priorities. As the office staff continues to work to enhance and increase communication in and among the 40 congregations of Winnebago Presbytery, we feel it necessary to put in place some guidelines for all communication including, but not limited to, the various Winnebago Presbytery web pages, other electronic communication such as *News and Notes*, and print publications.

### **GOALS**

As we seek to be the body of Christ, Winnebago Presbytery wishes to provide a forum for individuals, congregations, committees, task groups and other relevant entities of the Presbytery to:

- Promote events
- Share information
- Issue invitations
- Dialogue on topics of interest in the Presbyterian Church (U.S.A.)
- Increase communication between the Presbytery offices, task groups, committees and congregations
- Provide a central location for necessary documents, information and links

### **GUIDELINES**

The communications of Winnebago Presbytery, both print and electronic, will announce and/or report on issues and events associated with all levels of the Presbyterian Church (U.S.A.) and especially those particular congregations within the bounds of this Presbytery. Items which give evidence of the Christ-led ministry of Winnebago Presbytery are encouraged for communication throughout this Presbytery and, when appropriate, the Synod of Lakes and Prairies and the Presbyterian Church (U.S.A.).

Because of legal, ethical and theological concerns, those items which promote businesses or profit-making enterprises of individuals or groups will not be communicated through any media means of Winnebago Presbytery.

These Communications Guidelines shall be applicable to all individuals, particular churches, and groups who wish to communicate through Winnebago Presbytery.

### **PRIVACY**

- Individual street addresses, phone numbers, or personal email addresses may not be published without permission. Inclusion of a street address or an email address in a submission will be considered implied permission.

- All photographs of children and youth (or artwork by them) submitted for use on the website must be accompanied by a release form signed by the youngster's parent or guardian. (Form to be created and posted on website)

Information for this document was compiled after reviewing communication guidelines and policies from the following Presbyteries: Seattle, Twin Cities Area, Philadelphia, and Central Florida.

Adopted 11/10/2007

- No information about any visitor to the Winnebago Presbytery website will be stored or sold. If applicable, financial information submitted for registration purposes will be transmitted on a separate, secure site.

## LOGISTICS

- Submissions should be sent to [info@winnebagopresbytery.org](mailto:info@winnebagopresbytery.org)
- Photos should be submitted as JPG files and with permission of those pictured.
- News and Events submissions should be brief and list relevant links
- The deadline for *News and Notes* (Winnebago Presbytery's weekly e-news) is Thursday at noon.

Information for this document was compiled after reviewing communication guidelines and policies from the following Presbyteries: Seattle, Twin Cities Area, Philadelphia, and Central Florida.

Adopted 11/10/2007