



SOCIAL AND DIGITAL MEDIA CODE OF CONDUCT

Connection Community Church (CCC) respects the rights of its paid staff, ministry leaders, and volunteers to use social media. However, because the nature of these sites is essentially public, certain guidelines apply in the same manner as if the paid staff, ministry leader, or volunteer were speaking in person to a public gathering. Thus, if a staff member, ministry leader, or volunteer is identifiable as a Connection Community Church member or leader on a social media site (the individual's own, or as a public contributor to someone else's site), he or she shall adhere to the following code of conduct.

Do No Harm – Although social media contributions can be very effective tools for ministry, we must be careful that our posts are not “doing harm” by insulting or damaging the reputation of others. We must make sure our posts are respectful and in good taste, remembering that everything we post – status updates, comments, tweets, blogs, etc. – becomes public immediately after we click “send” (even if we’re using a limited access setting).

Do Good – Social media is one of the most effective methods of church networking and communicating today, raising awareness of church activities and events, and communicating with members; in other words, it helps connect people with Jesus and the new life He offers. Before posting, we should always consider the following questions: Will the post help the Kingdom and fellow believers? How will it be perceived by non-believers? How will the post be received by people with different cultural or faith backgrounds? Are we communicating effectively by asking questions in addition to providing information?

Definitions - The following definitions apply to this code of conduct:

- **Social Media** – For the purposes of this policy, social media includes any website or forum for open communication on the internet. This policy includes all forms of social media that currently are in use and those that Connection Community Church may adopt at any time in the future.
- **Staff** – Compensated employees of Connection Community Church.
- **Ministry Leader** – Any person who has been designated by the church to supervise or lead others in worship, in ministry programs, or in ministry areas.
- **Volunteer** – Any person has been designated by the church to serve on a team (non-leadership role), or work in the church.

Code of Conduct – The code provisions are as set forth as follows:

1. **Think Before Posting** – Remember all internet postings are permanent, able to be duplicated, and may go viral. Staff, Ministry leaders, and Volunteers should use their best judgment and exercise personal responsibility when posting to any social media websites, whether

associated with or belonging to Connection Community Church or personal. Staff, Ministry leaders, and Volunteers are responsible for what they post. With that in mind, they should not engage in any online conduct that is derogatory, discriminatory, racist, demonstrating religious intolerance, stereotyping, threatening, intimidating, harassing, insulting, slanderous, defamatory, pornographic, obscene, malicious, hostile, or glorifying substance abuse. Do not engage in any such behavior and do not make or comment on any such behavior, comments, or remarks.

2. Use Common Sense – If you wonder whether or not to communicate or post, chances are good you should not. Always communicate in a manner that honors Christ and demonstrates His love for others. Our responsibility to lead the church by example as followers of Jesus includes the online realm of social media.
3. Protect Confidential Information – For your protection and the protection of Connection Community Church, all confidential information should not be made available to the public. When asked by others to discuss any of these matters, you should relay that our social media policy only allows authorized individuals to discuss these types of matters and refer them to that individual.
4. Respecting Other's Privacy Rights – Staff, Ministry leaders, and Volunteers are prohibited from sharing anything via social media channels that could violate a church member's or another staff, ministry leader, or volunteer's right to personal privacy without that person's permission. Be sensitive to tagging or revealing other participants' locations.
5. Staff, Ministry Leaders, and Volunteers are NOT Authorized to Speak on Behalf of Connection Community Church Unless Given Explicit Permission by Connection Community Church – Only those officially designated may use social media to speak on behalf of the organization in an official capacity, though staff/ministry leaders/volunteers may use social media to speak for themselves individually. If Connection Community Church is the subject of unofficial content posted online, he/she should make it clear that the views posted do not represent or reflect the views of Connection Community Church or other ministry leaders.
6. Copyright and Related Laws – Do not violate copyright and fair use laws and do not plagiarize another's work.
7. Communication with Children and Youth – As many of our students now communicate through phones, social media, and other forms of technology, it is important that staff and volunteers maintain healthy boundaries with students that are "above reproach." Specifically, staff/ministry leaders/volunteers should observe the following guidelines when it comes to communicating with students over technology:
 - Staff/ministry leaders/volunteers should limit one-on-one DMs (direct message) or text messages with minors to occasional reminders about events, questions about ongoing tasks and volunteer needs, or outreach when a student has missed an event. Group messages should be used whenever possible, and especially in messages to students of the opposite gender.

- Staff/ministry leaders/volunteers should also be cautious to avoid ongoing, in-depth message chains with students, regardless of gender. Brief online chats should be used to encourage students and to make connections but not for extended dialogue which may blur the lines between leader and friend for students.
 - Staff/ministry leaders/volunteers should avoid talking about anything of a sexual nature when talking with students over social media, texts or other electronic venues. Even over the phone, they should proceed with caution and have a second adult present, when possible, to address questions related to sex or sexuality.
 - If a Staff/ministry leader/volunteer has concerns about an online interaction or feels uncomfortable with something a student shared or suggested, they should report concerns to their direct ministry supervisor and share any relevant exchanges.
 - Staff/ministry leaders/volunteers should be cautious about what they post on their personal social media websites if any of their followers/friends are minors. Explicit or suggestive posts and foul language can all set poor examples for students as they define their own values.
 - It is recommended that Staff/ministry leaders/volunteers not follow/friend students they do not already know and have an established relationship with. Even for students that they do know; it is recommended that they allow students to initiate the friend/follow request.
8. Connection Community Church Reserves the Right to Monitor – Communications over the CCC network or on CCC Social Media sites are not considered private and the church reserves the right and will, in fact, monitor such internet activity.
 9. Creating Church Social Media Sites – Only authorized ministry leaders, or their designees, may create sites that represent Connection Community Church or any ministry areas. “Sites” include creating Groups or Pages within social media. CCC reserves the right for site administrators, staff, and ministry leaders to delete inappropriate postings contrary to Connection Community Church and to Global Methodist principles.
 10. Commenting on Posts – Constructive criticism generally should be communicated privately, not through social media. Comments should be worded with great care to avoid unnecessarily offending any group or individual. Only authorized ministry leaders or paid staff should attempt to respond to a comment that is critical of the church or a church leader and/or may be deemed obscene or offensive.
 11. Reporting – If you see a violation of, or have questions about, this Code of Conduct, reach out to the senior pastor or Staff Parish Relations Team leader.

I have received a copy of Connection Community Church's Social and Digital Media Code of Conduct. I understand it is my responsibility to become familiar with and adhere to the information contained herein. I understand that these policies are the property of Connection Community Church.

Staff Member/Ministry Leader/Volunteer's Position (Please Print)

Staff Member/Ministry Leader/Volunteer's Name (Please Print)

Staff Member/Ministry Leader/Volunteer's Signature

Date