First Presbyterian Church Electronic Communication and Social Media Code of Conduct

This document addresses electronic communication and social media code of conduct with adults. For the code of conduct with minors and vulnerable adults, please see the Minor and Vulnerable Adult Protection Policy and Procedures

Employees, volunteers in leadership positions, and minors and their parents or guardians participating in programs, events, and activities of First Presbyterian Church shall adhere to the following Social Media Code of Conduct.

Employees, volunteers and members should always conduct themselves in a Christ-like and constructive manner, both when engaging with other church employees, volunteers, members, and minors and in their engagement with others beyond the Church. This includes:

1. Not engaging in in behavior or comments that are, or could be reasonably foreseen to be construed by any observer to be, harsh, abusive, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
2. Not engaging in personal attacks, sexually oriented conversations, or discussions about sexual activity.
3. Being a positive role model by exhibiting Christian concern in all interactions; portraying an attitude of respect, loyalty, patience, courtesy, tact, and maturity.

Employees and volunteers engaging in social media and online communication related to the Church become public figures associated with the Church and are responsible for protecting the Church and its members. Individuals shall always act in a professional, Christ-centered and constructive manner and use sound judgement before commenting, posting or sharing content. Should online comments or pictures be shown to intentionally try to damage the reputation of the church or any employee or member, even if in the form of venting, appropriate action will be taken, which may include up to termination (for employees), being released from the volunteer leadership position, or disciplinary action according to the Rules of Discipline in the PCUSA Book of Order.

Employees and volunteers in leadership positions should notify the pastor or clerk of session of a negative comment or online representation or if any member of the media contacts them about any matter related to the organization.

Employees and volunteers in leadership positions:

1. Are prohibited from sending private messages to minors or vulnerable adults and/or replying to private messages from a minor or vulnerable adult **without including another adult in the communication**.

2. Shall not **initiate "friend"** or follow **requests to** members. Employees may accept friend and follow requests initiated by adult members at their own discretion.
3. **Shall never** reveal sensitive or confidential information **about minors, vulnerable adults, or members in inappropriate ways, including through public social media or communication platforms.**
4. **Shall** not post or share on their personal social media accounts **or the Church social media accounts** any photographs or videos of minors participating in the Church's programs without written consent **of their parent or guardian**.
5. **Shall** not post or share inappropriate photos or comments on photos of members or minors.
6. **Shall not** make pornography in any form available to anyone participating in the organization's programs, events, and activities or assist **individuals** in any way in gaining access to pornography.
7. May not create webpages or social media accounts or pages on behalf of the Church unless they have prior approval to do so and may not misrepresent their work with the organization or the organization itself. **Any webpage or social media account created on behalf of the Church shall have a minimum of two administrators, one of whom shall be a Church staff member.**
8. Should notify the pastor or clerk of session of a negative comment or online representation or if any member of the media contacts them about any matter related to the organization.

Anyone who does not want to be contacted through any form of electronic communication or social media by an employee or volunteer in leadership position may request that in writing. For minors and vulnerable adults, parents or guardians may request the same.

This Code of Conduct and associated policies and procedures shall be provided to all Deacons, members of the Session, Stephen Ministers, volunteers in leadership positions, and parents or guardians of minors and vulnerable adults. It will also be available on the Church's organization's website for public view.

Acknowledgment of Electronic Communication and Social Media Code of Conduct

I have received a copy, read, and voluntarily agree to comply with First Presbyterian Church's Electronic Communication and Social Media Code of Conduct. I understand that failure to comply with these policies may result in my removal from First Presbyterian Church.

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(Please Print) Name

_____ _____

Signature Date

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Parent/Guardian Name (if applicable)