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**SOCIAL MEDIA POLICY:**

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1. The Leadership Team is to appoint either the Pastor, Chair of Elders or Board as **Editor** of all content to be posted on social media.
2. The **Editor** may appoint employees and volunteers to create content for publication on social media on behalf of the church.
3. The Editor, authorised employees and volunteers are to sign the Church’s policy on social media agreeing to conform to its guidelines.
4. Where required or deemed necessary, the Editor, authorised employees and volunteers are to attend social media training prior to generating or approving social media content.
5. Employees and volunteers authorised to generate social media content are to gain written approval from the Editor prior to posting the content.
6. The **Editor** is to ensure the media content conforms to the church’s policy.
7. A copy of the written approval and approved script etc are to be retained in the church’s records.
8. All settings on social media platforms used by the church are to be appropriately set by someone with a good understanding of such settings relative to the church’s policies and guidelines.
9. Where possible and desirable disable the ability to comment in ‘Settings’.
10. All social media content is to conform with all the church’s policies; especially:
11. Biblical Guidelines
12. Confidentiality
13. Intellectual Property
14. Use of software

and regulatory policies, especially: Commonwealth legislation relevant to bullying, harassment, discrimination and violence including:

1. Disability Discrimination Act 1992
2. Human Rights and Equal Opportunity Commission (HREOC) Act 1986
3. Racial Discrimination Act 1975
4. Racial Hatred Act 1995
5. Sex Discrimination Act 1984.
6. Respect all Copyright and Fair Use Laws and acknowledge the source of referenced material.
7. Use the church’s trading name and logo with all content according to the church’s style guide.
8. Consent must be obtained by the author prior to posting any material [information, images, audio or video content] identifying any member of employees, volunteers, members or attendees and any other individual/s where requested by the **Editor** or an organisation who’s people may be included.
9. Written confirmation may include a cart-blanche agreement on the part of the party to share all current and future content identifying them.
10. Written confirmation is to be retained in the church’s records.
11. Only the sensitive or confidential information of the church as defined by and with the approval of the Leadership Team maybe disclosed on social media.
12. All posts on behalf of the church are to align to the parameters outlined in this policy and not represent the personal view of the author.
13. Only employees, volunteers, members and attendee’s may be ‘friended’ on the church’s social media sites. All other entities must be approved by the **Editor**.
14. The Leadership Team, employees, volunteers, members and attendees are to notify the **Editor** of any unauthorised or inappropriate social media content posted on behalf of the church or referring to the church.
15. The **Editor,** where deemed suitable, is to contact the author of this content for an explanation and take appropriate actions to safeguard the integrity of the church, including the removal of the offending content.
16. The **Editor** is to notify the appropriate authority of any unauthorised and inappropriate or illegal content immediately he or she becomes aware of it.
17. The **Editor** is to notify the leadership team where an authority has been notified.
18. The Editor, employees and volunteers who misuse the church's social media resources in ways that violate the law, church policies and this policy-guideline may be subject to immediate disciplinary action and/or dismissal.

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| **Acknowledgement:** | I the undersigned acknowledge and agree to abide by the church’s Social Media Policy. |
| **Date:** |  |
| **Name:** |  |
| **Position/Role:** |  |
| **Signature:** |  |
| **Approved by Editor [Name]** |  |
| **Signature of Editor.** |  |