Communications Policy
Approved by the Synod Assembly 11/5/10

A. USE OF EMAIL AND ELECTRONIC MESSAGING TECHNOLOGY
WEBSITE(S)
The Synod of the Covenant website will provide regular updating of information on its websites;

EMAIL ADDRESS LISTS
The synod will maintain a list of email addresses to reach general or specific segments of the assembly and other interested parties. The synod shall not share any email addresses contained in its distribution list(s). However, material may be submitted to the synod office for distribution consideration.

E-BLAST/UPDATE
1. The synod will publish an electronic news-blast to its Constant Contact© subscribers twice a month.
2. The deadline of this E-blast is at the discretion of the editor.
3. Preference shall be given to events within the synod and presbyteries of the synod and news, programs and events of general importance to the mission of the synod and/or the denomination.
4. The synod E-blast may not be used for personal purposes, advertising or solicitations, or political statements or purposes. Submissions will be considered at the discretion of the synod staff about inclusion and length of article on either the website and/or the e-bulletin.
5. Imminent timing of an event does not constitute the need for an emergency announcement.

INTERNET ACCESS
The following list of activities are specifically prohibited:

- Transfer of any information that violates copyright laws.
- Viewing or copying inappropriate material.
- Transfer of offensive, harassing or disruptive messages.
- Anything the synod staff finds inappropriate.

B. Non Electronic Communications
All non electronic communications shall adhere to the above standards