

Social Media Use Policy for Employees

Social networking is quickly becoming integrated into everyday life. Electronic tools aid us in communication, relationships, and information sharing in ways that were never before conceived as possible. The use of social media and networking often also causes lines to blur between work, personal life, and church relationships. In general, what you do in your personal time is a personal decision. However, activities during or outside of work that are shared via social media may have adverse effects on your job performance, leadership ability, and witness of Jesus Christ, and need to be considered carefully. By simply identifying yourself as an employee of Calvary United Methodist Church, either directly or as a part of your user profile, you are creating perceptions about what it means to be a part of Calvary United Methodist Church. As such, this policy is offered to provide official guidelines for social media use for all employees of Calvary United Methodist Church. It is the expectation that all who participate in social media use will understand and follow these guidelines.

As a child of God, a member of the church universal, and as an employee of Calvary United Methodist Church, I covenant and agree to use Facebook and other similar social media in ways that bring honor to God and show respect for self and for all others who might view my posts.

In particular, I covenant to *(initial in space provided after you have read and agreed to each bulleted item)*

- recognize and respect that my behaviors and actions online are also a reflection of how other Christians and people associated with Calvary United Methodist Church may be portrayed. _____
- recognize that all my posted words, images, and links are a reflection on me individually, as a disciple of Jesus Christ, and as an employee of Calvary United Methodist Church. Recognizing this, I will refrain from posting anything regarding inappropriate conduct, such as drug or alcohol use or any items that contain profanity, degrading humor of any kind ethnic or racial slurs, personal insults, obscenity, vulgarity, nudity, or pornography. _____
- obey the laws governing defamation discrimination, harassment, and copyright and fair use of proprietary or confidential information. _____
- work within my assigned ministry to establish appropriate boundaries especially as related to building relationships online with children, youth, parents, and other constituents of Calvary United Methodist Church. _____
- be very careful not to be a hindrance or cause harm to the staff, pastor, members, or ministries of Calvary United Methodist Church. _____
- speak respectfully in my online posts and communications of and to persons; I will refrain from negative or disrespectful posts as well as posts on objectional or inflammatory topics. _____
- respect confidentiality and personal privacy. If I receive confidential or private information regarding a person or family involved in Calvary United Methodist Church, I will not disseminate that information without receiving direct express consent and permission to do so. _____
- Respect differences, appreciate a diversity of opinions, and speak and conduct myself in a professional and ethical manner at all times. _____
- remember everything I post online is discoverable and can be seen and shared for a very long time. _____
- seek advice from the Pastor before posting anything if I have even a small doubt about the reasonableness of the post _____
- regularly monitor the amount of time I spend on social media, the ways in which I am utilizing social media, and its effects on my ministry and service in Christ's name. _____

Signed: _____ Date: _____

Witness: _____ Date: _____