

If anyone on your staff has a social networking web page (Facebook, MySpace, Twitter, Plaxo, LinkedIn and similar sites) and they write about any work-related activities, they need to agree to the following terms and conditions:

1. You agree to write under your own name, unless you notify the church in writing of the name under which you are writing and the applicable networking site.
2. You may write about the church, your job, or some aspect of our business on a regular basis, but you cannot write while you are on duty at the church unless that writing is part of your job description.
3. You agree to include the following disclaimer on your site: "The opinions expressed on this site are the opinions of the participating user. _____ Church acts only as a passive conduit for the online distribution and publication of user-submitted material, content and/or links and expressly DOES NOT endorse any user-submitted material, content and/or links or assume any liability for any actions of the participating user."
4. You agree not to attack fellow employees, members, or vendors. You may disagree with the church and its officers, provided your tone is respectful and you do not resort to personal attacks.
5. You agree not to disclose any sensitive, proprietary, private, confidential, or financial information about the church, other than what is publicly available.
6. You may comment on other churches, but you agree to do so respectfully without ridiculing, defaming, or libeling them in any way.
7. You agree not to post any material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful or embarrassing to another person or any other person or entity. You agree not to disclose any private information about others.
8. You agree not to post advertisements, solicitations and/or market and/or promote any business or commercial interest, chain letters, or pyramid schemes.
9. You agree not to post anyone's copyrighted or trademarked materials.
10. You agree not to make promises that you cannot keep.
11. You agree to provide the church with your identity and website url if you choose to write about the church. You also agree to make anyone designated by the church as your "friend" so that the church may monitor your postings.

Name: _____ Date: _____

Source: Frank Sommerville, JD, CPA, Weycer, Kaplan Pulaski & Zuber, P.C



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