

# SOCIAL MEDIA POLICY



## Table of Contents

GUIDING PRINCIPLES.....2

ENGAGING ONLINE WITH THE LOVE OF CHRIST .....3

ESTABLISHING SOCIAL MEDIA FOR A PARISH, MINISTRY OR SCHOOL.....5

COMMUNICATING WITH CHILDREN .....7

PROTECTING CHILDREN AND VULNERABLE ADULTS ONLINE .....9

AUTHORIZATION TO SPEAK FOR PRINCE OF PEACE CATHOLIC PARISH OR A PARISH ENTITY .....9

POLICY ENFORCEMENT .....10

APPENDIX I: DEFINITIONS OF KEY TERMS .....11

APPENDIX II: MEDIA RELEASE FORMS.....13

APPENDIX III: CONSENT FOR ELECTRONIC COMMUNICATIONS WITH MINORS FORM .....15

APPENDIX IV: SOCIAL MEDIA ADMINISTRATOR AGREEMENT .....17

APPENDIX IV: SOCIAL MEDIA ADMINISTRATOR AGREEMENT (cont'd.).....18

VERIFICATION AND ACCEPTANCE .....19

## GUIDING PRINCIPLES

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The use of technology is **rapidly growing** to form, inform, and, with God's grace, transform the adults, teens and children of our parish.

Every day, **countless conversations take place online** about the Catholic faith on social media, and Prince of Peace Catholic Parish encourages Church and School personnel to join these conversations to proclaim the Gospel. Prince of Peace Catholic Parish also **respects the rights of Church and School personnel** to use social media as a form of self-expression.

It is important that we **make every effort to ensure the safety** of producers and consumers of social media, while at the same time ensuring the integrity of the message we proclaim. This requires responsible, focused, and intentional use of new and yet-to-be-developed technologies.

**These guidelines apply to all Church and School personnel** (employees, clergy and all volunteers), and to their use of social networking sites, blogs, or any other kind of social media. Other websites are usually not considered social media, but this policy also applies to the creation, content and use of Parish, School, and ministry websites, as well as to online discussion by any Church and School personnel of matters pertaining to ministry.

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Prince of Peace Catholic Parish would like to thank The Diocese of Dallas for the use of their Social Media Policy included in this document and the Diocese of Orlando for the use of their Consent Form for Electronic Communications with Minors and Social Media Administrator Agreement.

## ENGAGING ONLINE WITH THE LOVE OF CHRIST

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### **Whatever you do, do all to the glory of God.**

1 Corinthians 10:31

Any online post, comment, photo, song, video, blog, or podcast by Church and School personnel on an official ministry site, or which connects the employee or volunteer to a Prince of Peace Catholic Parish entity, **must reflect the values of our Catholic faith.**

### **Faith comes by what is heard.**

Romans 10:17

Church and School personnel should be sensitive to being clear about the **intended audiences** for social media conversations on personal social media accounts. Conversations containing personal views intended for a specific limited audience should not be misinterpreted as a representative viewpoint of a larger institution.

To prevent this type of confusion, **it is important to cultivate relationships online so that professional and personal boundaries are clear.** Church and School personnel who use social media in a personal capacity should not present themselves in a way that could be misinterpreted as having the same authority as a social media account used by church or school leadership in a professional capacity (e.g., a Facebook public figure page for the pastor of a Parish, the Twitter account for a school principal).

### **Conduct yourselves wisely toward outsiders, making the most of the opportunity.**

Galatians 4:5

When participating on social media, be sure to use **sound judgment** and **common sense**. Don't forget that anything published on a personal website is no different from making such information available in any public forum. Use discretion when posting about sensitive topics and events.

**Care should always be taken in accepting or adding 'friends' on personal social media accounts.** Be sensitive to activity and engagement on social media, as many social media networks share your "Likes", comments and other actions with your friends and followers.

**The person who is trustworthy in very small matters is also trustworthy in great ones.**

Luke 16:10

Make sure you are always **honest and accurate** when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false, especially regarding parishioners, students, other Church and School personnel, or Prince of Peace Catholic Parish or a Prince of Peace Catholic Parish entity.

**You shall love your neighbor as yourself.**

Matthew 22:39

**Do not post** obscene, harassing, offensive, derogatory, defamatory, trolling, cyberbullying, or otherwise potentially scandalous comments, links, and/or images, or materials which could discredit or cause embarrassment to Prince of Peace Catholic Parish or its affiliates, employees, vendors, partners, agencies, School, or others.



## ESTABLISHING SOCIAL MEDIA FOR A PARISH, MINISTRY OR SCHOOL

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When creating a social media site for Prince of Peace Catholic Parish, ministry or school:

- **Establish and utilize official social media accounts for Parish, ministry or school communication** – Official Church and School social media accounts and other official communications channels *should be the first and primary source for official Parish and School news* (e.g., event invitations, Parish announcements, etc.) and not the personal account of a Church or School employee or volunteer.
- **Get approval** – Make sure to get approval from your Supervisor (see Appendix I). Submit a completed Social Media Administrator Agreement.
- **Get to know the social media network** - Be aware of the terms of use, age restrictions, and privacy options and controls for each site prior to establishing a ministry presence. Keep in mind that, in certain circumstances, Prince of Peace Catholic Parish or a Prince of Peace Catholic Parish entity may be bound to terms of use which apply to an official social media account.
- **Choose at least two administrators** - Two Safe Environment Training cleared adults, also known as Youth Protection Workshops of the Diocese of Birmingham, should be granted access and trained to act as administrators for each official website/social media account. One of the administrators must be a Parish or School employee. Administrators must have full access to all account or site settings and must have complete access to all communications to and from the official site or account.
- **Monitor and review sites on a regular basis** - Administrators should monitor all engagement and comments on social media posts, and respond promptly to issues and questions. Keep Supervisors in the loop when issues arise that may need action by Parish or School staff.

Supervisors are ultimately responsible for the administration and content of official social media sites, and should maintain a list of all social media accounts within their particular ministry, Parish, School, or other Parish entity. Supervisors are also responsible for regularly monitoring social media sites for their organization.

- **Obtain permission before posting content** - Just because content is available on the Internet does not mean that the content can be freely used for any purpose. Do not post any non-original content (e.g., photographs, artwork, articles, etc.) unless and until you have obtained written permission from the copyright owner to do so. This also extends to posting videos or recordings of Masses or other events that contain performances of copyrighted music or other copyrighted material.

Church and School personnel should not post a recording of anything connected to their duties as employees or volunteers unless the Parish or School has given permission for the posting and has obtained the appropriate releases.

**Certain content is not allowed** on official social media sites:

- **Confidential and Proprietary Information** – Church and School personnel are prohibited from disclosing any information that is understood to be held in confidence by Prince of Peace Catholic Parish or its entities, except by explicit permission of the appropriate authority. This specifically includes personal information regarding parishioners, students, or others involved in a Parish or Parish entity ministry which you learn in the course of your ministry work but have not received specific permission from the subject of the information to disclose using a specific online forum.

For example, it is a violation of this policy to post to a Parish Facebook page information regarding a homebound parishioner's medical condition disclosed to a visiting minister unless the parishioner has specifically authorized sharing of the information on the Parish Facebook page.

- **Unauthorized Use of Trademarks and Logos** - Do not use Prince of Peace Catholic Parish or Parish entity trademarks or logos in any way that could reasonably suggest official Parish or Parish entity sponsorship or endorsement unless you are specifically authorized to do so. Do not use trademarks or logos of any other person or organization without the permission of the owner.
- **Outside Businesses** – Official social media sites may not be used for conducting or promoting outside business.

Church and School personnel should avoid conducting outside businesses through personal social media accounts or websites in a way that implies sponsorship or endorsement of the business by the Parish or a Parish entity.

For this same reason, clergy should avoid conducting outside businesses through social media accounts or websites which identify them as clergy of Prince of Peace Catholic Parish.

# COMMUNICATING WITH CHILDREN

The primary purpose of communications between Church and School personnel and children engaged in ministry on social media is to **provide information related to a ministry, school or event** and to **encourage online engagement and evangelization**, and not for personal or private interaction between adults and children.

Church and School personnel should **always be considerate of boundaries** and ensure they are observed, particularly in communications with young people and with use of social media in a youth ministry or school setting.

- Private channels and private communication create an environment that puts both children and adults at risk. To help ensure that all communication on social media channels remains positive and safe, **channels used by Church and School personnel to communicate with children regarding ministry activities must be public and all communication on or through them must be public.** This enables administrators to monitor all communication and helps ensure there is no inappropriate communication between adults and children or between children themselves. Therefore, **no private channels (e.g., private Facebook groups or invite-only YouTube channels) are acceptable as channels for communication between Church and School personnel and children who are connected in any way to ministry or School related activities.**
- Official ministry, School and personal social media accounts **should not be used to contact children privately (e.g., Facebook Messenger, Twitter Direct Message).** Online “chatting” with children is not permitted (*Google Hangouts, etc.*).
- **Use of Smartphone and tablet messaging apps (Snapchat, WhatsApp, Kik, etc.) and “anonymous” apps (YikYak, Whisper, etc.) are forbidden** for use as communication tools for Parish, School and ministries due to the lack of accountability and ability to retain records of communications on these apps. This policy also prohibits the use of any such apps for communications between any Church or School personnel and any child connected to any ministry or School related activity.
- Church and School personnel **must not initiate or accept “friend” requests** with children connected to ministry or School related activities using their personal profiles on Facebook or other social media platforms or apps.

- If a child directly contacts Church or School personnel engaged in ministry through a personal social media account, **the ministry or School account should be used to reply**. In unusual cases where a personal account is used to respond, such as an emergency situation which requires urgent communication, Church and School personnel should **maintain copies of all such messages and must promptly provide copies of the communication to a Supervisor**.
- **Parents must have access to everything provided to their children** and be made aware of how social media is being used to communicate with their children as well as how to access the sites.
- **Church personnel are forbidden to post or distribute personal identifiable information** of any child under the age of eighteen. Personal identifiable information includes but is not limited to: full name, home address, email address, telephone number or any information that would allow someone to identify or contact a child or that would jeopardize their safety or well-being in any way.
- As an exception to this policy, a child whose parent or other legally responsible adult has signed a current Video/Image Release form may be identified by name in photographs or videos posted to an official social media account unless the child or his/her parent has requested otherwise.
- When sharing photographs or videos of children, **verifiable consent should always be obtained from the parent or guardian before images are shared online**. Verifiable consent can take the form of: a Video/Image Release form, an email from a parent or guardian, or spoken permission by a parent or guardian in the presence of another adult, preferably an employee of the Parish, School or Parish entity.
- When children form their own social media groups, **adults should not join these groups**.
- Counseling of children through social media is not permitted.
- Electronic communication is not intended to be the primary means of communicating with minors. In extraordinary circumstances when using email, text messages or other electronic communication with a minor, **a second safe environment cleared adult must be included as well as the minor's parent or the minor's legally responsible adult**. Except in emergency situations, **this communication can only take place between 8:00 a.m. and 9:00 p.m.**

## PROTECTING CHILDREN AND VULNERABLE ADULTS ONLINE

Church and School personnel of Prince of Peace Catholic Parish and Parish entities are expected to comply with this policy, the Safe Environment Training also known as Youth Protection Workshops of the Diocese of Birmingham, the Children's Online Privacy Protection Act, and all other applicable laws.

Consistent with the Diocese of Birmingham's Safe Environment Training also known as Youth Protection Workshops, communications with vulnerable adults should follow the same guidelines as communications with children.

Please visit these websites for more information about the protection of children online:

- **The Diocese of Birmingham Safe Environment Training**  
<https://www.bhmdiocese.org/important-links/child-and-youth-protection-information>
- **Children's Online Privacy Protection Rule ("COPPA")**  
<https://www.ftc.gov/system/files/2012-31341.pdf>
- **The USCCB Charter for the Protection of Children and Young People**  
<http://www.usccb.org/issues-and-action/child-and-youth-protection/charter.cfm>

## AUTHORIZATION TO SPEAK FOR PRINCE OF PEACE CATHOLIC PARISH OR A PARISH ENTITY

All matters of the Parish or Parish entity that require news releases must be reviewed and coordinated with the Parish Stewardship Coordinator who will obtain appropriate Supervisor approval.

### Communication in Crisis Situations

In the event where media inquiries are urgent or in a crisis situation, the Pastor will serve as spokesperson for the Parish. The Associate Pastor, Parish Operations Manager or School Principal acts as spokesperson when the Pastor is not available. No statement may be made on behalf of the Parish or any Parish entity unless it has been approved by the Pastor or in his absence, the Associate Pastor, Parish Operations Manager or School Principal.

## **POLICY ENFORCEMENT**

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Ultimately, although Church and School personnel are solely responsible for materials they post online, social media activity by Church and School personnel can have adverse consequences for the Parish and its entities. Church and School personnel must refrain from any actions, through public or private social media or other online communications, that could be an embarrassment, cause scandal, or bring discredit to the Parish or a ministry, the School, or other Parish entity. Inappropriate postings, which may include discriminatory remarks, harassment, threats of violence, or similar unacceptable or unlawful conduct, will not be tolerated, whether such postings are made using official or personal social media accounts.

Before creating online content, Church and School personnel should consider some of the risks and rewards that are involved, bearing in mind that any online conduct that adversely affects job performance or otherwise adversely affects other Church or School personnel, the Parish or a Parish entity, Parishioners, students, or others involved in a Parish or a Parish entity ministry may result in disciplinary action.

Violations of this policy, the Safe Environment Training also known as Youth Protection Workshops of the Diocese of Birmingham, the Children's Online Privacy Protection Act, or other applicable law may result in disciplinary action up to and including termination, for an employee or cleric, or removal from position, if a volunteer.

By acknowledging receipt of this policy and accepting employment or a volunteer position with Prince of Peace Catholic Parish or any of its entities, each employee and volunteer agrees that he or she will, upon request, provide Prince of Peace Catholic Parish access to any social media account which Prince of Peace Catholic Parish reasonably believes has been involved in a violation of this policy, the Safe Environment Training also known as Youth Protection Workshops of the Diocese of Birmingham, the Children's Online Privacy Protection Act, or other applicable law, policy, or standard.

Prince of Peace Catholic Parish reserves the right to make changes to this policy at any time and at its sole discretion, and interpret and administer the policy in light of changing circumstances and events.

# APPENDIX I: DEFINITIONS OF KEY TERMS

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## Social Media Glossary

- **Blog:** A blog (a contraction of the term "web log") is a type of website with chronologically posted articles of commentary, descriptions of events, or other material such as graphics or video. "Blog" can also be used as a verb, meaning to maintain or add content to a blog.
- **Cyberbullying:** The use of social networks to repeatedly harm or harass other people in a deliberate manner. Cyberbullying could be limited to posting rumors or gossips about a person in the internet bringing about hatred in other's minds; or it may go to the extent of personally identifying victims and publishing materials severely defaming and humiliating them.
- **Mobile App:** A computer program downloaded to a device that is designed to run only on smartphones, tablet computers and other mobile devices. *Examples: Instagram, Vine*
- **Social Media:** Mobile and web-based technologies, through which individuals and communities distribute, co-create, share, and modify user-generated content. *Examples: Facebook, Twitter, LinkedIn, YouTube, Google+, Blogger, Flickr*
- **Social Networking Sites:** A platform to build social networks or social relations among people with similar interests, activities, background and real-life connections. Social networks encourage engagement and interaction. *Examples: Facebook, Twitter, Yelp*
- **Trolling:** Sowing discord in an online community by starting arguments or upsetting people, by posting inflammatory, extraneous, or off-topic messages with the deliberate intent of provoking readers into an emotional response.
- **Website:** A website, also written as web site, or simply site, is a set of related web pages typically served from a single web domain. The pages of a website can usually be accessed from a simple Uniform Resource Locator (URL) called the web address.
  - ♦ **Personal website:** A social network page, blog or any Internet website/tool created by Church or School personnel to share personal communication with friends and family.
  - ♦ **Ministry website:** A social network page, blog or any Internet website/tool created by Church or School personnel to conduct Parish, School, or Parish entity business.

## Definitions of Positions and People

- **Adult:** An individual who is eighteen years of age or older.
- **Child/Minor:** Any person who has not reached his or her 18th birthday or any individual over the age of eighteen who habitually lacks the use of reason.
- **Church and School personnel:** Priests, deacons, religious, seminarians, pastoral ministers, administrators, lay employees, officers, directors, trustees, governors, members and volunteers in Prince of Peace Catholic Parish or a Parish entity, including an agency, school, or other organization sponsored by the Parish or for which the Parish has the direct or indirect right (whether alone or in conjunction with others) to elect or appoint officers, directors, trustees, governors, and/or members (collectively, "Parish Entities"). Designation as "Church personnel" for purposes of this policy shall not be construed as creating an employment or agency relationship between the Parish or any Parish entity and any person not subject to an express employment agreement with the Parish or a Parish entity.
- **Supervisor:** The hiring and/or supervising agent: for Parish staff, the Parish Operations Manager; for Parish volunteers, the Stewardship Coordinator; for School personnel, the Principal.
- **Volunteer:** An adult who works without financial or material gain on behalf of Prince of Peace Catholic Parish or a Parish entity who is not an employee or a cleric (for example, an intern, catechist, scout leader, coach, student teacher and others in similar capacities).
- **Vulnerable Adult:** any adult that is physically, mentally, or emotionally impaired, whether temporary or long-term, or that is disabled, or that is otherwise unable to function in one or more ways that result in an impaired ability to respond as a typical adult is expected to function. A vulnerable adult may also be someone who comes for spiritual direction and confession depending on the person's mental, emotional or psychological frame of mind at the time, as well as upon his/her physical condition.

## APPENDIX II: MEDIA RELEASE FORMS

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### VIDEO/IMAGE RELEASE

For good and valuable consideration, I hereby grant to \_\_\_\_\_ (“Parish” or “School”) the irrevocable and unrestricted right to make, use and/or publish any and all photographs, videos, and other images of me/my minor child \_\_\_\_\_ (“Student”), or images in which Student may be included, now existing or hereafter made, in any case, with or without identifying Student for editorial, advertising, news, or any other purpose and in any manner and medium; to alter the same without restriction; and to copyright the same. On behalf of myself and/or my child, I specifically waive all rights to privacy and confidentiality with respect to name, likeness, voice, photographs, images, video recordings, audio recordings and identifying information.

I hereby release and agree to fully and unconditionally protect, indemnify, and defend Prince of Peace Catholic School and Prince of Peace Catholic Parish, and their respective officers, agents, and employees, (collectively, “Indemnitees”) and hold each Indemnatee harmless from and against any and all costs, expenses, attorney’s fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to the use or publication of any photographs, videos, or other images of Student, REGARDLESS OF CAUSE OR OF THE JOINT, COMPARATIVE, OR CONCURRENT NEGLIGENCE OF THE INDEMNITEES.

\_\_\_\_\_  
Print Student’s Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
If Minor, Signature of Parent/Guardian

\_\_\_\_\_  
Printed name of Parent/Guardian

## PUBLICACIÓN DE VIDEO/IMAGEN

Por su buena y valiosa consideración, otorgo a ("la Escuela") \_\_\_\_\_ el derecho irrevocable y sin restricciones de hacer usar y/o publicar cualquiera y todas las fotografías, videos y otras imágenes mías/de mi hijo menor \_\_\_\_\_ ("Estudiante"), o imágenes en las que el Estudiante pueda estar incluido, que existen o que sean realizadas posteriormente, identificando o no al Estudiante, para propósitos editoriales, publicitarios, noticiosos o cualquier otro propósito y en cualquier forma y medio; alterar las mismas sin restricciones; y reclamar derechos de autor de las mismas.

Por medio de la presente, libero y estoy de acuerdo en proteger, indemnizar y defender total e incondicionalmente a la Escuela Catolica Prince of Peace y la Parroquia Prince of Peace, y a sus respectivos oficiales, agentes y empleados (colectivamente "Indemnizados"), y exonero a todos los Indemnizados de y en contra de cualquiera y todos los costos, gastos, honorarios de abogados, reclamos de daños, demandas, juicios, pérdidas o responsabilidad por daños a la propiedad, lesiones a las personas (incluyendo el Estudiante) y de otros costos, gastos, honorarios de abogado, reclamos, demandas de juicios, pérdidas o responsabilidad de cualquier y toda naturaleza que surja en cualquier manera, directa o indirectamente, de, en conexión con, en el curso de, o por el uso incidental o publicación de cualquier tipo de fotografías, videos u otras imágenes del Estudiante, INDEPENDIENTEMENTE DE LA CAUSA O DE LA NEGLIGENCIA CONJUNTA, RELATIVA, O CONCURRENTE DE LOS INDEMNIZADOS.

\_\_\_\_\_  
Nombre del Estudiante en Letra de Molde

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Firma

\_\_\_\_\_  
Dirección

\_\_\_\_\_  
Ciudad, Estado Código Postal

\_\_\_\_\_  
Teléfono

\_\_\_\_\_  
Si es Menor de Edad, Firma del Padre/Tutor

\_\_\_\_\_  
Nombre del Padre/Tutor en Letra de Molde

# APPENDIX III: CONSENT FOR ELECTRONIC COMMUNICATIONS WITH MINORS FORM

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In order to ensure utmost transparency and parental involvement, Prince of Peace Catholic Parish has created this consent form so that parents and guardians may select how ministry leaders communicate electronically with minors. Any and all digital networking and communication including, but not limited to, email, texting, Facebook, Twitter, other Social Networking sites, etc., with parish youth/school/organization will be ministry-related and NOT personal in nature, restricted to matter concerning classes, youth ministry events, parish events, school events, athletic/event schedule or registration forms. This form will be filed in a confidential folder for parish/school/organization use only. The person(s) being authorized to communicate with the minor child is in compliance with the Diocese of Birmingham Safe Environment Training, also known as Youth Protection Workshops.

Name of Parent/Guardian: \_\_\_\_\_  
Name of Minor Child(ren): \_\_\_\_\_  
Name of Ministry Leader: \_\_\_\_\_  
Name of Parish/School: \_\_\_\_\_

**Approved Parent Communication Methods (Circle all that apply):**

Home phone  
Cell phone (phone/text)  
Email  
Social Media Account  
Other: \_\_\_\_\_ (please explain)

**Approved Child(ren) Communication Methods (Circle all that apply):**

Home phone  
Cell phone (phone/text)  
Email  
Social Media Account  
Other: \_\_\_\_\_ (please explain)

\_\_\_ You may not contact my child(ren) directly.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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# APPENDIX IV: SOCIAL MEDIA ADMINISTRATOR AGREEMENT

This agreement provides the following Prince of Peace Catholic Parish entity administrator with “designated social media administrator” rights for ministry-related, instructional-based activities.

The administrator assumes responsibility for the creation of the site, the content they post, and for enforcing the Prince of Peace Catholic Parish Social Media Policy.

The administrator understands that a violation of this Agreement or the policies incorporated may result in the loss of social media access on behalf of a ministerial leader, and may result in disciplinary action for Prince of Peace Catholic Parish or Prince of Peace Catholic School employees up to and including termination of employment and/or other legal action in accordance with the terms and conditions of the applicable policy and applicable laws.

In addition, the social media administrator agrees:

- The social media site is considered an extension of the Prince of Peace Catholic Parish or Prince of Peace Catholic School ministry to grow in our relationship with Jesus Christ, lead our fellow brothers and sisters to a new experience of holiness, and share God’s love to offer a future of hope to all in need.
- All posts will be monitored and reviewed to ensure they contain church-appropriate content.
- The administrator shall bring to the attention of the Parish Operations Manager or School Principal any concerns or violations.

**Social Media Administrator #1:** \_\_\_\_\_

Date: \_\_\_\_\_ My Diocese of Birmingham youth protection certification expires: \_\_\_\_\_

**Social Media Administrator #2:** \_\_\_\_\_

Date: \_\_\_\_\_ My Diocese of Birmingham youth protection certification expires: \_\_\_\_\_

(At least one administrator must be an employee of Prince of Peace Parish or Prince of Peace School)

Parish Operations Manager/School Principal: \_\_\_\_\_

Date: \_\_\_\_\_

Site Name: \_\_\_\_\_ (Ex: “Facebook”)

Site [URL](#): \_\_\_\_\_ (Ex. <http://www.facebook.com>)

Indicate the Social Media account privacy settings:

\_\_\_\_\_ Public page (anyone can see the administrative postings)

\_\_\_\_\_ Open group (anyone can see the group and postings)

\_\_\_\_\_ Closed group (only members see the group, posts are private)

\_\_\_\_\_ Secret group (only members see the group, posts are private)

## **APPENDIX IV: SOCIAL MEDIA ADMINISTRATOR AGREEMENT (cont'd.)**

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*Describe your purpose for the Social Media site on this page.*

# Prince of Peace Catholic Parish Social Media Policy

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<b>Last</b>	<b>First</b>	<b>Middle Initial</b>
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<b>Job Title:</b>	<b>Parish/School/Parish entity</b>
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## VERIFICATION AND ACCEPTANCE

I verify that I have read, understand, and agree to abide by this policy. As with other Prince of Peace Parish and Prince of Peace Catholic School policies, violations of this policy may be considered in performance evaluations and may result in disciplinary action up to and including termination and/or permanent suspension from service within Prince of Peace Catholic Parish and/or Prince of Peace Catholic School.

Prince of Peace Catholic Parish reserves the right to suspend, modify, or withdraw this policy at any time at its sole discretion and without notice. I further agree that Prince of Peace Catholic Parish, its entities, and their respective agents, employees, and representatives shall not be liable and are hereby released from any claim I have or may have relating to any of my online activities.

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Employee/Volunteer Signature	Date
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**PLEASE CIRCLE - Employee/Volunteer**

**RETURN SIGNED FORM** to the Stewardship Coordinator, Jill Spero.