



Holy Family Parish Faith Formation Communications Guide (Excerpts from the Faith Formation Handbook)

Electronic Communication and Use of Social Media

In light of constantly changing opportunities given new media, the US Catholic Bishops and the Archdiocese of Boston have developed Social Media Guidelines, which should be referenced for more detailed information.

Electronic communication between Holy Family Parish staff and volunteers will happen principally with the adult members of the family. **Any electronic communication with a minor should include a parent being copied on the message**, or given access to the communication. No parish staff member or parish volunteer should be contacting a minor exclusively without the knowledge of a parent. Parents may be notified through written notice (example: e-mail) or personal contact (example: phone call).

If anyone were to become aware of an adult representing Holy Family Parish asking for a minor's direct contact information, or contacting them directly through e-mail or a personal (cell) phone, please make this known to a member of the parish staff immediately.

Communicating Within Social Media

All information displayed on public sites by anyone representing Holy Family Parish (parish staff or volunteers) (whether official or personal) must reflect the values of our Catholic faith and should always follow the teaching of the Church. This includes, and is not limited to, posts, comments, photos, songs, videos, bulletins, blogs, and podcasts on both official Church websites and personal websites. (based on RCAB Social Media guidelines).

Minors should not be specifically sought out to affiliate with parish entities within social media (in other words, individually invited via site communication tools to associate with the group or page), through the social media sites, without parental consent.

Holy Family Parish staff and volunteers are encouraged to save copies of online conversations whenever possible, especially those that concern the personal sharing of a teen or young adult. If there is ever any doubt whether a conversation may be inappropriate, a member of the parish staff should be contacted immediately, and the conversation should be terminated. If you receive an inappropriate personal communication from a minor, keep a copy of the message and inform a member of the parish staff immediately. Parish staff should inform their supervisor.