

## St Peter & St Paul, Flitwick Social Media Policy

The following policy was agreed at the Parochial Church Council (PCC) meeting held on 13<sup>th</sup> September 2023 following the Church of England guidelines of 1<sup>st</sup> July 2019.

Social media is a very public way of enabling us as Christians to live out our calling to share the good news of Jesus Christ. One of its many joys is that it is immediate, interactive, conversational and open-ended. This opportunity comes with a number of downsides if users do not apply the same common sense, kindness and sound judgement that we would use in a face-to-face encounter.

### Expectations for use of Flitwick Church social media by church members and wider community

- **Be safe.** The safety of children, young people and vulnerable adults must be maintained, following the guidance in the Parish Safeguarding Handbook. Children, young people and vulnerable adults will not be added as friends on personal social media accounts of Church officers and activity leaders.
- **Be respectful.** Do not post or share content that is sexually explicit, inflammatory, hateful, abusive, threatening or otherwise disrespectful.
- **Be kind.** Treat others how you would wish to be treated and assume the best in people. If you have a criticism or critique to make, consider not just whether you would say it in person, but the tone you would use.
- **Be honest.** Don't mislead people about who you are.
- **Take responsibility.** You are accountable for the things you do, say and write. Text and images shared can be public and permanent, even with privacy settings in place. If you're not sure, don't post it.
- **Be a good ambassador.** Personal and professional life can easily become blurred online so think before you post.
- **Disagree well.** Some conversations can be places of robust disagreement and it's important we apply our values in the way we express them.
- **Credit others.** Acknowledge the work of others. Respect copyright and always credit where it is due. Be careful not to release sensitive or confidential information and always question the source of any content you are considering amplifying.
- **Follow the rules.** Abide by the terms and conditions of the various social media platforms themselves. If you see a comment that you believe breaks their policies, then please report it to the respective company.

### Responsibility in cases of misuse of Flitwick Church Social Media

The Named Person(s) will take action if they receive complaints or spot inappropriate, unsuitable or offensive material posted to the church's social media accounts. This may include investigating the complaint, revoking user access to post on behalf of church, deleting comments, blocking users or reporting comments as appropriate.

**The named person for Flitwick PCC is Rev. Claire Harald.**

## Current Social Media Profile (July 2023)

### Facebook:

#### *A. Church Facebook Page, listed as Flitwick Parish Church/ @FlitwickChurch - Open access*

This is open to be viewed by anyone, much like a website would be. It is our official profile for the church on Facebook where we can advertise events to those who are in the congregation and also those not yet part of our Church family. Posts made on behalf of the Church can only be made by the administrator and other designated users.

This is also the page used for live-streamed worship during Covid19

- Administrator: Sophie Tucker, Linda Foale, Claire Harald, Chris Macintosh
- Designated users: Samantha Davis, Becky Mynett, Kathryn Brown

#### *B. Flitwick Food Extra Facebook group - Closed access*

This is a private group for communication with members regarding the activities of Flitwick Food Extra. Posts made on behalf of Flitwick Food Extra can only be made by the administrator and other designated users.

- Administrator: Sophie Tucker
- Designated users: Sophie Tucker

### Instagram

#### *E: Church Instagram Feed: listed as @FlitwickChurch – Open Access*

This is open to be viewed by anyone who wants to follow the Church's posts on Instagram. Although anyone can comment on posts, only the administrator and other designated users can initiate posts.

- Administrator: Kathryn Brown, Claire Harald, Karen Rabjohn
- Designated users: None

### Twitter

#### *G. Church Twitter Feed – listed as @FlitwickChurch– Open access*

This is open to be viewed by anyone who wants to follow the Church's posts on Twitter. Although anyone can comment on posts, only the administrator can initiate posts.

- Administrator: Kathryn Brown

### Mail Chimp

#### *H. Church family Mailchimp*

#### *I. Messy Church Mailchimp*

#### *J. Baptism Family Mailchimp*

Mail Chimp is a utility which allows emails to be sent to distribution lists on behalf of Church. Appropriate GDPR permissions have been obtained for those on our distribution lists. Emails can be sent to any of the lists by any of the users with administrator access. All those on distribution lists are over 18 •

Administrators: Kathryn Brown; Emma Herman