

St Peter & St Paul with St Andrew Flitwick, Bedfordshire

Social Media Policy

The following policy was agreed at the Parochial Church Council (PCC) meeting held on 13th July 2020, following the Church of England guidelines of 1st 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 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 the Revd Lucy Davis.

Current Social Media Profile (July 2020)

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: Revd. Lucy Davis, Sophie Tucker
- Designated users: Revd Andrea Maffei; Anthony Davis; Samantha Davis, Rachel Thompson, Becky Mynett, Kathryn Borwn

B. Flitwick FX Facebook Page, listed as @FlitwickFX- Open access

This is our official Facebook profile for the church's fresh expression 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 FlitwickFX can only be made by the administrator and other designated users.

- Administrator: Anthony Davis
- Designated users: Revd Lucy Davis; Sophie Tucker

C. Together Apart: Flitwick Church. Public Group – Open Access

This is a public group set up to communicate with members of the congregation and others joining us during lockdown. All members of the group can post to it

- Administrator: Revd. Lucy Davis, Sam Davis

D. Livestream Test. Private Group – Closed Access

This group has been set up to test livestreaming settings during Covid19. Membership is limited to church officers engaged in testing livestreaming settings

- Administrator: Anthony Davis

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
- Designated users: None

F: FlitwickFX Instagram Feed: listed as @FlitwickFX – Open Access

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

- Administrator: Anthony Davis
- Designated users: Revd. Lucy Davis

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: Revd Lucy Davis; Kathryn Brown; David Watson