

## **Policy 8.4 UUFC Website Policy**

### **Purpose**

This document outlines the policies governing the content and functionality of the website for the Unitarian Universalist Fellowship Corvallis (UUFC), [uucorvallis.org](http://uucorvallis.org). UUFC owns the site (the host site, the domain name, passwords, etc.). The Communications Committee is responsible for the website as a whole.

### **Objectives of the Website**

The website supports and reflects the congregation's mission statement and the UU principles.

The objectives we hope to achieve with our website are:

- To introduce UUFC to newcomers and to represent the UUFC to the world.
- To provide information about Unitarian Universalism.
- To provide program and worship information for members and friends.
- To provide information about the availability of church facilities for appropriate use.

### **Organization and Oversight**

The Communications Committee and Website Advisory Committee are charged with making decisions about the way the UUFC is represented on the website. The expectation is that all content on the UUFC website will reflect and support UU principles.

#### Communications Committee

- The Communications Committee shall serve as an advisor to the Webmaster about issues related to this policy and its implementation and about design and maintenance of the website.
- The Communications Committee shall convene a meeting of the Website Advisory Committee when there is an issue requiring broader UUFC approval than is represented within the Communications Committee itself.

#### Website Advisory Committee

- The Website Advisory Committee shall consist of (at minimum):
  - A representative of the Board of Trustees
  - A representative of the Program Council
  - A representative of the Communications Committee
  - A UUFC staff member.
  - The Webmaster will be a non-voting member of the Website Advisory Committee

Note: A member of the Website Advisory Committee can represent more than one of these entities as long the viewpoints of all entities are fairly represented.

- The Website Advisory Committee designates a person to be Webmaster, who is given authority to make changes to the website.

- The Website Advisory Committee has the authority to make recommendations regarding the website when there is an issue requiring broader UUFC approval than is represented within the Communications Committee.
- The Website Advisory Committee will review and approve, in writing, the website content annually or after any major revision.

### **Site Development and Maintenance**

The Webmaster creates and updates the website. Most of the pages on the site are static pages, and only a few pages are subject to regular update.

- Pages with time-sensitive information shall be changed in a timely manner.
- The capabilities of the Webmaster and the resources allocated by UUFC toward upkeep of the site will be taken into consideration in modifying the design of the website. The Webmaster is not expected to honor all requests to change the website, especially if the changes will be time-consuming or difficult.
- An attempt will be made to keep the site attractive, up-to-date, and useful, within the guidelines set forth in this policy.

### **Content**

The website will contain information relevant to the functioning of the Fellowship, such as information about upcoming events, committee information, and links to the Unitarian Universalist Association. The UUFC website, in combination with the newsletter, reflects the values and activities of our congregation. The information now included on the website has been carefully crafted to protect privacy of individuals as it facilitates communication of Fellowship values and activities.

#### ***Content may include:***

- Activities and missions of formally recognized UUFC committees
- Links to UUA and other groups whose missions and goals are supported by the UUA. Especially include links that serve as resources to members, friends, and volunteers.
- Links to the Corvallis community (to support our goal of introducing newcomers to the UUFC and our community).

#### ***Content may NOT include:***

- Personal notes
- Community news
- Professional advertising
- Personal advertising
- Anonymous letters of personal expression
- Personal attacks upon the character, integrity, conduct or beliefs of another individual
- Campaign items concerning political candidates.

### ***How Content is Added***

If content is to be added to the website, material submitted may be edited for spelling, length, punctuation, grammar or correction of verifiable information. The Webmaster, who may request assistance from the Communications Committee, will set priorities for making additions or changes to the website.

### ***Content Inappropriate for Inclusion***

If the Webmaster deems proposed content to be inappropriate for inclusion, it will not be placed on the website. If material has been deemed inappropriate and the person who submitted the material is insistent that it be published on the website, the issue will be referred to the Web Advisory Committee by the Communications Committee.

### ***Links to Other Sites***

Some of the links on our website lead to resources outside the web pages of UUFC. The presence of these links should not be taken as an endorsement by UUFC of these sites or their content. UUFC makes no guarantee or warranty, express or implied, concerning the content or accuracy of any material on or obtainable from any offsite links. Please contact the website owners of those sites directly for any questions regarding their material.

## **Privacy Policy**

### ***Personal Identification***

UUFC respects the privacy of its members and visitors. No personal contact information will be placed on public web pages maintained by UUFC unless prior permission has been obtained from the person involved. Individuals will be identified on a first name basis only, except for the Board of Trustees, speakers at Sunday services, ministers and other officers or staff.

### ***Use of Photos***

The use of images of church activities and events is a valuable tool in creating an attractive, accurate and relevant on-line representation of UUFC and its activities. Therefore, we occasionally include photographs, taken by members, of church activities on our website. To protect the privacy of UUFC members and friends, we will not provide personal identification information along with photographs (except photographs of staff members). In cases where identification is warranted, it will only be included with the permission of the person or parent of the person being photographed.

### ***E-mailing Lists***

Any persons signing up for any of our in-house mailing lists are assured that we do not, under any circumstances sell, rent or otherwise redistribute our mailing lists to any other group.

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Approved date:10/10/2005    Supersedes date:                      Review Date:

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*Interactive Features*

At this time, UUFC's website does not require site registration, nor does it include online forums or interactive pages of other kinds. If, in the future, UUFC decides to incorporate these kinds of features, we will first develop a policy to guarantee the personal privacy of users, to the extent possible.

This policy approved by the Communications Committee on 8-11-2005.

Martha Clemons, Chair

This policy approved by the Board of Trustees on 10-10-2005.

Russ Anderson, Board President