

UNITARIAN UNIVERSALIST FELLOWSHIP OF HARFORD COUNTY
Policy Statement
Member Use of Member E-mail Addresses

Committee: Administrative

Background/Purpose:

At UUFHC, we are committed to maintaining the privacy of individuals within our congregation. E-mail to UUFHC Church members falls into three categories:

- Messages from the church office to the all-church member e-mail distribution list
- Messages from individuals to other individuals whose e-mail addresses were obtained through either the all-church e-mail distribution list or through the church directory.
- Messages about committee business

To inform members about the two UUFHC e-mail groups available for their use.

Procedures:

Messages from the Church Office to the All-Church Member E-mail Distribution List

Messages from the church office to the all-church member e-mail distribution list are to be limited to the following:

- Official church communications, such as the weekly UUBytes, meeting announcements, announcements or requests for volunteers for church fundraisers, and so on.
- Information about non-church events that relate to our principles and purposes. These messages must be approved by the ministry leader.
- Other information of general interest for which an individual church member has requested general distribution. For example, a member's address change or notification of a member/family death would fall into this category.
- Individual email addresses are to be masked in the "To" line of church emails, so that recipients cannot copy other individuals' addresses for their own purposes. This protects the confidentiality of members that do not wish to have their e-mail address made public to the rest of the congregation.

Messages from Individuals to Individuals

Messages in this category are not required to be related to church business. This policy does not intend to impose restrictions on the exchange of email between individuals who are personal friends and who both happen to be church participants. Rather, it is intended to set guidelines for email from church members to lists of other members in which the email addresses of recipients

were obtained from an old all-church message or from the church member directory. Messages in this category may not:

- Consist of partisan political messages.
- Consist of solicitations or advertisements for for-profit businesses or events.
- Contain cartoons, chain letters, potential hoax messages or other related types of messages.
- Contain any material that is obscene, explicit, pornographic, harassing, threatening, illegal or otherwise inappropriate.

Messages about Committee Business

Messages about committee business can contain sensitive material. They are therefore to be treated as confidential and should not be forwarded to anyone outside of the committee.

All-Church Member E-mail Distribution List Control

The distribution list will be maintained by the church secretary, with oversight by the ministry leader.

UUFHC E-Mail Groups

There are currently two UUFHC e-mail groups available to members; members are invited to participate in either or both.

info@uufhc.net

The purpose of this group is to provide a place to post and receive information related to the Fellowship and its mission. Please consult the UUFHC mission statement if you are unsure whether the information you wish to post satisfies this requirement.

- To subscribe, simply send a (blank) message to info-subscribe@uufhc.net, and then reply to the verification message when it arrives.
- If you are already a subscriber and need to change your e-mail address:
 - First, unsubscribe from your **old** e-mail address by simply sending a (blank) message from that address to info-unsubscribe@uufhc.net.
 - Second, subscribe from your **new** e-mail address by simply sending a (blank) message from that address to info-subscribe@uufhc.net, and then reply to the verification message when it arrives.

If you don't have access to your old e-mail address, then please send a request to be removed to info-owner@uufhc.net.

forum@uufhc.net

The purpose of this group is to provide a forum for discussion - political or otherwise.

- To subscribe, simply send a (blank) message to forum-subscribe@uufhc.net, and then reply to the verification message when it arrives.
- If you are already a subscriber and need to change your e-mail address:
 - First, unsubscribe from your old e-mail address by simply sending a (blank) message from that address to forum-unsubscribe@uufhc.net.

- Second, subscribe from your new e-mail address by simply sending a (blank) message from that address to forum-subscribe@uufhc.net, and then reply to the verification message when it arrives.
- If you don't have access to your old e-mail address, then please send a request to be removed to forum-owner@uufhc.net.

NOTE: Subscribers are not revealed when one sends something to 'info' or 'forum'.

Adopted by the Executive Board:

Board Approval

Date

Review Date: _____
(5 years from signed)