

## ***Church Web Site Policy***

Date of Policy: 1/2006

Policy Updated:

Policy Owner: Technology Committee

1. The Technology Committee is responsible for maintaining the church web site. Requests for postings should be submitted to the committee Chair or designated Webmaster.
2. Committee web pages must be updated or reviewed at least every 3 months. This ensures that a visitor to the site sees at least relatively recent news and information.
3. The Technology Committee will provide training for committee members who wish to maintain their own web pages.
4. There is no expiration date for older content, as long as there is recent information to show alongside the older information.
5. Committee pages cannot have a different color scheme, or have other design elements that are inconsistent with the [secondunitarianomaha.org](http://secondunitarianomaha.org) web site.
6. Personal information (e.g., phone number, email address) should not be published on the church web site without permission. Members who wish to keep their email addresses confidential can be issued church web site email addresses. Mail sent to these addresses can be automatically forwarded to members' personal email addresses.