



SOCIAL MEDIA GUIDELINES

The following guidelines apply to Facebook, Twitter, YouTube, and all other social media.

PURPOSE

- To continue the mission of Jesus Christ through the Catholic Church and SFA Parish.
- To provide information about St. Francis of Assisi Catholic Church and School events.
- To establish and maintain a comradery between past, present, and future SFA families.

PERTAINING TO ALL PLATFORMS

- All material is to maintain a positive and Catholic premise.
- Only posts and comments relating to SFA Parish and its organizations are allowed.
- No advertising is permitted for other activities, businesses, or events not directly associated with St. Francis of Assisi Parish unless approved in advance by the parish administration.
- It is not an open forum for discussing parish policies, issues, problems, or personal opinion.
- No vulgarity, profanity, or negativity is permitted and will be removed immediately. The person/s responsible for the post will be blocked from the site and will be subject to disciplinary and/or legal action as determined by the parish administration.

ALL SOCIAL MEDIA POSTS

- Status Updates may include, but are not limited to, reminders of upcoming events, expressions of gratitude, accolades, prayer requests, and/or SFA bulletin information.
- Any mention of an adult (over the age of 18) by individual name does not need prior approval and the adult will be referred to by first name only. If the adult objects to the mention, the post or update will be removed upon notification to the page administrators.
- Current students or children under 18 years of age will only be mentioned by first name and only if their parent(s) or legal guardian(s) approve(s) according to the media release form.
- All likes and interests must be related to SFA, Catholicism, or parish supported programs.

PHOTOS

- Photos of parishioners over the age of 18 may be posted by page administrators only.
- Photos of parishioners under the age of 18 may be posted by page administrators provided a current media release is on file with the St. Francis of Assisi administration.
- Published photos may be reposted, i.e. photos from newspapers or other websites.
- All photos will include no tags.

ADMINISTRATION

- To be maintained by persons approved by the SFA Pastor as page administrators.
- The password is not to be shared and is to be known only to the page administrators and pastor.
- Any time a page administrator changes, the password will be reset and cannot be a previously used password.
- The pastor shall have final say and authority on all matter pertaining to SFA social media.