

# OLYMPIC UNITARIAN UNIVERSALIST FELLOWSHIP

## WEBSITE POLICIES REV 2

Board Approved and Adopted: March 8, 2026

### 1. Purpose of the Website

- The Fellowship's website exists to:
  - Share information about worship services, events, and programs.
  - Communicate the mission, values, and beliefs of the Fellowship.
  - Provide resources and announcements for members and visitors.
  - Offer a welcoming and safe online presence for the community.

### 2. Ownership and Financial Responsibility

The website is owned by the Fellowship as a whole and operated in furtherance of its mission and values.

- Financial ownership:
  - The Fellowship shall directly pay for the hosting plan, domain registration, and any related one-time or ongoing costs.
  - Website-related expenses should not be paid from an individual's personal funds.

### 3. Governance and Management

The website is managed under the authority of the Board of Trustees (or designated leadership body).

- Administrative access:
  - No more than three individuals (including at least one staff member) shall have full administrative access.
  - Full administrative access includes usernames and passwords for hosting, domain registration, content management systems, and other critical utilities.
- Content management access:
  - At least three individuals including at least one staff member) shall share responsibility for updating content in a timely manner.
  - Training and documentation shall be provided to ensure continuity and effective website maintenance.

- Accountability and support:
  - The Website Team and Board of Trustees shall periodically evaluate whether the website furthers the Fellowship's mission.
  - Leadership shall ensure adequate support for those responsible for updating the website.

#### 4. Content Guidelines

- The website may include:
  - Service times, locations, and contact information.
  - Sermons, teachings, and ministry descriptions.
  - Event announcements and calendars.
  - Photos or videos of activities.
  - Donation and volunteer information.
- The website must not include:
  - Political endorsements or campaigning.
  - Commercial advertising unrelated to activities.
  - Offensive, discriminatory, or inappropriate material.
  - Confidential or sensitive personal information.

#### 5. Use of Images, Video, and Media

Photos and videos should reflect the life of the Fellowship respectfully and positively.

Parental or guardian consent must be obtained before posting identifiable images of minors.

Members who request **not** to be photographed or recorded will be respected when reasonably possible.

#### 6. Privacy and Personal Information

Personal contact information (phone numbers, addresses, emails) will not be published without consent.

Online forms will collect only information necessary for purposes.

Personal data will not be sold, shared, or used for non-Fellowship purposes.

Confidential or sensitive information (such as passwords) must be shared only in encrypted form using secure messaging applications such as WhatsApp or Signal.

### **7. Copyright and Intellectual Property**

Only content owned by the Fellowship or used with permission may be posted.

Proper credit must be given for sermons, music, images, or written materials when required.

Livestreamed or recorded music must comply with applicable licensing requirements.

The Fellowship should consider using copyright notices or Creative Commons licenses to clarify permitted uses of website content.

All posted materials must respect copyright laws and include only content the Fellowship has permission to reproduce.

### **8. Links to External Websites**

External links are provided for convenience and do not imply endorsement.

The Fellowship is not responsible for the content or privacy practices of linked sites.

### **9. Social Media and Comments (if applicable)**

If comments or social media links are enabled, respectful communication is expected.

The Fellowship reserves the right to remove comments that are inappropriate, abusive, or off-topic.

### **10. Accessibility**

The Fellowship will make reasonable efforts to ensure the website is accessible to people with disabilities.

### **11. Use of Name and Representation**

If the Fellowship's name appears in the title of a website, the Fellowship as an entity must have control over that website.

All official communications representing the Fellowship must be presented positively and accurately.

### **12. Policy Review and Updates**

This policy shall be reviewed periodically by the Board of Trustees.

Changes may be made to reflect legal requirements, technological updates, or evolving needs.

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