****

Church Crookham Baptist Church, 64 Basingbourne Road, Fleet, GU52 6TH.

Registered Charity Number : 1182141

# Email Distribution Policy

**Introduction**

The Church needs to communicate with members and regular attendees of the Church. The most practical ways of doing this is via an announcement at a service, via the bulletin or via a group email. This policy sets out what the group email communication channel is to be used for and how it will operate.

**Email Groups**

There are two main email groups:

* Bulletin Group – this group contains members, regular attendees and other people who have an interest in the Church. The bulletin, bible studies and news are sent to members of this list
* Members Group - this is used for the distribution of Church Members Meeting minutes, agendas and other items which are applicable to members only

**Use of Group Email**

The use of the CCBC group email channel is for the purpose of communication regarding CCBC, supported organisations, or items that would be of help for spiritual growth. Below are examples of such communication:

* CCBC Bulletin
* CCBC Bible studies
* Newsletters or news of CCBC supported missions or supported groups
* Details of CCBC organised events
* Important life events of CCBC members or regular attendees e.g. births, deaths, marriages
* Items that support Spiritual growth
* Urgent prayer requests directly affecting Church members, other prayer requests will be added to weekly prayer list

The use of group email should be focused so the numbers of emails do not become excessive. Also, this is an “official communication” voice of CCBC and so we need to ensure that it reflects CCBC’s mission, values and policies.

It is impossible to define a list of items that are not appropriate for sending via the CCBC group email and often it depends on the context. However, here are some examples of items which would not be appropriate;

* Buying and selling of items
* Publicity of “one sided” political views or events (although a General Election hustings would be appropriate)
* Events for organisations not linked to CCBC
* Publicity of activities which do not conform to CCBC health and safety policy

**Email Procedures**

* The email distribution groups will be maintained by the Church Secretary.
* Emails will be sent by the Church Secretary from the CCBC Secretary account or a delegate for a short defined period of time (for example when the Secretary is on holiday). When a delegate has been appointed they will be given a copy of the distribution list and can send via their personal account. The delegate will act as the Secretary in subsequent procedures.
* The Secretary should determine if the contents of the email (including website links) complies with this policy. If in doubt, they should seek advice from an Elder.
* The email should contain a signature containing CCBC’s charity number and a statement detailing how to unsubscribe from the mailing list.
* Email address must be placed as bcc recipients