

# Electronic Communication Policy

## First Unitarian Universalist Church of San Diego

### Expectations

Our Covenant of Good Relations states that we treat ourselves and one another with respect, that we listen and speak with integrity and compassion, and that we communicate openly without anonymous criticism. It calls us to model Unitarian Universalist values in all our interactions and to resolve our differences respectfully. This policy refers to all forms of electronic communication among and between members, friends, ministers, trustees, officers, and staff.

### Conflicts and Disagreements

When a church member, friend, or staff receives any form of electronic communication that reveals a conflict that threatens the good relations of the congregation — or signs that one is brewing — steps should be taken to resolve the situation in accord with the Covenant of Good Relations [link]. Refer to the Conflict Resolution Guidelines [link] for step-by-step instructions to resolve conflicts.

When communicating about a problem, the situation should be stated factually, without hostile language, sarcasm or accusation. Abusive behavior is *never* appropriate. A solution should be sought by questioning. Examples:

- What are your thoughts on this situation?
- What possible solutions do you see?

Problem solving is the goal.

### Internet and Web Presence

This policy applies to all electronic communication and “social media” including, but not limited to, the following:

- Text, audio and video
- e-mail, text messages, online chat, blog and Twitter postings,
- Facebook wall posts, events and private messages,
- telephone,
- Skype
- YouTube
- online electronic notification, and
- calendar and scheduling applications.

In order for any group to be authorized to use the First Unitarian Universalist Church of San Diego’s name or to be an official program of the church, the group must fall within a ministry team or be sponsored by the board of trustees. Ministry team-based groups must engage in relationship with the appropriate staff and lay leadership of said ministry team. At least one church staff member must have administrative privileges to any online account of the group and may monitor, edit and report activity in compliance with church policy, as appropriate. Board-sponsored groups are responsible — directly or indirectly — to the president of the board of trustees.

### Seeking Harmony

The above guidelines are intended to help us build and maintain a welcoming, caring, inclusive community.

Approved by the FUUC Board of Trustees June 7, 2011