



Policy Location: GSA - 17 **Created:** 7/23/2024
Title: Online Membership Database Policy **Revised:** (date)
Policy Owner: Administration Shared Ministry Team
Associated Documents: Associated Documents: GSA – 1 Administration Shared Ministry Team Policy;
Bylaws Article III 3.1 Qualifications for Membership
Last Reviewed:

Policy

The church directory only contains members, friends of the congregation, non-members, and member emeritus as defined below:

- **Member** (as per our Bylaws Article III 3.1, has access to online directory, can see others' contact and personal information, can start a chat with anyone in the church)
- **Friend of the Congregation** (is not a member, pledges consistently, cannot vote or hold significant leadership positions, has access to online directory, can see others' contact and personal information, can start a chat with anyone in the church)
- **Non-Member** (does not pledge, is not a member, can only see the online directory)
- **Inactive members** (no longer active member of the church, do not have access to the online directory)
- **Member Emeritus** (title given by the minister, usually to a long-time member who moves away, cannot vote or hold leadership position, entitled to all of the care and support offered to members of the congregation, has access to the online, see others' contact and personal information)

Using any information in the directory for political or commercial purposes is prohibited.

Members and friends of the congregation can be given access to edit their own contact information and upload their own profile photos. They can also opt to "hide" any of their contact information from other users.

Permission to add and update others' profiles is limited to specific staff.

The "broadcast" function (sending emails to everyone) may only be used by staff or board members, and only for the following purposes:

- Emergencies
- Cancellations of Whole-Church events
- Announcements of Congregational Meetings
- Other as deemed necessary by the Minister or Board

Financial information (pledge amounts, donations, etc.) is only available to the Finance Coordinator and minister