

# Family of Four Parishes Social Media and Web Communications Policy and Guidelines

Old St. Mary, Our Lady of Divine Providence, SS Peter & Paul, Three Holy Women

Our Family of Four Parishes, as part of the Archdiocese of Milwaukee, follows the Social Networking Policy of the archdiocese. Please review and make sure you are familiar with the documents at <http://www.archmil.org/Resources/SocialNetworkingPolicy.htm>.

In addition to those requirements the following shall also apply:

-Establishing **ANY** online presence representing the parish or family of parishes (social media, newsletter, blog, website, text app, or other web communication tool) requires permission from the pastor. All requests must first go to the Communications Administrator (Theresa Griesel). If permission is given it must be coordinated with the Communications Administrator; user name and password credentials must be shared with the Communications Administrator and all updates to accounts be transparent.

-At least two staff members should be administrators (have full access and control) for each account/group/website. One of those will be the Communications Administrator.

Our Family of Four Parishes follows these guidelines for requesting website or social media postings:

- **Website** posting requests must be submitted **2 weeks prior** to the date you would like the information **published**. **Social media** posting requests may be made **1 week prior** to the date of publication. Submissions should be sent to Theresa Griesel, Communications Administrator, at [grieselt@archmil.org](mailto:grieselt@archmil.org).
- If you are submitting a Calendar Request Form to the parish secretaries and you'd like your event to be added to the website upcoming events list at the same time, please copy Theresa when you email the form.
- Submit announcements in the form of a Word document attached to your email (it enables proper format when copying and pasting text).
- Every article must have contact information (name, email address and/or phone number).
- You are responsible for writing the announcements/event information. The parish office reserves the right to edit them.

- Images may be used occasionally, but are subject to approval and editing. Images must not be copyrighted or you must have written permission to use them. You are not required to submit an image. Often the parish office already has an appropriate image on file for the event or one can be created. We cannot guarantee an image will be used in every case. If you have questions about images contact Theresa Griesel at [grieselt@archmil.org](mailto:grieselt@archmil.org).
- Space and time spent on websites/social media is limited and subject to approval. Priority is given first to parish activities, Family of Four parish activities, Archdiocese of Milwaukee. Personal ads are not accepted. We cannot guarantee your request will be posted. The parish office reserves the right to reject a request.

Updated 9.17.19