

POLICY NAME: DLUC Website

1. Purpose

- 1.1. This document describes the policy for the existence and maintenance of a DLUC website.

2. Scope

- 2.1. This policy applies to all persons responsible for creating, maintaining, or providing content for, the DLUC website. In particular this includes the Web Administrator, the Minister, the Communications Committee and the Policy Review Committee.

3. Policy Statement

- 3.1. It is desirable, but not mandatory, for DLUC to have a website. When such a website exists, it must accurately portray the purpose and nature of DLUC, and must be kept up-to-date and relevant. To that end, when a DLUC website exists, the following policies apply:
- 3.2. The DLUC website has two purposes:
- 3.2.1. To present a "face" to the public that accurately represents who DLUC is and how to find us.
- 3.2.2. To communicate to the public and congregants information regarding recent and upcoming events, as well as other information of interest.
- 3.3. Content must be approved by the Minister and the Chair of the Board before it is posted on the website.
- 3.4. The website shall contain a calendar or list of upcoming events and meetings. This will be updated in a timely fashion following the monthly Board meeting.
- 3.5. The website shall be reviewed periodically to ensure that content is current, relevant and accurate. Out of date content shall be removed or updated, and new content shall be added.
- 3.6. Privacy of individuals must be kept in mind at all times when creating or reviewing any content for the DLUC website. Other than those exceptions mentioned above, permission must be received from any individual before their full name may be used on the website.
- 3.7. Newsletters, when published on the DLUC website, shall be published as Adobe Reader (PDF) files, and shall be uploaded in a timely fashion after hardcopy publication. Before uploading, all surnames must first be changed to initials to ensure privacy of the individuals mentioned. The only exceptions to this are the Minister and any individuals who, because of their position, will benefit from having their full name publicized (public officials, consultants, public speakers, etc.).

4. Definitions

- 4.1. **DLUC:** Deer Lake United Church

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Authorized by: DLUC Board

Staff position or organization responsible for authorising the policy

Maintained by: Board Chairperson

Staff position responsible for keeping the policy up to date and error free

Approval Date: [2008/10/21]

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- 4.2. **Web Administrator:** The person responsible for the technical details, programming and maintenance of, and content uploads to, the DLUC website. This person also liaises with the ISP (Internet Service Provider) that hosts the DLUC website.

5. Responsibility / Owner

- 5.1. The Board Chairperson is responsible for ensuring that this policy is kept up-to-date and is adhered to.

6. Legislative Context / External References

- 6.1. [DLUC website \(www.dluc.ca\)](http://www.dluc.ca)

7. Associated Documents / Internal References

- 7.1. None

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