

Website Policy Guidelines- First Unitarian of PVD

Approved: March 2022

Web Content

The content of the First U website promotes our church to external audiences and potential members and provides timely information to members about programs, church resources, and events. We want to ensure that the quality of the content on the website remains high and professional and that we protect the Church from claims of copyright infringement. To achieve that objective, policy guidelines were developed to streamline the website content submission and posting processes.

These guidelines apply to all web pages owned and/or managed by the church and may be changed and/or updated at any time by the Director of Operations.

1. For all web content submissions or updates to current webpages, please complete the intake form on the Church website (*list the eventual address*).
 - If you are unable to submit information via the intake form, please call the church office at (401) 421-7970.
 - If you need to include an attachment to your submission, the following file formats are supported for posting:
 - Text: Microsoft Word or a text file
 - Images: jpg or jpeg
 - Only submit content that is reviewed, considered final and ready for publication.
2. Once your form is received, it will be reviewed against our Website Content Criteria and edited for clarity, conformity to our guidelines, formatting, grammar, and spelling. All editing may be made at the discretion of the Director of Operations. You will be notified:
 - If your content is not in compliance with the criteria by the Director of Operations;
 - If the submitted content meets the content criteria but requires more information or clarification; or
 - If you are requesting a new page within our website.
3. Whenever submissions are time sensitive, they should be submitted as far as possible in advance, or no later than five business days before the event.
 - If you require a new page or a complicated layout, we will need your submission a minimum of ten business days in advance to start the consultation process.
4. The Director of Operations will make every effort to post new content and to delete outdated material as soon as it is no longer timely or important to maintain as an archive of information.

Website Content Criteria

- The Director of Operations reserves the right to reject any content that is determined to be not

in the best interests of the church, or not aligned with the goals, objectives, values and beliefs of the church.

- The following types of content are allowed to be submitted for posting:
 - PruComm meeting minutes
 - Church information and materials, plans, studies, reports, policies and procedures, and other documents of church-wide interest
 - News, notices or significant events of general interest
 - Links to non-church websites that forward the goal of the church and offer website visitors useful information that is complementary to the content on the Church's website.

What We Won't Accept:

- Anything that is already on the website in some form. Please perform a search of the website before submitting content.
- General topics that aren't specific to our church's website and would be more appropriate for another kind of church internet site, blog or electronic medium.
- Content that does not provide information about church-specific programs, resources, topics, and events.
- Large files, documents, and/or photographic archives that should be stored/archived in a cloud-based drive or hard drive.
- Promotional information or advertisements for services/goods.
- Anything that does not align with our church's mission, beliefs, and values.

Tips to keep in mind when creating your website submission:

- Be mindful of the audience.
 - Consider the age, gender, and social status of anyone who might read the content.
 - Write content appropriate for the widest audience.
 - Content should be easily understood by any audience and should not be ambiguous.
 - Be kind, courteous, and respectful
- Be Respectful of the Church's mission, beliefs, and values.
- Be Supportive of current work at the Church and content should not claim to speak on behalf of the Church.
- Protect privacy and respect others' rights and properties.
- Check all postings for spelling, grammar, and factual accuracy.
- Break text into short paragraphs, no longer than five sentences per paragraph preferred.
- Content should be between 75 and 200 words (use the word count feature in Microsoft Word to determine how long it is). Contact the Director of Operations if your content submission will exceed the recommended word count.

- Content should be written by the person or group submitting the content, and not cut and pasted from another source.
- Do not plagiarize the work of other people.
- Do not reproduce any copyrighted materials or trademarked items without the owner's permission. Copyrighted works include, but are not limited to: text (e.g. articles), images (e.g. photographs), graphics (e.g. logos), sound recordings (e.g. MP3s), video recordings (e.g. movies), or software programs. If a work is copyrighted, there must be express written permission of the copyright holder to reproduce the copyrighted work in order to avoid violation.
- Give credit to authors/creators when including their published materials.
- Obtain the consent of parents or guardians before including photos of their minor children. Contact the Director of Religious Education for details.