

# Social Media Usage Policy

Castlefields Church, CIO, Charity No: 1192197

## Purpose

1. The trustees of Castlefields Church CIO recognise the distinctive contribution that social media can make in achieving the organisation's purposes.
2. In constructing this policy, the trustees have considered the limited way in which social media is currently used by the church, namely only via:
  - The church website
  - Facebook account
  - WhatsApp Group chat accounts which are internal to members & regular attenders of the church, to be used for information purposes only.
  - Church Suite entries which are for internal "information use" only.
3. No-one may set up other Facebook groups, Twitter (X) accounts or any other social media channels on behalf of the church without permission from the Trustees.
4. Regular reviews of this policy will monitor whether a more extensive set of rules is required, if further platforms are used.

## Responsible Officials & Authorised Representatives

1. Entries, amendments, and deletions to the church website & Facebook pages are to be made only by:
  - Ben Scotton
  - Beth Scotton
  - Andrew Pendleton
2. All entries, amendments and deletions must only be made with the approval of one of the Charity Trustees / Elders.
3. Church Suite is to be under supervision by the Deacons (lead Deacon – Lynn Steward) and no new usages for this means of internal communication are to be established with approval by the Deacons.
4. Other WhatsApp Groups (& similar information facilities) are to be established only by members of the church and for internal church use only.

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Policy Approved by Trustees Meeting & recorded in Minutes

Date:

Next Review to be undertaken:

Date: (max 12 months from above date)