

Tapestry Media Policy

Tapestry Media Administrators

The Media Administrators for Tapestry include the following members: the minister, members of the Board of Trustees, committee chairs, the Director of Children's Religious Education, the Office Administrator, the Tapestry webmaster, the blog administrator, the newsletter editor, the Facebook administrator, and all group activity coordinators.

New Media Administrators, other than the ones listed above, must be approved by The Tapestry Board of Trustees.

Media Administrators are able to author content for the Tapestry Blog, Facebook Page, Newsletter, Website, email list, and other media outlets.

Media Administrators may become administrators of the Tapestry Facebook page, contributors to the blog, and send official Tapestry announcements and information through the alltapestry email list.

Media Administrators have the right to delete any inappropriate content from media associated with Tapestry, including but not limited to: irrelevant content, hateful content, attacks against an individual, financial solicitations, endorsements of a political candidate or party, and content that violates the terms of use, code of conduct, or other policies of any media platforms that are used.

Guidelines for All Media Content

Content that violates any of the Seven Principles of Unitarian Universalism will not be tolerated.

Content that violates the terms of use, code of conduct, or other policies of media platforms that are used by Tapestry will not be allowed, and may be reported to the administration of that platform.

Photos of children are only allowed to be posted with prior parental or guardian consent.

Personal and private information may not be posted without the consent of the owner. This includes, but is not limited to, phone numbers, emails, and addresses.

Tapestry media outlets may not be used for commercial or personal gain.

If an event is being recorded or photographed for a media platform associated with Tapestry, participants must be notified in advance and at the event, and provide an opt-out option if possible.

Website

The Tapestry webmaster is responsible for the management of the website.

Content for The Tapestry website will be collected and edited by the Tapestry webmaster.

Congregation members may submit content for the Tapestry website to the webmaster. Content is subject to the approval of the Tapestry webmaster.

The Tapestry website will have a password protected area for content that is intended for only Tapestry members.

Passwords for the protected area of the Tapestry website will be given out by the Membership Committee to Tapestry members.

Non-members requesting a password for the protected area of the Tapestry website must be approved by the Tapestry Board of Trustees.

The Tapestry membership directory and archives of the Tapestry Newsletters will be posted in the password protected area of the website.

Any member may request to be excluded from the online version of the Tapestry directory.

Blog

Definition of Blog terms

- Post or Entry – individual articles that make up the blog
- Comments – remarks left by readers

The Blog Administrator is responsible for the management of the Tapestry Blog.

Media Administrators may post new content on the Blog.

Congregation members may submit content for the Tapestry Blog through a Media Administrator. Content submitted is subject to the approval of a Media Administrator.

Comments may be posted by anyone.

Comments that violate the Tapestry Media Guidelines will be removed.

Facebook

Definition of Facebook terms

- Page - Pages are for real celebrities, bands and businesses to broadcast information to fans in an official, public manner. Like profiles, they can be enhanced with applications that help the entity communicate with and engage their fans, and capture new audiences virally through their fans' recommendations to their friends.
- Fans – People who choose to follow the news and updates of a particular Facebook page.
- Wall – The place on a page where new information about the organization will be shown.
- Administrator – The person who is able to place new information on the Facebook page.
- Comments – remarks left by fans

The Primary Administrator is responsible for the management of the Tapestry Facebook Page.

Facebook page administrators may post new content on the Facebook page.

Congregation members may submit content for the Tapestry Facebook page through a Facebook page administrator. Content is subject to the approval of a Facebook page administrator.

Comments may be posted by fans of the page.

Comments that violate the Tapestry Media Guidelines will be removed.

Fans that violate the Tapestry Media Guidelines will be banned from the page.

Newsletter

The Newsletter editor is responsible for the management of the Tapestry Newsletter.

Content for The Tapestry Newsletter will be collected and edited by the Newsletter editor.

Congregation members may submit articles for inclusion in the Tapestry Newsletter. Content submitted is subject to the approval of the Newsletter editor.

The Minister will do a final review of each newsletter before it is published.

AllTapestry Email List

The Tapestry webmaster is responsible for the management of the alltapestry email list.

Congregation members may send "unofficial" messages through the alltapestry email.

Media Administrators will send "official" Tapestry announcements and information out through the alltapestry email list. These messages will contain the words "Official Tapestry Communication", at the top of the body of the message.

- Official messages – Information marked "Official Tapestry Communication" from one of the following: the minister, members of the Board of Trustees, committee chairs, the Director of Children's Religious Education, the Office Administrator, the Tapestry webmaster, the blog administrator, the newsletter editor, the Facebook administrator, all group activity coordinators, and any other Media Administrators.
- Unofficial messages – Messages sent by a member who is not a Media Administrator will be considered "unofficial". Messages sent by Media Administrators expressing opinions, making personal announcements, or communicating other information not related to their role as a Media Administrator, will be considered "unofficial".

Newspapers and Online Media

Tapestry's Publicity Chair is responsible for the management of submissions to newspapers and online media.

Congregation members may submit content for the newspapers and online media through a Media Administrator.

Content submitted by congregation members is subject to the approval of a Media Administrator.