

White Rock Community Church Memorial Service Webpage Policy

As Approved by P&P February 11, 2009

I. PURPOSE

To establish guidelines for the use of the Memorial Services page on the White Rock Community Church website (<http://whiterockchurch.org>).

II. AUTHORITY AND RESPONSIBILITY

This policy is reviewed by the Church Council and approved by the Congregation. It is the responsibility of the Communications Ministry Committee to ensure compliance with this policy.

III. POLICY

- A. Any time a member of WRCC dies, information from an official source (family, spouse/partner or designated funeral home) can be posted on the Memorial Services web page
 - Posting will be limited to date of birth, date of death
 - Service arrangements
 - A biblical quote
 - Brief statement of information about the passing
 - A picture (if submitted via email from the family or spouse/partner so we have written permission for posting)
- B. Standard on the page will be a link to directions for the service and the ability to make a donation to the church in that person's memory
- C. Optional will be a link to a web location for guest comments
- D. The information will be posted when notification and information is sent to the Webmaster.
- E. The information will be removed within 48 hours after the service.
- F. Exception- if WRCC is used for a service for a non-member that service information may also be posted. Information should be sent via email to the Webmaster by the WRCC staff member agreeing to provide facility space for the service.

Document History

1/15/2009 Draft version 1 sent to Communications for review and approval

1/15/2009 Draft version 2 approved by Communications and sent to P&P for review

2/11/2009 Approved by P&P – this is now a **FINAL** Communications Operating Procedure