



## St John the Baptist Anglican Church Canberra

<b>Policy on</b>	Email
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Responsible agency	Risk Advisory Committee
Electronic file name	Email Policy.pdf
Repository	<a href="https://www.stjohnscanberra.org/documents-and-reports">https://www.stjohnscanberra.org/documents-and-reports</a>
First introduced	16 June 2010
Parish Council approvals	16 June 2010 20 February 2019
Next revision due	May 2021

## LEGISLATION AND STANDARDS

This policy is bound by The Master Policy of the Parish ([www.stjohnscanberra.org](http://www.stjohnscanberra.org) Parish Council Login) which recognises the Five Marks of Mission of the Anglican Communion and the Governance of the Diocese Ordinance as the foundations on which our actions are based.

## PRINCIPLES

We depend on email to schedule appointments, share documents and information and stay connected with various individuals and groups within the parish. Email can help us communicate and work more effectively and efficiently. However, email does have its dangers and as a faith community we have a responsibility to make sure that we use this form of communication to build community.

It is the purpose of the procedures which follow to ensure email is used as a constructive medium and not something which takes away from our sense of community.

## PROCEDURES

As a faith community we recognise that:

- Email is not necessarily confidential. When we send an email it can easily be forwarded on to others. We need to ask ourselves before hitting the send button, “Would I feel comfortable if this email was forwarded to someone else – even if it was accidentally forwarded.” If the answer is “no” then don’t send it.
- Before forwarding an email, think carefully as to whether the author of the original email would be comfortable with us doing this.
- Before pressing the send button we will be careful to re-read the email message and we will be careful not to “vent”. An unfortunate “vent” can instantly land in many parishioners’ inboxes.
- Email is not to be used as a means of communicating negative or hurtful comments to clergy or parishioners. When these situations arise, we will talk and have a face-to-face conversation.
- Many parishioners belong to an email group, e.g. Parish Council members, Lay Ministers, Sanctuary Team, Clergy, Flower Arrangers, etc. We will not send group emails that will undermine decisions, complain about individuals or stir up discontent.
- When we send emails to a group, we will make sure the subject relates to that particular group. For instance, it is inappropriate to send a group email to

advertise a particular restaurant.

- We will not share parishioners' email addresses without their consent.
- Our inboxes get submerged with emails – when I respond to an email, do I need to “reply all” or just reply to the sender?