

KLCF Publicity, Press and Media policy

Publicising KLCF and events organised by KLCF

- 1 All publicity for KLCF and all events organised by KLCF will be produced by the KLCF Office staff or persons specifically authorised by one of the Elders or the Office Manager. This includes printed material, audio material, video material or information made available via the KLCF website or other electronic means (email, Twitter, Facebook etc.).
- 2 Any contact with the press or other media should only be made by one of the Elders, the Office Manager or persons specifically authorised by them.

Fundraising or other events not organised by KLCF but using our premises

- 3 All publicity for fundraising or other events not organised by KLCF but using our premises should be approved by one of the Elders, the Office Manager or persons specifically authorised by them prior to release to the press or other media.

Contacting the press or other media with views and opinions

- 4 KLCF members who choose to make contact with the press or other media (e.g. by letters to the local paper) should not purport to do so on behalf of KLCF unless they have received agreement in advance from one of the Elders. Unless this has happened all views or opinions expressed must be put forward solely as those of the individual concerned and not as representing the view of KLCF.

Responding to approaches from the media

- 5 If any KLCF member is approached by a representative of the press or other media regarding anything to do with KLCF they should politely refuse to comment and refer all enquiries to one of the Elders or the Office Manager.

Social Networking Sites

- 6 The official KLCF Facebook Group is a group just for church members, administered and overseen by one or more of the Elders or persons specifically authorized by them. They will decide who may be members of the group and will also monitor what is posted on the wall and take appropriate action where necessary.
- 7 The official KLCF Messy Church Facebook Group is a group open to anybody, administered and overseen by one or more of the Elders or persons specifically authorized by them. They will decide who may be members of the group and will also monitor what is posted on the wall and take appropriate action where necessary.
- 8 KLCF members putting information or submitting posts on Facebook (or other social media sites) should not purport to do so on behalf of KLCF unless they have received agreement in advance from one of the Elders. Unless this has happened all views or opinions expressed must be put forward solely as those of the individual concerned and not as representing the views of KLCF.
- 9 KLCF members putting information or submitting posts on Facebook (or other social media sites) should be careful that by doing so they do not compromise their own safety or security or that of other KLCF members.
- 10 KLCF members putting information or submitting posts on Facebook (or other social media sites) should be respectful of other members' privacy and feelings. In particular they should always ask permission of anyone in a photograph before uploading it, to avoid causing offence. They should also be careful to respect the privacy, wishes and feelings of others in what they write.