



St. Francis by the Sea Website Guidelines

Based on Internet activity and in order to ensure that all communications follow a format honoring the principles and vision of St Francis Catholic Church, parish approved guidelines for all unofficial St Francis websites have been set by a committee comprised of Parish staff, Communications Committee, and the Diocese.

Although many members may have already created websites to communicate with other members and to promote certain St Francis by the Sea Catholic Church activities, the official website of St Francis by the Sea Catholic Church is one approved by the parish and maintained by the Web Ministry of St Francis. As a non-profit organization, St Francis by the Sea Catholic Church must comply with certain legal requirements to maintain its non-profit status. Unofficial websites developed by members or others, which contain information about St Francis Catholic Church, may inadvertently create a problem for the Church with respect to complying with such legal requirements. With these things in mind, please do your best to adhere to the following guidelines:

Excerpt from Bishop Guglielmone's Policy:

[http://www.catholic-doc.org/policy/English%20\(FULL\).pdf](http://www.catholic-doc.org/policy/English%20(FULL).pdf)

4.09 Web Pages

- (a) Web Pages should reflect clear goals consistent with church teaching and the ministry for which they are designed.
- (b) Privacy and the protection of minors must be an essential goal in the establishment of a Web Page. Telephone numbers, personal e-mail addresses and/or other identifying information of minors must not be published on the Web. Care should be taken to protect personal contact information of church personnel, avoiding the Web publication of home addresses, telephone number, cell numbers, and home e-mail addresses.
- (c) Parental permission must be obtained before posting photos of minors. Posting pictures must not be captioned to include a minor's name unless it has been specifically authorized by the parent/guardian.

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- Any copyrighted or trademarked item (such as the logos, artwork, other designs or original work) must not be used, due to the legal and moral aspects involved in infringements.
 - Please do not produce maps of any kind depicting addresses or directions to homes of St Francis members.
 - To avoid confusion and misinformation, please do not communicate details about St Francis's church-wide functions.
 - Please avoid reference to any St Francis members or staff.
 - The following St Francis by the Sea Catholic Church disclaimer should be clearly visible on every web page of any other website referring to St Francis:

"This website is not the official website of St Francis Catholic Church. St Francis by the Sea Catholic Church is not responsible for any information or material contained on this website."

The Staff of St Francis wishes to thank everyone for supporting these guidelines.