

## Chapel in the Pines Presbyterian Church Media Policy

Being approached by members of the media for information and comment can be unnerving, no matter the context of publicity for the church. Interactions with the media should be undertaken with the understanding that any staff, member, or friend is an ambassador for the church and is called to be guided by our pillars of Welcome and Witness.

Any staff member who is approached or contacted by the media is instructed to refer the media personnel to the Pastor or in their absence, the Clerk of Session. Please take the name, organization, and contact information of the person to pass along to the pastor. The staff member is to respectfully decline to give information or answer questions.

The Clerk of Session will determine the best person to interact with media personnel if the Pastor is unavailable.

If a church member or friend is approached or contacted by media personnel, they are strongly encouraged to refer the media personnel to the Pastor or to a deacon or elder with whom the member or friend is comfortable sharing this information. It is encouraged that the member or friend take the contact information from the media personnel if comfortable doing so. The deacon or elder will then send the information to the Pastor or the Clerk of Session if the Pastor is unavailable.

Adopted by Session 9/21/2020