

Presbytery of Middle Tennessee Website Posting Policy

Purpose The purpose of this policy is to establish clear guidelines for evaluating and approving requests to post materials on the Presbytery of Middle Tennessee's website. This policy ensures that all content aligns with the mission, values, and priorities of the Presbytery while maintaining a professional, informative, and user-friendly online presence.

Scope This policy applies to all individuals, committees, churches, and partner organizations submitting requests to post content on the Presbytery of Middle Tennessee website.

Content Criteria All materials submitted for posting must meet the following criteria:

1. Alignment with Mission and Values

Content must align with the mission and values of the Presbytery of Middle Tennessee and the Presbyterian Church (U.S.A.). Content should:

- Promote the spiritual, educational, or missional work of the Presbytery, its committees, or its member churches.
- Encourage connection, collaboration, and information-sharing within the Presbytery.
- Support and uplift the broader mission of the Presbyterian Church (U.S.A.).

2. Relevance

Content must be relevant to the work of the Presbytery, its member churches, or its ministries, including:

- Events, meetings, and programs sponsored by the Presbytery or its committees.
- Opportunities for worship, education, or mission that are open to the Presbytery community.
- News, resources, or updates from member churches or partner organizations.

3. Accuracy and Quality

- Content must be accurate, current, and complete at the time of submission.
- Materials should be free of grammatical and typographical errors.
- Submitted files, images, or documents must meet quality standards for readability and professional presentation.

4. Non-Commercial and Non-Partisan

- The website will not post content promoting commercial activities, private businesses, or partisan political agendas.

- Exceptions may be made for approved partnerships or vendors supporting Presbytery events.

5. Timeliness

- Event-related materials must be submitted at least 7-10 business days prior to the desired posting date.
- Time-sensitive posts will be reviewed on a case-by-case basis for urgency.

Automatic Acceptance The following events and materials are automatically accepted for posting:

- Events and activities sponsored by the Presbytery of Middle Tennessee.
- Events and activities organized by Presbytery committees, commissions, and task forces
- Events hosted by member churches, provided the event is sanctioned by the church's session or standing policies

Guidelines for Materials Submitted by Individuals and Third Parties Materials submitted by individuals or third-party organizations that do not fall under the categories listed above will be considered for posting based on the following guidelines:

1. **Alignment:** Content must align with the mission, values, and priorities of the Presbytery.
2. **Relevance:** The material must be relevant and provide value to the Presbytery community.
3. **Non-Commercial Nature:** Submissions must not promote private businesses, commercial agendas, or partisan activities.
4. **Approval Process:** All individual or third-party submissions will be reviewed by Presbytery staff or the designated website administrator to determine appropriateness and compliance with this policy. Approval is at the discretion of the Presbytery staff.
5. **Supporting Materials:** Submissions must include all necessary supporting details, including event descriptions, contact information, and any relevant documents or links.
6. **Space Availability:** Posting of materials may be subject to available space and priority of Presbytery-sponsored content.

Approval Process All requests to post content on the website must follow this process:

1. Submission

- Requests must be submitted via the designated form or email address provided by the Presbytery office.

- Submissions must include a clear description, purpose, and any supporting materials (e.g., flyers, event details, links).

2. Review

- The Presbytery staff or designated website administrator will review all submissions for compliance with this policy.
- The staff reserves the right to edit content for clarity, length, or formatting while maintaining the original intent.

3. Approval

- Content that meets the criteria will be approved for posting.
- If a submission is denied, the requester will be notified with an explanation.

4. Duration

- Approved posts will remain on the website for a period deemed appropriate for the content's purpose or relevance.
- The Presbytery may remove outdated or irrelevant content at its discretion.

Types of Acceptable Content Examples of content that may be approved for posting include:

- Presbytery meeting announcements and materials
- Committee updates or reports
- Church events open to the Presbytery community (e.g., worship services, conferences, mission projects)
- Educational or spiritual growth opportunities (e.g., workshops, webinars, retreats)
- Job postings for Presbytery-related positions
- News or stories highlighting ministries within the Presbytery

Content Not Accepted The Presbytery reserves the right to decline materials that:

- Violate the mission, values, or policies of the Presbytery
 - Contain inappropriate, inflammatory, or divisive language
 - Promote personal, political, or commercial agendas unrelated to the Presbytery's mission
 - Are incomplete, outdated, or of poor quality
-

Definitions

- **Partner Organization:** A group, institution, or entity that collaborates with or supports the Presbytery in its mission, ministries, or activities. Partner organizations may include denominational bodies, non-profits, educational institutions, or mission-related entities with shared goals and values.

Amendments This policy may be revised or updated at any time by the Presbytery of Middle Tennessee. Any changes will be communicated to relevant parties.

Contact For questions about this policy or to submit a request, please contact: Stated Clerk at sc.midtennpres@gmail.com

Adopted by the Presbytery of Middle Tennessee
May 3, 2025