

# East Baltimore Church of Christ at Belair Road



## Web Site Church Directory Policy

September 2009

### Policy Type

Congregational East Baltimore Church of Christ Web Oversight

### Contact Office

East Baltimore Church of Christ Web Oversight Executive

### Oversight Executive

Kevin Bethea

### Policy and Procedures Applies To

All East Baltimore Church of Christ web pages signified by the address "eastbaltimorecoc.com or org" or within the range of Internet and Intranet protocol addresses assigned to the East Baltimore Church of Christ.

### Reason for Policy

To comply with IRS regulations concerning tax-exempt status and advertising and sponsorship. Also address the potential for conflict of interest and to assure freedom from influence. Therefore East Baltimore Church of Christ web page advertising space cannot be sold at any level of the web page.

### Policy Summary

As the owner of the East Baltimore Church of Christ web site, the, East Baltimore Church of Christ leadership has the ultimate authority in determining the content and organization of the site overall. The EBCOC, over site Executor in consultation with the Leadership when appropriate, will resolve any questions or conflicts about the site.

### Policy

1. The following groups and/or individuals are allowed to submit service available notices for web posting:

A Persons who have placed membership and are active members for a minimum of one year.

B. Persons, members of EBCOC who business credential i.e. license and other government EIN has been verified by Oversight Executive.

1 There will be no advertisement of specific items; this is a service web site only

2. Those services which do not require license must state such on the service ad

2. All web content submitted must be approved by the Over Sight Executive or designee prior to posting. Submissions must be entered at least 13 days in advance of the requested posting date. Submissions are limited to 6 months intervals and must be resubmitted every June 1<sup>st</sup>.

3. All web content submissions for the main home page or featured items must be data ready free of spelling and grammar errors. Web Page Oversight Executive will not type any submission, they must be publication ready.

4. Only the following file format should be submitted for posting: Business Cards only. Avoid large graphics or photographs and Microsoft Publisher and other graphics design applications since they may not be translatable into Web page

5. Web Service posting which proven to be inaccurate, will be removed immediately. Incorrect contact numbers or incorrect address will be subject to removal from the web page.

### **Member Service Complaints**

Web posting which receive three written and signed complaints concerning their service within a 6 month span will be removed from web site advertisement for a period of time designated by the Over Sight Executive.

Acknowledgement:

*I have read and understand the above Web Posting Policy, and consent to adhere to the rules outlined therein.*

\_\_\_\_\_  
Member of the East Baltimore Church of Christ at Belair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Oversight Executive: Kevin Bethea

\_\_\_\_\_  
Date