

WINDSOR PRESBYTERIAN CHURCH POLICY

Communications

Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone. (Colossians 4:6)

May the words of my mouth and the meditation of my heart be pleasing in your sight, O Lord, my Rock and my Redeemer. (Psalms 19:14)

The purpose of this Communications Policy is to establish guidelines for all communications with and within our church: verbal, written and electronic. This policy is to encourage accurate communications that express our key values of positive relationships within our church and foster an attitude of honesty, respect, openness and sensitivity toward others, keeping the way in which we communicate loving and healthy. All communication is important and should be considered carefully.

Instances of communication that are inappropriate and unacceptable include:

- Any communication that intends to harm others.
- Sharing private information in any form (verbal, written, electronic). This is damaging because it takes information out of context and thereby changes how the message may come across or be understood.
- Any violations of confidences - this is considered gossip and can be slanderous.
- Any communications that are anonymous. Anonymous communications are disrespectful, can be hurtful and confusing, and can even be destructive. Any anonymous communication will not be acknowledged.

Windsor Presbyterian Church has appropriate ways for church members to ask questions or offer suggestions. The leaders of the congregation - the Pastor, Elders, and Deacons - are open to and welcome direct appropriate communication. If a church member needs assistance on how to contact church leaders, the church office can assist them. The church phone number is (707) 838-1566 and the church email address is windsorpres@outlook.com. The church office hours are posted in the weekly worship bulletin, on the church website, and on the front door of the church building.

We remember Jesus' greatest Commandment when we communicate with one another, *Love one another (John 13:34)*, and Paul's exhortation in how we live in the world as Christians, *the fruit of the Spirit is love, joy, peace, patience, kindness, generosity, faithfulness, gentleness, and self-control. (Galatians 5:22)*