The official email host is BlueHost. No other email addresses are recognized as official.

Any person or group wishing an email address for the church must fill out a request form. The form is to be submitted to the chair of the tech committee. If it is determined to be a valid request, the chair will create the email account and distribute passwords in a sealed envelope to all members listed on the request form.

Church email addresses are for church use only. This pertains to all individuals, committees, or groups. Church email addresses must NOT be used for any illegal activity or to promote illegal activity.

Church email addresses are NOT for personal use.

If the committee chair or the responsible person for a group changes the password, all committee or group members on the most current request form must be notified.

No password is to be given to anyone NOT on the request form. When membership on a committee changes, the committee chair or the responsible person for a group must notify the chair of the tech committee and determine appropriate action.

If, for any reason, an individual cannot access a group account, notify the chair of the tech committee as soon as possible.

Any abuse of the policy is cause to have email privileges revoked.

An audit of each email address, except for those designated as exempted, will be conducted semi-annually by the tech committee to ensure compliance. Current exempted email addresses are the Pastor and financial secretary.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Your signature indicates your agreement to follow the above policy.)