Diocese of Milwaukee
Special Executive Council Meeting via Conference Call
March 22, 2012 at 6:00 p.m.

Present: The Rt. Rev'd Steven A. Miller; The Rev'd Andrew Bunting; The Rev'd Paula Harris; The Very Rev'd Andrew Boyd Jones; Ms. Taryn Lantz; The Rev'd Mark Moore, President, Commission on Ministry; Mr. Rob Mortensen; Mr. Gust Olson; Ms. Giannina Radcliffe; Ms. Margaret Schumacher, Diocesan Treasurer; The Rev'd Joan Smoke and The Very Rev'd Deborah Woolsey

Others present: Ms. Peggy Bean, Bishop's Assistant for Congregational Development; The Rev'd Carla McCook, Bishop's Assistant for Christian Formation

Absent: Ms. Diane Blank, Bishop's Assistant for Finance; Mr. Patrick Johnson, Trustees of Funds & Endowments; The Rev'd Gary Lambert, Diocesan Executive Secretary; The Rev'd Scott Leannah; Ms. Barb Lentz; The Rev'd David Pfaff, Canon to the Ordinary and The Very Rev'd Steve Teague, Standing Committee President

Prior to the meeting, roll call was taken.

Call to order/Opening Prayer – Bishop Miller

Bishop Miller
--called the meeting to order at 6:06 p.m. and opened with prayer;
--clarified that the purpose of the conference call was to deal only with predetermined matters:
     the Meachem grant proposals and the Guidelines for Social Media;
--checked if all had received the Meachem grant proposals; one member noted difficulty in printing out
     the material.
Bishop Miller then turned the meeting over to Ms. Peggy Bean.

Meachem Grant Proposals – Ms. Peggy Bean and Bishop Miller

Ms. Peggy Bean explained that:
--the Committee on Mission and Development received requests amounting to over $60,000.00;
--the criteria used by the committee were twofold:
     Is the request for seed money for a new project?
     Does the project live into the congregation's mission and vision?
Ms. Bean walked through the first half of the Meachem grant proposals specific to Congregational Development including – the church requesting the grant, the project and the amount awarded.

This document appears at the end of the minutes as Appendix I.

Bishop Miller noted that since the motion comes from a committee a second is not needed. He asked if there were any questions. Hearing none, he called for a vote. Several council members indicated the need to abstain. It was stipulated that the vote would be on the whole package with individual members abstaining on those line items relative to his/her parish. The vote to approve the Meachem grant proposals was unanimous with the respective abstentions.

Bishop Miller walked through the grants specifically from the trustee funds.

This document appears at the end of the minutes as Appendix I.

Bishop Miller again noted that since the motion is from a committee, a second is not needed. He asked if there were any questions. The amount in the music grant was clarified.

Bishop Miller asked if Ms. Peggy Bean had anything else to add.
Ms. Peggy Bean said that it was great and wonderful to have so many and varied requests.

Hearing no further questions, Bishop Miller called for a vote. Again the vote to approve the grant proposals was unanimous with the respective council members abstaining on the line times relative to his/her parish.

Bishop Miller thanked Ms. Peggy Bean and the Committee on Mission and Development for their hard work on this matter.

Bishop Miller noted that these grants with the Executive Council approval now go the Trustees for their approval and the distribution of the funds.

Guidelines for Using Social Media – Bishop Miller and The Rev'd Carla McCook

Bishop Miller reminded the members that they had received the document at the previous meeting. He asked if there were any questions.

This document appears at the end of the minutes as Appendix II

The Rev'd Andrew Boyd Jones asked if the items in the document were binding. It was clarified that these are recommendations, guidelines, suggested best practices that will be incorporated in the Safeguarding God's Children Manual.

Bishop Miller noted that, again, the motion is from a committee and does not need a second. He asked if there were any further questions. Hearing, none, Bishop Miller called for a vote. The vote to accept the Guidelines for Using Social Media was unanimous.

Bishop Miller wished all a Blessed Easter.

The meeting was adjourned at 6:18 p.m.

Respectfully submitted,

Rev'd Margaret M. Kiss
Deacon
Recorder of the Minutes

Appendix I

	Amount - 37079	Notes
Church - projects		
Elkhorn, family night	1500	
Greendale, Embracing Mission STEM	5000	
Hartford, nursery attendant	2000	
Madison, St. D. trailhead signage	2522	
Milwaukee, St. J. Invitational ministry	5000	
Milwaukee, St. M., Welcome & Connect	3000	
Monroe, Loaves & Fishes	3000	
Mukwonago, music	2700	
Sun Prairie, flooring & fencing	2000	
West Bend, Initiation events	2500	
Whitefish Bay, Environmental Partnerships	2400	
Whitewater, Meal &Lectionette	5000	
Kenosha scholarships for conference	457	
37079		
Parish Nurse	**Amount 9273**	
Burlington,	2230	
Kenosha	2543	
Watertown	4500	
9273		
Trustee grants		
Outreach	**Total 1845**	
Milw.St. James Red Door & Sundries	1845	
1845		
Music	**Total 3000**	
Mlw. St. James	1500	
1500		
Non Music	**Total 3803**	
Mukwonago, work trip	1500	
Dousman, mission trip	1050	
Hartford, food pack	1200	
3750		

Appendix II

GUIDELINES USING SOCIAL MEDIA
Social media now accounts for the largest share of internet usage, surpassing even email. It is essential that the church be present in this mission field, as it has changed the internet from a place where people go to find information, to a place where people meet in virtual community, expecting to share their lives, thoughts, and their beliefs with others.

In churches, social media and email can promote nearly viral outreach, deepen the real life sense of community at a church, and build a feeling of week-long togetherness. But just like real-life relationships and interactions, digital communications need to be lived into with the appropriate boundaries to protect yourself and others.

The following recommendations and guidelines for web and social media use are in alignment with the Diocese of Milwaukee's accepted principles of healthy boundaries and safe church practices.

Commonly Accepted Principles of Healthy Boundaries and Safe Church
1. Adults have more power than children and youth
2. Clergy have more power than people with whom they have a pastoral relationship.
3. The mutuality of friendship cannot exist when there is a disparity of power.
4. Two unrelated adults must be able to maintain visual contact with each other any time they engage in ministry with children or youth.
5. Windows in doors allow transparency of interactions with children, youth and adults who may be vulnerable.

General Information about Digital Communications
1. All communications sent digitally (email, social networking sites, notes or posts, etc.) are NOT CONFIDENTIAL and may be shared or reposted to others.
2. Interactions in the virtual world need to be transparent, as a window in the door provides transparency in the physical world.
3. In the virtual world healthy boundaries and safe church practices must be adhered to as they are in the physical world.
4. In the virtual world, "friend" can mean anyone with whom you are willing to communicate through that medium. In the physical world, friend can mean much more in terms of intimacy, self- disclosure, mutuality and expectations for relationship.
5. Laws regarding mandated reporting of suspected abuse/neglect/exploitation of children, youth, elders and vulnerable adults apply in the virtual world as they do in the physical world.

Recommended Practices and Guidelines for Interactions with Children and Youth:
Social Networking Sites-Relationships
1. Adults who minister to children and youth are strongly encouraged to set very stringent privacy settings on any social networking profile.
2. Individual personal profiles are to be used to interact with real friends, family and peers. Adults should not submit "friend" requests to minors or youth. Youth may not be able to

decline such requests due to the disparity of power between youth and adults. Youth may ask to be "friends", and adults should discern the level of contact they want to maintain with youth prior to responding to these requests.

3. If an adult chooses to accept friend requests from minors or youth who are associated with their community of faith, other adult leaders must have full access to all aspects of that adult's profile and correspondence.

4. Adults who want to connect via a social networking website with youth to whom they minister are strongly encouraged to set up a closed group page or official organization page that youth may join. Youth requesting to "friend" an adult can then be invited to join this closed group or organization page rather than be accepted as a friend on an adult's personal profile account. The purpose of these two separate accounts/profiles is to create a line of privacy and maintain healthy boundaries with youth and real family, friends and colleagues.

5. Any material on any site (whether affiliated with the church or not) that raises suspicion that a child has been or will be abused/neglected/exploited should be immediately reported to the clergy and to the Department of Children, Youth and Families (DCYF). If the material is on a church affiliated site, that material should be documented for church records and then removed from the site after consultation with authorities.

Recommended Practices and Guidelines for Interactions with Children and Youth: Groups/Organization Pages on Social Networking Sites

1. Clergy and Lay leaders should carefully discuss whether a closed group page or an official organization page would better serve their Social Networking purposes. Consideration of the specific purpose of the group should be given (ex. Confirmation, pilgrimage, mission trips etc.). Privacy and publicity settings are very different depending which you choose.

2. Groups/Organization pages should have at least two unrelated adult administrators as well as at least two youth. Closed groups, but not "hidden" groups, should be used for youth groups (J2A, Rite 13, administrators).

3. Invitations to youth to join a group should be made by youth administrators, unless a youth previously asked an adult administrator to invite him/her to join the group. This is not an issue with official organization pages, as all invites appear from the organization itself rather than an individual.

4. Behavioral covenants should be created to govern what content is appropriate and inappropriate for an online youth group of either type.

5. Any material on any site (whether affiliated with the church or not) that raises suspicion that a child has been or will be abused/neglected/exploited should be immediately reported to the clergy and/or Office of the Bishop. If the material is on a church affiliated site, that material should be documented for church records and then removed from the site after consultation with the Office of the Bishop and/or police.

6. Inappropriate material that does not raise suspicion that a child has been or will be abused/neglected/exploited should immediately be removed from the site.

7. Any content that details inappropriate behavior (outside of the bounds of the established behavioral covenant) during a church sponsored event or activity should be addressed by adult youth leaders and parents.

8. Social networking groups for youth should be open to parents of current members.

9. Parents should be informed that the content of youth organization pages or groups that are not sponsored by the church are NOT within the purview of adult youth leaders.
10. Adult leaders of youth groups and former youth members who, due to departure, removal from position, or are no longer eligible because they "aged-out" of a program should be immediately removed from digital communication with youth groups via social networking sites, list serves, etc.

Recommended Practices and Guidelines for Interactions with Adults:
Social Networking Sites-Relationship
1. Clergy are strongly encouraged to set very stringent privacy settings on any social networking profile to shield both adult and youth members from viewing personal content that may be inappropriate.
2. Individual personal profiles of clergy are to be used to interact with real friends, family and peers. Clergy should not submit "friend" requests to parishioners and others to whom they minister. The disparity of power may not give the other person the ability to decline such request.
3. Clergy who want to connect via a social networking website with parishioners are strongly encouraged to set up an official Organization Page that all parishioners may join. The purpose of having a personal profile and an Official Organization page is to create a line of privacy and maintain healthy boundaries with parishioners and real family, friends and colleagues.
4. The Diocese of Milwaukee recommends official organization pages for parishes rather than group pages, which are unofficial and have limited tools for both privacy/security and outreach.
5. Clergy should consider the impact of declining a "friend" request from parishioners. These encounters may create a tension in "real world" relationships. Clergy can direct "friend" requests from parishioners to the parish's official organization page.
6. Clergy who work directly with youth are encouraged to establish separate church sponsored digital communications groups/pages for youth, to maintain contact with youth members.
7. When a cleric's ministry at a parish or other ministry setting ends, the cleric should remove parishioners as "friends" or contacts in all forms of digital communications.

Recommendations for digital communications and content Behavioral Covenants
1. Covenants should acknowledge that materials posted on Church Sponsored sites (and/or group pages) are NOT CONFIDENTIAL.
2. Covenants should acknowledge that content deemed inappropriate will be removed from the site or group page.
3. Covenants for communities of faith should address the following issues:
a. Appropriate language
b. Eligibility of membership to join a closed social networking group
c. Things to consider include whether to allow those who are not yet members of a parish or youth group to join, and whether there are age requirements/restrictions for participation for youth groups
d. Loss of eligibility of membership and removal from the social networking group

e. Consider how and when members will be removed from the group due to moving away, leaving the faith community, becoming too old for youth group, clergy leaving to minister to another parish or exclusion from ministry positions for other reasons

f. Who, how and when may photos be "tagged" (identified by name)? For example: individuals may tag themselves in photos but should not tag others. No one under the age of eighteen should be tagged by an unrelated adult.

g. Appropriate and inappropriate behavior of members (bullying, pictures that depict abuse, violence, sexual acts, etc.) and the consequence for inappropriate behavior

h. Compliance with mandated reporting laws regarding suspected abuse

Recommendations for Video Chats, Blogs or Video Blogs

1. Adults should refrain from initiating video chats with youth
2. Participants in a video chat or blog should consider what will be shown in the video such as their surroundings, their clothing/state of dress, etc.
3. All transcripts of on-line text chats, video chats, blogs or video blogs should be saved when possible.
4. All clergy and adults engaged in ministry with youth should consider the content and nature of any post that will be read by or visible to youth.
5. Your voice is often considered the voice of the church.

Recommendations for Publishing/Posting Content Online

1. Congregations must inform participants when they are being videoed because church buildings are not considered public space.
2. Any faith community that distributes video of its worship services or activities on the web or via other broadcast media MUST post signs that indicate the service will be broadcast.
3. All communities of faith should take care to secure signed Media Release forms from adults and guardians of minor children who will or may participate in activities that may be photographed or videoed for distribution.
4. Photos that are published on church sponsored sites should not include name or contact information for minor children or youth.

Recommendations for Use of Email or Texting (Includes Twitter)

1. Email can be an appropriate and effective means of communicating basic factual information such as the time of an event, agenda for a meeting, text of a document, etc.
2. Email is not an appropriate communication method for matters that are pastorally or legally sensitive, emotionally charged or require extensive conversation.
3. If an email message is longer than a couple of sentences, then the matter might more properly be addressed via live conversation.
4. Humor and sarcasm can be easily misinterpreted in an email.
5. All email users should take a moment to consider the ramifications of their message before clicking on the "send" or "reply to all" button.