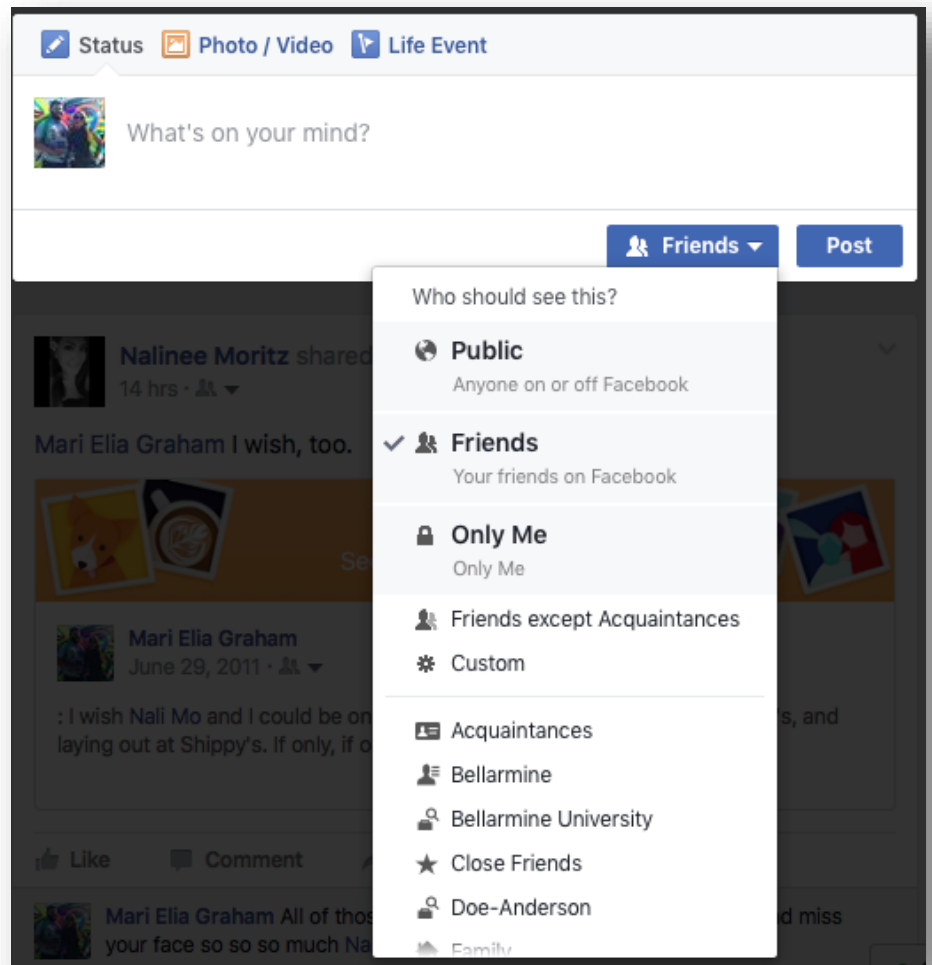
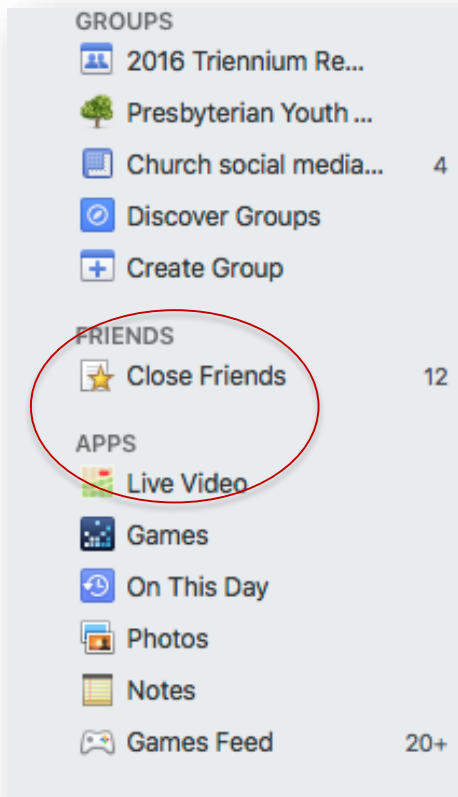


Do's and Don'ts for Facebook: Personal Pages

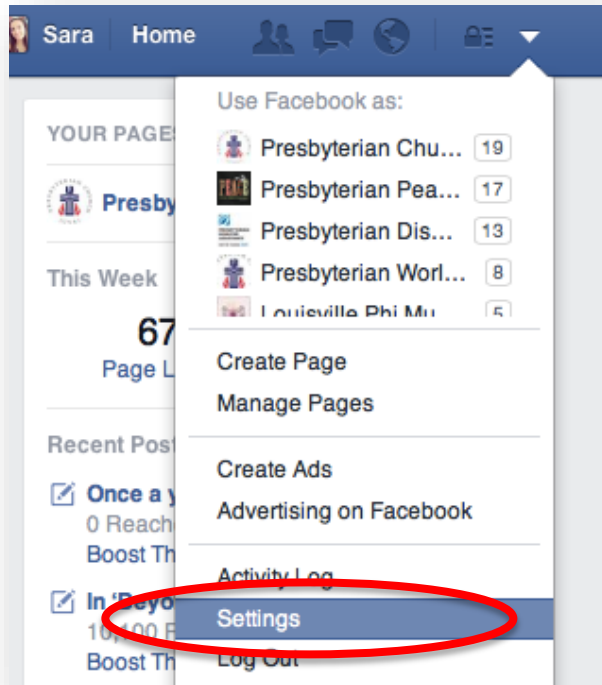
1. **Don't** create two profiles. This violates Facebook policy and gives them the right to shut down one of your profile pages at any time and without notice.

Utilize the privacy settings to customize who sees what is on your page. You may do so for each individual post.

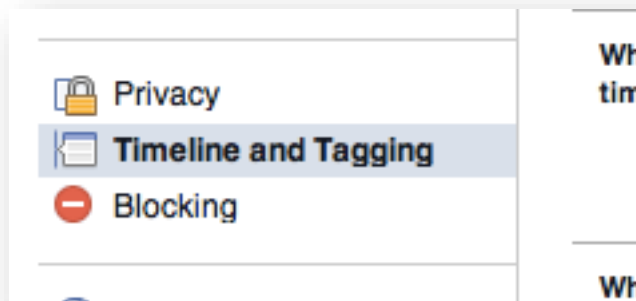
- a. Facebook also gives you the option to create lists that let you categorize your friends (e.g. co-workers, college classmates, church group.) From there, you can elect to share posts with a specific list.
- b. To create a list, go to the Friends button on the left-hand side of your Facebook home screen. This is under the Groups button.



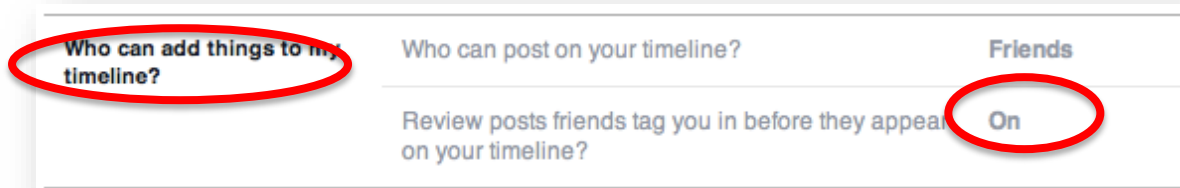
2. **Do** set up an approval process to review photos or statuses you are tagged in, so they don't automatically post to your page:
 - a. Go to Settings.



- b. Click on Timeline and Tagging found in the menu on the left.



- c. Go to the “Who can add things to my timeline?” section and turn the button “on.”



3. **Do** check your sources. Before posting make sure the information you are sharing is accurate. Google a news story to be sure you have facts correct. Rely on mainstream, reputable news sources.
4. **Do** be mindful of the conversations you engage in. Any conversations that you partake in are a reflection of not only yourself but also the church, so post and comment accordingly.
5. **DO** post events, photos, videos from your church. You may share to your own personal page or create an entirely new post, but you should tag your ministry’s page when doing so. This will encourage more people to like and interact with the page.
6. **Don’t** post carelessly. Be aware of liability. You can be held legally liable for what you post on your personal site and on the sites of others.
7. **Do** protect your identity. Don’t provide personal information (home address, telephone number, work telephone, or email address). Accept friend requests from only people you know.

Keep in mind as staff that friends, family, and other followers likely view you as a representative of the church.