

## **APPENDIX C**

### **South Mecklenburg Presbyterian Church (SMPC)**

#### **Parental Consent Form for Electronic Communication**

Dear Parent/Guardian,

At South Mecklenburg Presbyterian Church (SMPC), we value the safety and privacy of all minors involved in our ministries. To ensure clear communication while maintaining appropriate boundaries, we request your consent for your child's participation in electronic communication and social media activities related to SMPC programs.

Please complete and sign this form to indicate your preferences regarding how SMPC may communicate with your child and use their images in church-related media.

#### **1. Communication with Minors**

SMPC staff and approved volunteers may need to communicate with minors about events, programs, or pastoral care. To ensure safety, we follow these guidelines which are further detailed in Section VI, Social Media and Electronic Communication, on page 13, and Appendix B, Children and Youth Ministry Communication Policy, on page 17:

- Church communication may take place through **email, group text messages, or through public posts on our church social media accounts.**
- No **one-on-one private messaging** between minors and adults.
- All digital communication will include **at least one other adult (e.g., a parent, guardian, or another church leader).**
- SMPC will not contact a minor via direct messages on our church's social media channels. If a minor contacts SMPC through its social media channel direct messages, SMPC staff will respond to the minor via phone call, text or email with another adult copied. The church's social media channels include: Instagram - @smpcyouth and @southmeckpres and Facebook - @southmecklenburgpresbyterian

**I consent to sharing my child's email and/or phone number and give permission for my child to be contacted by SMPC staff and volunteers via:**

*(Check all that apply)*

- ☐ Email (with another adult copied)
- ☐ Text messaging (no private one-on-one messaging via digital communications or social media platforms)
- ☐ Approved group messaging apps (such as GroupMe, Remind or similar)
- ☐ I do **not** give permission for any electronic communication with my child.

Child's Email (if applicable): \_\_\_\_\_

Child's Phone Number (if applicable): \_\_\_\_\_

Please note: Church policy states that if a minor contacts an employee or volunteer in a private message (e.g., direct messages, text messages, or chat apps), the employee or volunteer must inform the minor that it is the Church's policy to add another adult to the message. The employee or volunteer can offer suggestions for adults to add but must add the adult before engaging. The staff will not reply to social media direct messages.

## **2. Use of Photos & Videos on Church Social Media & Publications**

SMPC may occasionally take photos or videos of church events, which may be shared in:

- Church social media (e.g., Facebook, Instagram)
- Church website or newsletters
- Printed materials (e.g., brochures, worship bulletins)

SMPC never posts photos of children with identifying information, such as their name. May we use photos of your child in our online and print publications?

☐ YES

☐ NO

## **Parent/Guardian Consent & Signature**

**Minor's Name:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Parent/Guardian Email:** \_\_\_\_\_

**Parent/Guardian Phone:** \_\_\_\_\_

By signing below, I confirm that:

- I understand and approve of the communication guidelines set by SMPC.
- I have indicated my preferences regarding my child's communication and image use.
- I may update or revoke this consent at any time by notifying SMPC in writing.

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Minor Name:** \_\_\_\_\_

**Minor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_