

### **Procedure: Obtaining a Password to Post on the Presbytery Web Site**

- Every NPSP congregation, fellowship, covenant partner, and recognized mission unit is permitted to post information to the NPSP web site that is in compliance with the Networking Editorial Policy
- Every NPSP congregation, fellowship, covenant partner, and recognized mission unit will receive a password for their respective organization.
- Emerging mission groups may request permission to post to the NPSP web site through the Mission Subcommittee. Any group wishing to be a recognized mission team must meet the following criteria:
  1. The purpose of the group must be consistent with Scripture; the *Book of Confessions*, the *Book of Order*, and the vision and mission statements of the presbytery.
  2. Be submitted by a
    - NPSP church
    - covenant partner of NPSP
    - Other PC(USA) governing body
    - Mission projects from any of these entities which address social, justice and/or peacemaking concerns
  3. The group must consist of at least 5 members from at least 2 different NPSP congregations and/or minister members of presbytery who have a common passion and covenant agreement to work for a particular mission effort.
- Once the Mission Subcommittee has approved the formation of a new mission team, the Mission Subcommittee will convey that approval to the Networking Subcommittee moderator, along with contact person information. The Networking Subcommittee will ensure that the requesting groups receive a password and information on posting within one week of receiving authorization from the Mission Subcommittee. All postings must be in compliance with the Networking Editorial Policy.
- The username for each organization or group with permission to post on the NPSP web site will be the organizations name. For instance;
  - Birchwood Presbyterian would be: Birchwood PC
  - First Everett Presbyterian would be: First Everett PC
- Username and password information will be given to the pastor, office manager, and key communications contact person for each congregation. Username and password information for covenant partners, and recognized mission units will be determined as best fits their respective needs. All members of committees working with confidential

information will have unique passwords.