

# **TRINITY EPISCOPAL CHURCH**

Main Street (Box 484)  
Fishkill, New York 12524

## **Policy for Use of the Parish Directory by Individuals**

Every year each parish household will receive an updated family directory containing the address, phone number, and e-mail address of all parishioners. Safeguarding this information is a shared responsibility of members of Trinity Episcopal Church. The following statement will appear at the heading of the directory:

This directory is provided solely for the use and convenience of the Trinity Episcopal Church community. It is not intended to be circulated externally or used for commercial purposes (e.g. mailing lists, solicitation lists, or building a client base). Any corrections should be directed to the parish secretary.

Use of the directory for any general mailing by post or e-mail or to prepare a document for general distribution by hand is only with permission of the Rector and vestry. A copy of the proposed document must be submitted in order to receive permission. If permission is granted, the return address on the envelope must be that of Trinity Church. Neither the name nor sponsorship of Trinity Episcopal Church may be used in conjunction with non-parish commercial solicitation.

General e-mails to all parishioners whose e-mails are on file are treated in the same manner as letters sent by post. Therefore, they must also be reviewed by the Rector and vestry prior to sending. General e-mails may be sent only by the Rector or his/her designee who will use the "blind copy" feature or otherwise restrict the addresses visible to the recipient to his/her own and that of the sender.