**Overview**

The consistory of the Grace United Reformed Church of Waupun, WI was granted permission to oversee a classis website by the Central U.S. classis at its June 11-12, 2007 meeting. In order to accomplish this oversight decently and in good order, the following guidelines were adopted by the Grace URC consistory. The address for the website is www.ClassisCentralUS.info.

**Public information**

“Public information” can be viewed by anyone who has access to the internet. Consequently, only general information shall be made visible to the public.

Information may include and shall be limited to: a brief introduction to the classis, a summary of the recent classis meeting, stated clerk information, confessional documents (from the 1976 Psalter Hymnal), classis rules of procedure, “Precious Oil” publications, study reports received/approved by the classis, blank candidacy health exam form, template for overtures, official documents pertaining to the federation [e.g. church order and form of subscription], a blank credentials form for classis meetings, a map displaying the location of each church in the classis, pictures submitted by the churches in classis, calendar of classis events, links to classis churches, a link to the official federation website, and information about church planting.

Events related to the churches in the classis, the classis as a whole, and/or the federation as a whole and that are made known to the churches in the classis may be placed on the calendar, with the default placement being on the public side of the website. Only if an entity specifically requests placement on the private side will it be placed there.

Public information can be added/altered/deleted only by an administrator.

**Private information**

“Private information” can be viewed only by someone who utilizes the username and password of an entity approved for private access.

Information may include and shall be limited to information already made available to churches in the classis (this includes the “Public Information” as well). Examples of this information include: classis minutes, classis agenda, candidacy exam material, etc. A calendar of classical events may also be utilized.

Per Synod Visalia 2014’s encouragement (*Acts of Synod* 72.7), the contact information of appointees to synodical committees shall be posted.

A discussion forum may be utilized as the need arises.

Private information can be added/altered/deleted only by an administrator.

**Access to private side**

Access shall be granted to church councils in the classis, the stated clerks of each classis in the federation, and the stated clerk of the federation.

The password for an approved entity may be changed at any time by that entity. Since multiple officebearers from each church will have access to the one login of the church, it is up the each council to regulate the changing of their password.

Temporary access may be granted to others on a case-by-case basis at the discretion of the Grace URC consistory.

Access must be approved by an administrator of the website.

**Administrators**

The administrators may add/alter/delete information, approve requested access, and alter the structure of the website.

The administrators shall be the clerk of classis, a designee of the Grace URC consistory, and technical support.

Approved by the Grace URC consistory 7/17/07; revised 11/19/07, 12/15/08, 01/12/09, 08/10/09, 10/26/09, 11/11/14