DIGITAL COMMUNICATIONS ACCOUNT ADMINISTRATOR AGREEMENT

This agreement affirms _________________________ (write name) has been approved by the pastor/administrator, principal or director of ______________________________ (name of diocesan office or entity) to serve in the following capacity (please check one of these):

____ Authorized administrator of the accounts listed below
____ Content provider to the accounts listed below (access limited to posting approved content)

An administrator assumes responsibility for the creation and management of accounts and for enforcing the Catholic Diocese of Richmond Digital Communications and Media Policy.

The administrator understands that a violation of this Agreement or the policies incorporated may result in the loss of social media access on behalf of a ministerial leader, and may result in disciplinary action for Church personnel up to and including termination of employment and/or other legal action in accordance with the terms and conditions of the policy and applicable laws.

The account administrator agrees:

• The social media site is considered an extension of the diocesan/parish/school ministry.
• To monitor and review posts to ensure they contain appropriate content.
• To bring to the attention of the pastor, principal or director of Information Technology any concerns or violations in a timely manner.

I am the administrator/content contributor of a social media or other digital communications account for

____________________________________________________________________________
Name of Account Administrator (please print)

____________________________________________________________________________
Signature of Account Administrator Date

____________________________________________________________________________
Signature of Authorizing Pastor/Administrator, Principal or Director Date

Complete the following for each account for which you have responsibility:

Site URL: Username: Password: