

Newsletter Policy

The Session of Alamance Presbyterian Church adopted a formal policy for *The Relay*, at its stated meeting on September 22, 2019. Policy points are based on an article in the April 2004 issue of *The Newsletter Newsletter*.

Editorial policy of *The Relay*

Our newsletter:

- Will always seek to reflect the spirit of Christ.
- Will seek to portray the congregation in a positive light, without exaggeration.
- Will not report matters that would expose members to ridicule or embarrassment.
- Will not fuel controversies. However, when controversial issues must be reported, the newsletter will report both sides in an unbiased manner.

- Will not include opinions in *news* articles. Opinions will be reserved for articles clearly identified as *opinion* pieces: the pastor's column, letters to the editor, open letters to the congregation, etc.
- Will not print material deemed inappropriate by the editor or pastoral staff.
- Will always strive for accuracy. When appropriate and useful to readers, errors will be acknowledged and corrected as soon as possible. A respectful hearing will be given to anyone bringing errors to the staff's attention. Extra effort will be used to verify the accuracy of all information, especially about individuals.
- Will not publish copyrighted material without the permission of the copyright holder.

- Reserves the right to edit any submitted material for length, style, and content.
- Will not accept submissions after the stated due date.
- Will not use language that is derogatory toward any person or group on the basis of appearance, gender, race, religion, political affiliation, or national origin.
- Will follow the strictures of the HIPAA (Health Insurance Portability and Accountability Act of 1996), a United States legislation that provides data privacy and security provisions for safeguarding medical information.