

University Baptist Church  
Policies, Procedures and Guidelines

## UBC Database Policy

### PURPOSE

The UBC database shall be used to provide a coordinated and consolidated source of information regarding the interests and backgrounds of attendees and members. Information contained in the data base will be used internally to facilitate the life and operation of our church.

### PROCEDURE

- The Senior Minister shall designate the minister who will be responsible for the overall management and operation of the data base
- Reports developed through the data base shall be requested/approved by one of the ministers.
- Access to the data base will be limited to the ministers and secretarial staff who have been approved by the senior minister.
- Reports/data shall be used internally and shall not be given/sold to outside groups.
- With the approval of a minister, summary/statistical reports (without identifying information) may be prepared and distributed as needed.
- The data base shall be updated as needed but at least annually when the Nominating Committee Report/Leadership Roster is approved by the congregation.
- Exceptions to these guidelines may be made with the explicit approval of the Senior Minister or Church Council.