



## BAY CONNECT TERMS OF USE

### What is Bay Connect?

A cloud-based "Church management software for the engaged church community." That's the technical terminology. Bay Connect (also known as Church Community Builder {CCB}) is an internet-based program you can use as a directory, to make contributions and keep track of your giving, keep your contact information current, and stay connected with the groups of people you are involved with.

As an online member of Bay Connect, you are welcome to use and become part of our online community at <https://thebay.church/mybaychurch/>. **Only individuals who are currently active in our database will be provided access.** When you log in, you will be able to see your own profile information, see the groups you are participating in and the positions you hold, access your giving information, explore events you might be interested in, easily communicate with other members, and much more! You can update your profile information to make sure our records are correct and allow other people in the community to get to know you better. We hope you enjoy our online community!

### Is my information private?

While our database contains anyone, who is on our mailing list and our website is public, our online community is private and only those who have usernames and passwords assigned to them can join. After your request has been processed, you will be emailed login information. If you choose to participate you can decide whether your profile will be "listed" to other online members or "unlisted".

Unlisted profiles are not seen by anyone beyond our staff and key leaders. Listed profiles can be found by other members, and you can adjust who can see what information in your profile from your privacy settings. To encourage interaction in the community, all profiles will default to listed unless you request to be unlisted.

## How do I use Bay Connect?

The best way to see what Bay Connect is about is to visit the website and use your login and password to look around. If you decide you don't want to be part of the community, you can, at any time, request to be unlisted and merely discontinue using it. We hope you will be able to get better connected by participating in discussions or looking for groups that may be of interest to you and then joining one!

## GUIDELINES FOR USE:

Please protect the privacy of fellow members! Violating any of these guidelines will result in blocked access. By becoming an online community member, you agree to the following rules of use:

- Bay Connect is intended for personal and ministry use. It is not for solicitation of any kind. Do not use it for business purposes or for ministries, groups, etc., outside of our The Bay Church community.
- Protect the privacy of members by not giving their phone numbers, etc. to others outside of the online community. If you would like someone's number and they are 'unlisted', please ask them directly. The Bay Church staff and leaders cannot give out this information without prior consent. Our leaders use this private information with care.
- Do not send emails that are not necessary and not requested, e.g., jokes, stories, petitions, etc. Use Bay Connect with care and courtesy for personal and friendly communication. Even if it's interesting, funny, or important, do not send unsolicited information. Do not add members to email lists outside Bay Connect without prior consent.
- Members who engage in discussions are not to "slam" other groups, churches, or organizations or attempt to solicit members from outside groups or organizations. Keep the online discussions and emails personal, positive, and profitable. Discussions will be monitored.
- Bay Connect online members who become inactive at The Bay Church or who do not follow these guidelines and/or abuse Bay Connect will have their login access blocked.
- Members are to inform the Master Administrator of any problems so a resolution can be found. The Bay Church Master Administrator is Sarah Poindexter, [sarah@thebay.church](mailto:sarah@thebay.church).