

TVC Email Policy

Active Email Addresses

- 1.) Email addresses for all staff
- 2.) Email addresses for all Volunteer Staff (Leaders of Leaders)
- 3.) Active Email Audit Every 6 Months

Inactive Emails Addresses

- 1.) All addresses that will be deactivated must be approved by Lead Team.
- 2.) All outgoing staff can keep email for 6 months
- 3.) If staff member is leaving but will continue to serve at the church and be involved, they can keep it.
- 4.) If a direct feels it necessary for an address to be deactivated before the 6 months it must have Lead Team approval.