



## myCOTHA Guidelines for Use

myCOTHA is the name of the online community for Church of the Holy Apostles "COTHA". It is an Internet-based software application designed to promote communication and connection within our church family.

As an engaged participant at COTHA, you are welcome and encouraged to use myCOTHA. COTHA maintains high standards and myCOTHA users are expected to uphold them and not engage in any activity that would have a negative impact on COTHA or fellow users. By becoming a member of myCOTHA you agree to the following rules of use:

The online community is intended for personal and COTHA ministry use only. It is not for solicitation of any kind. Do not use it for business purposes or for ministries, organizations, groups, etc. outside of COTHA without prior approval of COTHA Staff.

Do not send unnecessary or unrequested emails, (e.g. jokes, stories, cartoons, political endorsements, petitions, etc.) Even if it's interesting, funny, or important, do not send unsolicited information.

Keep discussions and emails positive and profitable and refrain from any communication that is embarrassing, intimidating, offensive, harassing, discriminatory, defamatory, hateful, obscene, profane, sexually explicit or annoying to any individual, group, church or organization. Appropriate group leaders and church staff will monitor discussions.

Members of myCOTHA who become inactive at COTHA, or who violate any of the online community guidelines, will have their login access blocked. We ask members to inform church leadership of any problems or concerns encountered so they can be addressed quickly and properly.

Sincerely,  
Donna Matthews  
COTHA Administrator