Date: Revised March, 1 2014
Subject: Security Guidelines for Church/District Communication and Video's –

In an effort to tell the story of God at work around the world, the following written guidelines for churches, districts, and the National Office (N.O.) will guide us. Special care needs to be given to that communication process when the international workers (IWs) or stories are in creative-access countries (CAC). If sensitive information is accessed by those hostile to the gospel, it could mean the expulsion of Alliance workers or even their imprisonment. *Adherence to these guidelines is critical.* While *certain circumstances will require extraordinary security* we believe this baseline of written guidelines will serve to protect our workers.

Guidelines

- **Heads up as you film**
    - Check ahead of time with the worker (or Regional Director - RD) to see if it is safe to include their first name (for sure no last name), either in the audio or in text.
    - Check ahead of time with the worker (or RD) to see if it is safe to show the face of the worker. (You may need to blur the face or photograph in another manner.)
    - Do not include the name of the country or the code name in which they're working. Refer only to the general region e.g. Asia; Middle East; North & Central Asia; etc.
    - Never include anything on a web site that identifies the Alliance as working in a creative-access country.
    - Avoid photos of obvious landmarks that would identify the country.
    - Do not use the following terms (find alternatives): *missionaries*, *Muslim*, *The Christian & Missionary Alliance* or *C&MA*
    - Do not criticize the host country's government in any way.

- **Heads up regarding posting your piece on any website**
  - The approved process for posting on the web is as follows:
    - Submit your piece for security screening by uploading it to the private YouTube location (viewable only via password) provided through www.alliancestories.com – (an address will be provided for your convenience)
    - Your piece will be screened for security issues by appointed personnel (currently a designated person in IM, Don Sappington and the RD of that region. RD's are encouraged to consult with Field/ Team Leader in the process of considering final clearance, when appropriate.)
    - *Be willing to edit or have your piece edited based on feedback from these leaders.*
    - Once cleared for posting on the web, be willing to pull your piece at any time for security reasons. Your compliance may be critical to the security of all our workers in the region.

- **Heads up regarding correspondence**
  - Don't send letters or e-mails traceable to church sources into the host country – try sending from a generic e-mail address such as johndoe@gmail.com
  - Don't send missionary prayer letters, tracts, church bulletins, missions magazines, Bibles, district or church newsletters, etc.
  - Watch your language!
    - Do not refer to the IWs as *missionaries*.
    - Watch your direct references to *conversions*, use of the terms *Muslims*, etc.
    - Limit your use of Christian language to talking about your own spiritual life and growth. You can quote Scripture. Just remember that moderation is the key.
  - Only give out your worker's e-mail address or mailing address after obtaining permission from that worker. When you do give out their address, please make sure that you also give the recipient a copy of these guidelines.

Realize that *additional guidelines may be required in certain regions, certain circumstances, even with specific workers.* Please be alert to the changing security needs of our workers.

If you have questions about security guidelines in CAC areas or with CAC workers, please contact International Ministries at: IM@cmalliance.org or OMM at: OMM@cmalliance.org

An additional resource to help you care for our global staff is entitled, *Alongside Journey.* It can be sent to upon request by contacting OMM at the address above.