



## **Metropolitan Chicago Synod**

Evangelical Lutheran Church in America

1420 W. Dickens Ave.

Chicago, IL 60614

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## **Synod Addresses**

(Policy updated December 14, 2005)

This document reflects those standards for the Metropolitan Chicago Synod e-mail and labels as expressed by the Metropolitan Chicago Synod of the Evangelical Lutheran Church in America (ELCA). The following policy is subject to change as technology evolves.

**Purpose:** The purpose of this policy is to provide guidelines about the use of synod addresses of congregations, pastors, and others. The use of these addresses includes both the US Postal Service and E-mail addresses.

**Addresses:** If a synod partner organization or congregation chooses to request the address list, the organization/congregation needs to ensure that the information to be publicized will fit with the synod's mission and values. Once this is verified by the executive assistant to the bishop or person responsible for communications in collaboration with the synod office staff, the synod will provide labels to synod partner organizations or to congregations/pastors.

If a partner organization would like information e-mailed to congregations or rostered leaders within the synod, the information provided in electronic format, after review, will be included in the synod's weekly electronic newsletter - Metro e-Word. To protect the privacy of those within the synod, lists of e-mail addresses will not be provided to individuals or partner institutions or congregations.

**US Postal Service Labels:** The synod will provide a set of requested labels on a case-by-case basis.