

## Email Guidelines

### Guidelines for HPC Family emails:

HPC Family emails are used to distribute general information and help requests to members and friends of HPC.

Members and friends of HPC are welcome to submit email messages to be sent to this list by sending them to [family@HillsboroPres.org](mailto:family@HillsboroPres.org) .

This email list is moderated, which means that all emails sent to this address will be reviewed by a moderator for content before being sent out.

- Email messages should be brief, should not include information about someone else unless you have their permission, and should not include any private or confidential information.
- The requester's name will be included in the email unless asked to be anonymous
- Sender's contact information (phone, email address) will be included only if requested.
- Each message will include a footer that will allow the receiver to unsubscribe from future emails.
- If you wish to be added to the Family mailing list, please contact the church office.

### Guidelines for HPC Prayer chain emails:

The HPC Prayer Chain email is used to distribute prayer requests only.

Members and friends of HPC may submit messages to the prayer chain by sending them to [PrayerChain@HillsboroPres.org](mailto:PrayerChain@HillsboroPres.org)

This email list is moderated, which means that all emails sent to this address will be reviewed by a moderator for content before being sent out (all details are kept confidential).

- **These messages should be considered personal and private and should not be forwarded or discussed.**
- Those receiving the prayer chain requests are limited to current members and regular attendees, as well as some former members and friends of HPC.
- If you do not have access to email, you may submit your prayer chain request via the church office, your Deacon or Pastor.
- If your prayer concern is urgent, please contact the Pastor, Deacon or church office.
- Messages should be brief and details limited – God knows the details.
- Messages should not include information about someone else without their permission.
- The prayer requester's name will be included in the email unless asked to be anonymous.
- Each message sent out will include a header with a reminder of the personal intent of the message and a footer that will allow the receiver to unsubscribe from future prayer requests.
- If you wish to be added to the prayer chain mailing list, please contact the church office.