

SECURITY

A Communications Guide for CMS Supporters 2016

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1. INTRODUCTION

Missionaries really appreciate getting emails, letters and packages from you. It encourages them to know that supporters in Australia are praying, caring and giving to keep them on the location. However, some of our missionaries work in areas where Christian freedom is limited and outreach is forbidden (for more information about such areas please check the *CMS Prayer Diary*). Their emails and letters may be monitored, so anything you write to them needs to be worded carefully. Please take note of the following guidelines when communicating with and about missionaries in sensitive locations (referred to in this document as ‘secure workers’).

2. EMAIL

When writing an email to secure workers, please re-work your content following the steps below.



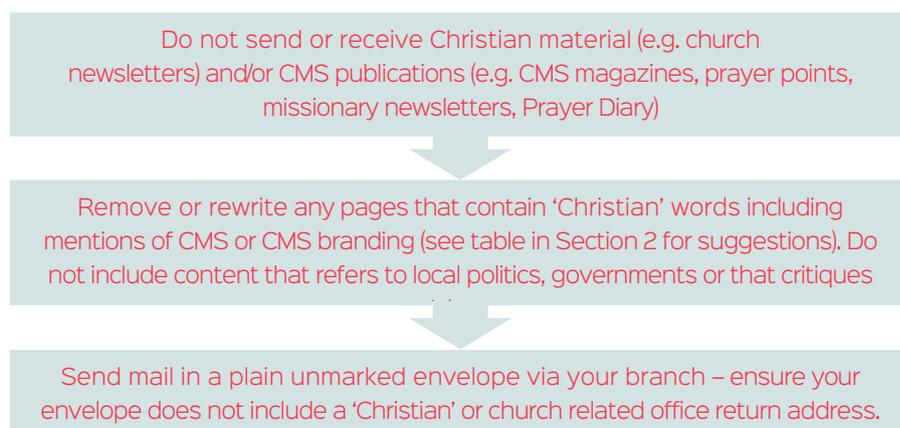
*It is also advised - due to the word scan used by some governments, to alter sensitive locations or names e.g. Ir*q, Jor*an, Reb*cca etc when they cannot be replaced. Do not refer to local politics or government related issues, it is best to not use words like King or President at all.*

baptism	being washed/dunked
Bible	our book/the word
Bible study group	group reading the word
Christian/convert	believer
church	our Sunday meeting/ get-together
CMS	your organisation/ company
Ephesians 2:19	Ep 2:19
evangelism	sharing with others
God	the Father
gospel	the good news/message
Buddhism, Hinduism, Islam	the main/majority viewpoint
Jesus	the son
ministry	work
mobilization, crusade, protest	groups
Muslims	your friends/locals
prayer	talking to the Father



3. POST MAIL

When sending secure workers mail, their security level will determine the content of your mail. However, if unsure, please follow these procedures:



4. AUDIO / VISUAL COMMUNICATIONS

Please note that when using audio and/or visual technology, such as video, phone calls or the use of Skype, assume that such communications are monitored. According to Skype's website, Skype to Skype calls are encrypted, however not from Skype to landline or mobile phones. In China, instant messages via Skype, are likewise not encrypted. Therefore, when communicating via such technologies, avoid if possible references to any sensitive information; including 'Christian' vocabulary, references to CMS or CMS personnel, and/or references to partner organisations.

5. PRINTED PUBLICATIONS

Do not print anything in your church bulletins/newsletters or publications about secure workers if such details **do not** appear in the most recent edition of the *CMS Prayer Diary* (e.g. personally identifiable details like city/country, surnames etc.). If you do not have a copy of the diary, please contact your local CMS branch.

Images and posters

One-off images (e.g. posters) of secure workers on church noticeboards are generally fine as long as the material does not get reproduced in bulk or sent in electronic form/posted on the internet.

Printed material transferred to internet

Printed material featuring secure workers **should not be posted on the internet** (e.g. church newsletters placed on a church website).



6. INTERNET

Social Network Sites and Blogs

Do not seek to communicate with secure workers via Social Network sites (Facebook, Twitter, LinkedIn etc.) or blogs without first consulting with the secure worker. As electronic material can easily get circulated to people and places never originally anticipated, no copying or re-posting, linking, tagging or 'liking' of secure worker's material should occur without their approval. It is also advised to use high privacy settings and use the technique in Section 2 (replacing 'Christian' terminology) when communicating to secure workers via this medium.

Other Websites

If you or your church or Christian organisation has a website, blog or profile on a social network, no information that identifies secure workers (names, places and/or photographs) is allowed to be posted on external websites, unless you have the secure worker's explicit approval.

Be careful if you have information in electronic form that is intended for print and identifies names, places and/or photographs of secure workers, such as church bulletins and newsletters. As material can sometimes get posted on the internet without review, please place the following note in a prominent position alongside any printed material that identifies secure workers:

Do not circulate or post this material on the internet without permission from CMS Australia.

7. PUBLIC PROFILE

Speaking engagements / Home Assignment

- When talking about or introducing secure workers (e.g. at a church or other Christian-related event) stick to the information written in the *CMS Prayer Diary*. For example, for most secure workers details about their country, surname or partner organisation should not be mentioned.
- Focus on their ministry, rather than details about their location.

Media and requests for personal contact

- If you are approached by the media or a member of the public about secure workers or requesting contact, do not reveal any details but please direct them to your local CMS branch.

Thank you for your cooperation – may the Lord continue to bless his workers around the world through your partnership in gospel proclamation with CMS.

