

Northwest Washington Synod Contact Sharing Policy

Approved and adopted by Synod Council, November 16, 2024

Collaboration and connection are two key priorities of the Northwest Washington Synod. The purpose of this policy is to provide guidelines for the distribution of contact information for congregations, Synod-Authorized Worshiping Communities, Synod-Authorized Outreach Ministries, Ministry Partners, Synod Council, and Rostered Ministers of the Northwest Washington Synod.

The Northwest Washington Synod maintains a database of congregations, Synod-Authorized Worshiping Communities, Ministry Partners, Rostered Ministers, and Synod-Authorized Lay Ministers (SALMs) primarily for synod purposes.

Rostered Ministers, Lay Leaders of congregations, Synod-Authorized Worshiping Communities, Synod-Authorized Outreach Ministries, and Ministry Partners may place an email or phone request to the synod office to receive a spreadsheet with requested contact information for the purpose of collaboration and making connections. The purpose must also be in alignment with the synod's mission and values. The following items may be requested:

- Ministry Site Name (congregation, Synod-Authorized Worshiping Community, Synod-Authorized Outreach Ministry and Ministry Partners)
- Ministry Site Mailing Address
- Ministry Site Phone Number
- Ministry Site Office Email Address
- Name of Rostered Person(s) or Synod-Authorized Lay Minister(s) (SALM) serving that ministry site

Rostered Ministers, SALMs, and Ministry Partner Leaders may place an email or phone request to the synod office for the work phone number and work email addresses of other leaders of the synod for the purpose of connection and collaboration. (They may also use the ELCA Lookup System to locate these persons – found at www.elca.org.)

The database information received should not be shared. All requests are subject to final approval by the synod office staff.