



Cynthia J. Haralson
Director of Records and Statistics
Email: charalson@gcfa.org
Toll: (866) 367-4232 x2386
Direct Line: (615) 369 – 2386
Fax: (615) 369 – 2411

Statement of Policy Concerning Mailing Record Information

- I. The *Book of Discipline* provides that the General Council on Finance and Administration shall maintain certain mailing record information. It limits the dissemination of these mailing records with the following provision: "No one other than authorized bodies or officers of the Church shall be permitted to use these records." (§807.15). For the purpose of implementing this provision, it shall be the policy of the Council to consider the following as "authorized bodies or officers of the Church":
- (a) Active bishops and retired bishops with an "assignment of a special nature with direct relationship and accountability to the Council of Bishops" (§409.1c).
 - (b) General agencies constituted by the General Conference, including commissions and committees established for a limited period of time.
 - (c) Schools, colleges, theological seminaries, and health and welfare institutions related to the general agencies of The United Methodist Church, upon approval of an elected staff officer of the agency to which they are related.
 - (d) Officers, agencies, or institutions of jurisdictional conferences, episcopal areas, or annual conferences shall be authorized to receive mailing record information for the conference or area to which they are related. Mailing records for other areas or conferences may be supplied to such officers or bodies upon approval of the presiding bishop, in the case of an annual conference or episcopal area; or the president of the College of Bishops, in the case of a jurisdiction.
 - (e) United Methodist-related bodies or officers requesting use for research purposes, upon approval of an appropriate staff officer.
 - (f) Ecumenical programs, agencies, or ministries directly related to the work of one or more of the general agencies of the church, provided that the request is submitted by a staff officer of the general agency to which the program or ministry is related, and provided that the United Methodist general agency gives assurance in writing that the records will be used only for the purpose stated in the request and that they will be used only in compliance with policies stated in the *Book of Discipline* and/or this statement of policy.

- (g) United Methodist-related bodies, caucuses, and groups which do not fall into one of the aforementioned categories may apply to the General Council on Finance and Administration for approval to receive mailing record information. Approval of such applications may be granted by the Council, or, in the interim between its sessions, by its Executive Committee or the officers of its Connectional Services Committee.
- (h) At the discretion of Council staff; requirements for approval as stated in these policies may be waived in connection with requests for lists of annual conference officers or those for limited numbers of addresses.

II. All requests for mailing record information shall be subject to the following policies and requirements:

- (a) All requests for mailing records shall be in writing and shall include a statement of the purpose for which they will be used.
- (b) No mailing record information shall be supplied to any body or officer if intended for use in connection with a special financial appeal unless the appeal has been approved in accordance with the provisions of ¶613.5 or ¶818.
- (c) Mailing record information shall not be made available to commercial firms or other enterprises operated for profit for their own use.
- (d) The officer or body requesting mailing record information will be responsible for the payment of charges for the service in accordance with a schedule approved by the General Secretary of the General Council on Finance and Administration.
- (e) Before supplying mailing record information, the Council may require the requesting body or officer to supply (1) written assurance of compliance with any policies included in this statement of policy and/or (2) a copy of any material to be distributed by means of the mailing records requested.
- (f) All mailing labels provided by the Council shall be accompanied by a statement indicating that they are for one-time use solely for the purpose stated in the request.