

CUUC Communication Policies

Approved January 13, 2009

In order to facilitate timely communication among the Columbine Unitarian Universalist Church community, the church relies on:

- The Weekly E-Blast,
- The Order of Service Insert,
- The Sunday Spoken Announcements,
- The Sanctuary Bulletin Boards,
- The Monthly Newsletter, and
- The CUUC Website.

The general purpose of all these forms of communication is to provide:

- Information about events and activities sponsored by the church and its committees,
- Information about events and activities sponsored by other UU churches, the Mountain Desert District, or the Unitarian Universalist Association, and
- General information about CUUC, the MDD, the UUA, and Unitarian Universalism.

The policies and procedures vary somewhat, depending on the method of communication.

POLICIES

Weekly E-Blast, Order of Service Insert, and Sunday Spoken Announcements

- Only events and activities sponsored by CUUC and its committees may be included in the E-Blast, Insert, or Announcements.
- Information to be included in the E-Blast, Insert, or Announcements must be submitted by a committee chair, board member or church staff member.
- Individuals desiring to submit information do so through the appropriate committee chair or a board member.
- The focus of the E-Blast, Order of Service Insert and Spoken Announcements is on activities and events in the near future—about two weeks.
- To the extent possible, spoken announcements should also be included in the printed insert, for clarity of information and for availability to persons not present in the sanctuary when announcements are read, such as those attending religious education classes.

Sanctuary Bulletin Boards

- Information on the Bulletin Boards falls under the general purpose stated above.
- Committee chairs are responsible for the content and layout of their section of the Bulletin Board. Individuals wishing to place information on the Bulletin Board should consult with the appropriate committee chair first.

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Monthly Newsletter

- Information in the Monthly Newsletter falls under the general purpose stated above.
- Articles relating to a committee or the Board are submitted by the committee chair or a board member. Individuals desiring to submit information do so through the appropriate committee chair or Board member.
- Articles from church staff members should be coordinated with the Minister before submission.
- Individuals may submit articles for the Monthly Newsletter if they are relevant to CUUC or the general UU community. The Newsletter Editor attempts to print all submissions as space permits, unless the submissions are deemed offensive. Preference is given to submissions by members of CUUC.
- The Newsletter Editor has the right to refuse any material submitted after the deadline.

CUUC Website

- Information on the CUUC Website falls under the general purpose stated above.
- The Webmaster obtains information on all important events and activities from other CUUC communications for the website.
- Committee chairs, board members, and church staff are responsible for submitting additional information for the website that does not appear in any other CUUC communication.

PROCEDURES

Weekly E-Blast

- The deadline for submission to the Weekly E-Blast is 10:00 a.m. Thursday in a print-ready format. Contact information that is to be included in the notice should be provided.
- The E-Blast is generally for events and activities that occur within two weeks of the E-Blast.
- The Church Administrator compiles all information according to a defined template and the Minister reviews the compiled E-Blast before it is sent out.
- The Church Administrator sends out the E-Blast on Thursday afternoon.
- The E-Blast is sent to all church members and friends who have provided the church an email address, unless they have opted out.
- Supplementary church-wide email messages in addition to the Weekly E-Blast are sent only when absolutely necessary due to a time constraint or an exceptional need, and must be approved by the President of the Board or the Minister.

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Order of Service Insert

- The Insert includes information about all church events and activities in the two-week time period starting with the Sunday of the Insert. The Church Administrator obtains this information from the church calendar.
- Depending on space availability, information about events and activities more than two weeks ahead may be included in the Insert. A committee chair, board member, or church staff member may specifically request that events and activities of this nature be included.
- If information other than an event or activity title, date, and time is to be included in the Insert, a committee chair, board member, or church staff member should submit that information to the church office by noon Thursday in print-ready format. Contact information that is to be included in the notice should be provided.
- The Church Administrator prints the Insert and includes it with the Order of Service. The Insert is also forwarded to the Webmaster so the Website can be updated with the submitted information in a timely manner.

Sunday Spoken Announcements

- Announcements must be clearly written and placed in the marked envelope on the Minister's door no later than 10:15 Sunday morning.
- The Lay Leader reads announcements of upcoming church activities at the appropriate time in the Sunday worship service.

Sanctuary Bulletin Boards

- Committee chairs are responsible for keeping their section of the bulletin board current by promptly removing outdated material.

Monthly Newsletter

- The deadline for submission of Newsletter articles to the Newsletter Editor is midnight of the Wednesday prior to the next to last Sunday of the month for inclusion in the next month's newsletter.
- The Church Administrator sends an e-mail notification of the newsletter availability to those who have elected to download the newsletter in PDF form from the Website by the Tuesday following publication/posting of the newsletter. Generally, the Newsletter is available on the Website on the Sunday that it is distributed at church.

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CUUC Website

- The Office Administrator sends the Weekly E-Blast and the Order of Service Insert to the Webmaster as soon as they are completed each week. The Webmaster updates the website in a timely manner from information in the Insert and the E-Blast.
- The Newsletter Editor sends the Monthly Newsletter to the Webmaster as soon as it is ready for publication. The Webmaster posts the Newsletter on the Website in a timely manner. The Webmaster also adds to the Website any events and activities that appear in the Newsletter.
- Any additional information received directly from committee chairs, board members, or church staff is added to the Website within 2 – 3 days of receipt of the information.