



## Internal Communications Policy

Whereas the fifth principle of the Unitarian Universalist Association to which the First Unitarian Congregational Society ascribes calls us to “the right of conscience and the use of the democratic process and,

Whereas, our statement of goals calls us to “use accessible communications methods to make our structure, operations and practices transparent”,

The Board of Trustees has approved the following policy that is intended to simplify and institutionalize the process of disseminating information to the members and friends of the congregation.

**Until further notice, all announcements for the Order of Service, E-News, printed newsletter, social media, Website, Bulletin Boards, or any other as yet undeveloped printed or electronic publication of the Congregation, will adhere to the following policies and procedures:**

- All announcements and articles must be submitted to the Director of Congregational Life (DCL) for review
- The DCL has the authority to remove any item placed on a bulletin board that is:
  - o Out of date
  - o Torn or damaged
  - o Includes content or points of view that are not commensurate with the mission and purpose of First Unitarian
  - o inappropriately displayed or is placed so that it obscures another posting
- With the exception of Facebook postings, The DCL will serve as a “single point of content”, routing announcements and articles to all publications & social media
- The DCL may set a reasonable deadline for submissions
- The DCL in consultation with the Senior Minister and/or a Board of Trustee sanctioned Communications Committee may create requirements for the minimum content to be included in all submissions including but not limited to:
  - o Name of, and contact information for, the Sponsoring Committee or Group
  - o How and where to get additional information
  - o Where and when an event will be held
  - o A description of the event and any other pertinent information
- Announcements will be printed as space allows and will be given priority in the following order:

- Announcements required by the by-laws of the congregation or as determined to be critical by the Board of Trustees or the Senior Minister
- “All Congregation” events and events that impact the financial well-being of the congregation
- Events sponsored by committees or groups of the congregation
- CERG Events
- UUA events
- Events sponsored by other UU congregations
- Community (non-UU) events
- Announcements that represent the political or policy views of members or friends will not be included except as approved by the Board of Trustees.
- Submissions may be edited by the DCL for style and space.
- The mailing list of the congregation may not be used by any individual or group without approval of the Board of Trustees.
- The DCL will be a member of all congregation Facebook groups and will have the authority to delete any postings that are deemed out of right relationship
- As Facebook is an open forum, all are invited to post to the Facebook page under the following guidelines:
  - All postings made by non-administrators must be represented as personal in nature
  - Any posting that is not in keeping with the mission of the congregation will be deleted at the discretion of the DCL or the Senior Minister
  - Any submission that includes profanity will be deleted immediately.
  - All program staff of the congregation may be given “Administrator” status.
  - Committee chairs will be granted “administrator” status at the discretion of the DCL.

Decisions made by the DCL to remove or delete content for being out of right relationship or not in keeping with the mission of the congregation may be appealed to the Board or the Senior Minister. Content will remain removed or deleted while under appeal.

### **Announcements during the Worship Service**

Announcements made during the worship service are at the discretion of the DCL. Generally, the DCL will only announce events occurring that week or that are of significance to the entire congregation. Events that are required by the congregation by-laws or that impact the financial well-being of the congregation will be given special attention. Under certain circumstances and with prior approval by the DCL, the Board of Trustees, or the senior minister, special announcement may be made by others. Except under emergency circumstances, the DCL will not accept requests for announcements that are made on Sunday mornings.

This policy may be updated or amended by the Board of Trustees as needed.

Adopted as amended by the Board of Trustees: September 12, 2019

