

Prairie Circle Unitarian Universalist Congregation

Communications Policy

It is the policy of this church to use its communications (church newsletter, all church e-mail list, Sunday morning announcements, and Member and Friends Directory) to provide information *about the congregation to the congregation*.

- a. Those members wishing to disseminate information about extra-congregational matters, to the community must do so at **community gatherings**; or in the church newsletter (at the discretion of the editor, space permitting). These announcements shall be limited to community events, community service projects, and *non-profit* organizational items of interest.
- b. **Announcements from the pulpit and in the Order of Service** will be confined to church events and denominational news.
- c. **Articles or announcements *not related directly to the ministries of PCUUC*** shall be copied and distributed at the expense and effort of the individuals or committees wishing to make such things known to the wider community. This is not to discourage activism, but rather to protect the office staff from spending an unreasonable amount of *unanticipated and unbudgeted* time **and materials to prepare and distribute** preparing and distributing such materials **articles or announcements**.
- d. **Mailings** to the general public must have content approved by the board prior to distribution.
- e. **The Weekly Update and the Quarterly Newsletter, Notes from the Prairie**, shall be considered an outreach ministry of the congregation that provides information about the church's programs to members, friends, visitors and other UU churches. The editor reserves the right to refuse for publication any items that are not of general interest to the wider readership, items that are of commercial nature or items which do not contribute to a welcoming tone for visitors or newcomers.
- f. **The church website and social media accounts** though expertly maintained by volunteer members are the property of the church and as such, are under the editorial direction of the Church Board.
- g. **The church's name and logo** are considered the property of PCUUC and must not be used outside the congregation without the consent *approval* of the board.
- h. **The Member and Friends Directory** must not be used for communications of matters other than those *explicitly church-related*. Using the list as a mailing list for personal or business use is prohibited.

Please observe the 7 UU Principles when communicating within or outside of PCUUC.