

UUFSD Policy and Procedure: Communications Committee
UUFSD Policy and Procedure Document Policy ID: 485
Title: Communications Committee Policy and Procedure
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Purpose

The Communications Committee exists to effectively promote Fellowship events through various publicity venues.

Policy

The Communications Committee is responsible for providing members and visitors of the Fellowship with updated information regarding the events and activities that take place, on and off campus. The Communications Committee maintains and updates bulletin boards, the UUFSD's website, Facebook and weekly newsletter with the goal of informing members and visitors to UUFSD of programs and events and as a means of outreach to our immediate communities.

Communications Committee (Programs) Responsibilities/Activities:

- * Bulletin Board Postings - Flyers and Notices
- * Weekly Newsletter
- * Quarterly Magazine
- * Announcements for Order of Service
- * Website postings
- * Facebook Page
- * Email Blasts
- * Nextdoor Group

Communications Committee meetings are open to all members. Congregation members wishing to speak at the meeting on a specific issue should contact the Committee Chairperson.

Procedures

Announcements for the Newsletter, Website, Order of Service, Facebook and Outside Publicity

The Congregational Administrator is responsible for setting a cutoff time for Newsletter and Order of Service submissions, and for communicating and enforcing this timeline.

Submissions

- a. Go to Website/News & Events/Submit Your News
- b. Guidelines for submitted articles are found in the "Submit Your News" document include length of articles and timelines
- c. Any deviation from the guidelines requires approval of the Congregational Administrator and the Editors of the website and Facebook

Quarterly Magazine

The Communications Committee encourages members and friends to provide input on topics for the Quarterly Magazine. All members and parties with announcements and articles shall:

- a. Contact the magazine editor with suggested topics.
- b. Go to Website/News & Events/Submit Your News
- c. Fill out a "Submit Your News" document

Flyers and Notices

- a. Only fliers related to UU events may be attached to the Core Area glass enclosed bulletin board or the four-sided kiosk.
- b. There will be no postings on doors, windows, buildings or fences unless approved by the Communications Committee.
- c. Flyers and notices will be posted on bulletin boards by members of the Communications Committee, which will have the responsibility of removing them as appropriate.
- d. While posters and fliers will usually be limited to 8 1/2" x 11", for special events (Auction, Fall Fair, etc.) larger posters or banners may be placed on site, with the approval of the Communications Committee. Committees or individuals in charge of the special event will be responsible for the removal of the posters and signs after each event.
- e. To ensure compliance with this policy and procedure all flyers related to UUFSD events must be submitted to the Congregational Administrator
- f. The Communications Committee will periodically monitor all fliers, posters and bulletin boards for attractiveness and timeliness.
- g. The responsible party's contact information (name, email address or telephone number) shall be included on fliers and posters (information may be printed on reverse side)
- h. To protect the tax-exempt status of UUFSD, only UU-related notices may be posted on these bulletin boards. No commercial or business notices are allowed

Four Square Kiosk

- a. All materials will be submitted to the Congregational Administrator
- b. All materials for posting will be approved by Kiosk Coordinator
- c. Kiosk Coordinator will post materials on a weekly bases and remove outdated materials
- d. To protect the tax-exempt status of UUFSD, only UU-related notices may be posted on these bulletin boards. No commercial or business notices are allowed.

Stand Up Bulletin Board

- a. All materials will be submitted to the Congregational Administrator
- b. The Congregational Administrator will post materials on a weekly basis and remove outdated materials

- c. To protect the tax-exempt status of UUFSD, only UU-related notices may be posted on these bulletin boards. No commercial or business notices are allowed.

Email Blasts

Email blasts will be used only for special informational purposes

- a. The Minister has the responsibility for the content and frequency of email blasts
- b. The Minister or her/his designee determines whether to issue email blasts
- c. The Congregational Administrator, Minister or Board President issues email blasts

Nextdoor

- a. Posts are submitted through Nextdoor directly by the user
- b. The posts are visible to the group immediately but may be deleted later by the moderator
- c. Individuals posting inappropriate material (anything that is at odds with our 8 Principles) will be removed from the group
- d. To join, go to <https://nextdoor.com/g/qggyms4mk/> and request membership, or email webmaster@uufsd.com.
- e. Once you have signed up, you can remove yourself from all other neighborhoods and groups and limit your messages to only those from our UUFSD group.

Content Guidelines

Newsletter/Order of Service/Facebook/Website/Bulletin Board/Kiosk

Articles submitted for publication in these outlets must be related to, supported by, or sponsored by a UUFSD committee or social group. UUFSD activities, events and news generated by UUFSD committees, and social groups include cooperative actions with outside groups when endorsed by committees and groups. Articles relating to Regional UU events and UUA national events are also allowed.

Nextdoor

Nextdoor is a social medium that was created to bring neighborhoods together. It also includes the ability for groups to create their own private space. The UUFSD Communications Committee has created a Nextdoor private space for our members and friends to communicate with each other. Currently half our members have joined our site; we are hoping to encourage everyone else to join.

Posted messages include items for sale or gift, local events of interest, shared religious or political views and interesting news articles re-posted from other sources.