

**First Unitarian Universalist Church of Nashville**  
**Policy and Procedures**

Section: Communication

Adopted: February, 2003  
Revised: December, 2008

**MASS EMAILS AND EMAIL GROUPS**

**Justification:** Electronic forms of communication, such as email groups (commonly called “listservs”), have dramatically increased our opportunities for the thorough and rapid exchange of information. As the FUUN community takes advantage of these opportunities, we believe that some general explanations of commonly used options and guidelines for their management will increase and maintain their value to all of us. This policy has two purposes: first, to help potential users understand the best mechanism for their purposes, and second, to establish patterns of authority and responsibility so that these tools are known and available to all members of the community over time.

There are two types of email groups:

1. Congregation-wide. “Broadcast” emails to the entire congregation are carefully restricted to the “Weekly Email,” newsletter notifications and important non-routine announcements. The church administrators and the Communication Committee jointly manage this mail group. All non-routine messages require the approval of a FUUN minister before them may be sent. If a minister cannot be reached and the matter is urgent, the President or the Communication Committee Chair can make the final approval. This group is for one-way communication only. Attachments are discouraged. (See also: *Publication Policy*.)
2. Committee-sponsored groups. These are groups (typically Yahoo or Google Groups) initiated by a FUUN committee, task force or similar entity to enhance communication among its members. The chair or a delegated committee member administers them.

Committees and similar groups will determine whether their groups are to be “one-way” (for information dissemination only) or “discussion” groups (for interactive communication) and whether attachments are to be allowed. Examples of these groups would be the Fellowship Committee, the Religious Education Committee, the Social Justice Committee and its subgroups such as the GLBT+F group. Either the committee chair or their designee will serve as “Administrator” of the group. The responsibilities of the email group administrator include:

- Attending to the content of messages in the group, ensuring that all messages are appropriate and directly relate to the business of the committee.
- Managing the membership of the group list (for example, when members come and go) and ensuring that it is known and available to all appropriate members of the staff and congregation.

For all groups, only individuals who specifically request inclusion will be part of them. Email addresses of the subscribers will remain confidential and will not be distributed.

FUUN assumes no responsibility for their content.