

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

Section: Communication

Adopted: July, 2005
Revised: November, 2008

FUUN Publications Policy

Mission Statement: The purpose of church publications is to inform the members and friends of the congregation, as well as newcomers and the wider Nashville and Unitarian Universalist communities, of FUUN business, programs, and activities.

The Communication Committee is responsible for the editorial policies governing the print and electronic publications of the church, which include the newsletter, the website, order of service and mass emails, subject to approval of the board of directors.

Newsletter

The newsletter is produced by members of the Communication Committee, who provide copyediting and layout services for submissions made by members of the congregation.

Space and emphasis in the newsletter will be allocated according to the following priorities:

First Priority:

- Information about Sunday services
- Information about all-church functions, e.g., annual canvass, congregational meetings, annual retreat, annual picnic, and special dinners
- Communications from and information about the minister
- Communications from and information about the board of directors
- Information about religious education programs

Second Priority:

- General communications from and information about church committees
- District and denominational news

As space permits:

- News and special achievements of church members/friends
- Non-FUUN events that may be of interest to FUUN congregants

Website

With the exception of entries into the weblog (which may be made by congregational leaders and others approved by the webmasters), website files are created and updated by Communication Committee members and the church

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administrator. Content responsibilities vary according to the section of the site. New website initiatives must be approved in advance by the Committee.

With board approval, the Committee may also create and update sub-sites for new UU churches in the area and board-sponsored organizations; such sub-sites are done on a temporary basis and are reviewed annually by the board.

Broadcast Emails

“Broadcast” or “mass” emails are sent to all members of the congregation from the Communication Committee and staff via the church office. These include weekly emails with pastoral messages and mid-week announcements as well as notices of newsletter publication.

Messages containing important general announcements beyond the regular weekly email or newsletter announcement require the approval of a called FUUN minister, the FUUN president, or the chair of the FUUN Communication Committee. Please consult the policy regarding mass email and email groups for more information.

General Editorial Policy

These publication outlets are an essential part of the communications network of this church. Accordingly, newsletter editors, webmasters, and the church administrator will

- Strive to include, in an unbiased way, all information that supports or fulfills the above-stated publications mission.
- Take reasonable precautions, under the guidance of the Communication Committee, to protect the privacy of congregants.
- Edit material that is too long or that needs correction in grammar, spelling, or style. They may refuse material that is not appropriate but will make every effort to be inclusive.
- Ensure that submission requirements and deadlines are clearly communicated to the congregation and its leadership.