

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

Section: Communication	Adopted: December, 2008
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WEB POSTING PROCEDURE

The following procedure will be followed to assure that bylaw amendments and new or revised policies are posted on the church web site.

1. Board finalizes adopts a new or revised policy or the congregation amends the bylaws.
2. Within five business days, the Board Secretary sends it to the Office Administrator who reformats, archives it in the office and sends it as a Word file to webmaster@firstuunashville.org within five business days.
3. Within five business days, one of the webmasters uploads both the original Word document and a PDF of it to the website and notifies the Board Secretary.
4. Within five business days, the Board Secretary will check the version on the web for accuracy and, if errors are found, steps 2-4 will be repeated.