

UUCFW Communications Policy

Purpose: The shared ministry of UUCFW necessitates the timely sharing of relevant information from the minister, church staff, committees, members, and friends. A policy to cover what is communicated when and how is necessary for the orderly operation of the church office and to ensure the appropriate information is communicated.

Communication Modes: Multiple channels are available to communicate to and among our members and friends. These modes of communication include:

- Email updates to our UUCFW distribution list maintained by our church administrator
- Monthly newsletter (in electronic and/or print media)
- Paper letters mailed to members or friends
- Order of Worship
- Bulletin Boards
- Social media channels including Facebook, Twitter, and Instagram
- UUCFW website

Speaking on behalf of the congregation: UUCFW members and friends are encouraged to act in the community on behalf of liberal religious values. This includes advocacy in written and verbal communications such as letters to the editor or meeting with elected officials. In support of UUA Principle 4 (the free and responsible search for meaning and truth), the member or friend must clearly indicate that such speech and actions are not on behalf of UUCFW's members, board, committees, or minister unless previously authorized by the Congregation.

Information communicated in e-mail updates and newsletters: UUCFW staff and volunteers will observe the following priorities for information communicated through email updates and newsletters:

1. Information about Sunday services
2. Information about all-church functions, e.g., annual pledge drive, congregational meetings, church-wide social events, and social justice activities
3. Communications from and information about the minister
4. Communications from and information about the Board of Trustees
5. Information about religious education programs and activities
6. General communications from and information about church committees
7. District and denominational news

Information from organizations and about activities of interest to UUCFW members and friends can be shared to the UUCFW Facebook page or tagged or otherwise identified in our social media channels.

Approved by the Board of Trustees on July 20, 2015

