



# Unitarian Universalist Church of Santa Clarita

PO Box 800028 ♦ Santa Clarita, CA 91380  
www.uuofscv.org ♦ 661-254-7866 ♦ (Toll Free) 888-671-8951

## Policy for Announcements During the Worship Service

### **Purpose:**

Including announcements as part of the worship experience is an opportunity to remind people of upcoming events in the life of the church in which they may extend their spiritual practice beyond the worship hour. Announcements, as one element of a worship liturgy, make use of a convenient time when much of the congregation is gathered.

### **Policy:**

Announcements made during a church service are listed in the church order of service as Church Calendar Reminders.

Church Calendar Reminders are:

1. brief statements that give only basic information (See samples)
2. visitor-friendly, portraying a positive and welcoming image of the church and composed carefully to avoid references that a visitor wouldn't understand, such as acronyms
3. focused on events in the life of the church within the upcoming week, including the next Sunday
4. related to the life of the church. Church organized events or outside events congregants will attend as representatives of our church are appropriate to announce during worship
5. written in advance on a form provided
6. read by the church president or his/her designee

The President or designated reader has the authority to accept, edit, abridge, or decline any Church Calendar Reminder.

### Sample Announcements (a.k.a. Church Calendar Reminders)

- The Board will meet at the home of the Hauptfelds, 7:00 P.M. on Tuesday.
- The Book Club will be meeting this week on Wednesday, 6:00 P.M., at the home of John and Susan Cooper. The book selection is Over Yonder by Maude Opt.
- Movies to Talk About will be held this Thursday, 6:30 P.M. at Vincenzo's Pizza. The movie will be about the electric car.
- Our church will be preparing dinner for the Homeless Shelter this Friday. Sign up at the Social and Environmental Justice table.

Questions or concerns about this policy should be directed to the Board of Trustees.

Approved:

Date: