



Unitarian Universalist Church of Santa Clarita

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Policy for Church Bulletin Board

Purpose:

The Bulletin Board is to provide a window into the life of the Church, and into the lives of its individual members. It is melding of published announcements about the Church, as represented by the posted Newsletter, as well as member-posted announcements of a more personal nature.

Policy:

The Bulletin Board shall be set up before each Sunday Service on an easily accessible side table, and have available the following items:

- a. Notecards for posting messages
- b. Pens/Pencils
- c. Push pins
- d. Announcement Request Forms
- e. Newsletter Announcement Request Forms
- f. Binder of Member Business Cards

The Bulletin Board Keeper is appointed by the Communications Committee and is responsible for setting up, taking down, and storing the Bulletin Board in an appropriate place between services.

The Keeper will assist members in posting notices, and organize the presentation of the posted materials, including removing dated items. An average posting duration of 4 weeks will be a flexible standard, with exceptions made at the discretion of the Keeper.

The Newsletter is displayed in duplicate prominently on the Bulletin Board to allow for easy access, and provide a reference point for additional information about the Church Calendar Reminders announced during the Sunday Service.

Examples of posted announcements are: notices providing information, offering a service, making a request of fellow Members, or celebrating an important event.

Member-posted announcements shall be respectful of fellow Members in their content. Any questions about appropriateness of postings is the responsibility of the Keeper, who will seek the advise and consent of the Communications Committee and the Minister if necessary.

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

Approved:

Bulletin Board

Reformatted 3/4/2008

Date: