



Unitarian Universalist Church of Santa Clarita

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Policy for Church Calendar

Purpose:

The Church Calendar communicates the date, time and place of events in the life of the church to our members and other interested persons, and allows our Teams to coordinate the scheduling of events to best meet our goals.

Policy:

The Church Calendar is maintained by the Chair of the Program Council, unless the Chair delegates this responsibility to another church member.

The Calendar is published and made available via a link on the Church Website, in the Church Newsletter, as well as posted on the Church Bulletin Board.

At a minimum, the Calendar will be updated by the first of each month, but may also be updated continuously. Posting of events, activities, and meetings is done by the Chair of the Program Council or designee, as well as by Team Leaders and Committee Chairs. Procedures for posting, and appropriate passwords, are provided to the scheduling parties by the Church Webmaster. Additional persons authorized to add, delete, and edit events directly on the Church Calendar include:

- The Minister
- The Director of Religious Education
- The Board President.

Scheduling conflicts and changes are best negotiated by the scheduling parties themselves, or by the Program Council, which will review the Church Calendar at each of its meetings and resolve any remaining conflicts.

The technological details of how to post to the Church Calendar, and which software programs to utilize, are determined by the Church Webmaster in consultation with the Communications Committee. These details may change periodically, and the Church Webmaster will advise the scheduling parties accordingly.

The Chair of the Program Council may choose to publish two separate Church Calendars:

1. Church Events Calendar, which shall consist of church-related events and activities, and be available to church members and the public at large.
2. Church Governance Calendar, which shall consist of church and committee meetings, and be available only to church members.

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

Approved:

Date: