



# 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 Church Directory

### **Purpose:**

The church directory is the primary resource for personal contact information among church members and their families.

### **Policy:**

The name of our church directory is *The UU of SCV Member Directory*.

The Directory Editor is appointed by the Communications Committee.

#### 1. Editorial Content of the Directory:

The directory includes church members and their families, and may include others at the discretion of the Directory Editor.

For each entry, the directory provides: name, address, home phone number, mobile phone number, e-mail address, names of young children, and a current photograph. All of the above subject to availability.

In addition, the directory provides:

- church contact information including the church street address, postal box number, phone number, website, and email address
- the time and location of church services
- the minister's contact information including phone number, website, and email address

The directory identifies, by name, individuals in leadership positions at the church.

#### 2. Distribution of the Directory:

An electronic version of the directory is sent quarterly to everyone listed in the directory for whom the church has an email address.

Printed copies of the directory are made available for anyone listed in the directory who is unable to receive the directory electronically.

Printed copies of the directory are made available at the Welcome Table at each service for frequently returning visitors who wish to make contact with church members/families or get more involved in church activities.

Additions and changes in the directory are reflected in quarterly distributions of the directory, with changes electronically noted.

Availability of new directories at the Welcome Table are announced in the newsletter.

### 3. Use of the Directory

Information provided in the directory may be used for the following purposes:

- making social connections between individuals within the church community
- contacting individuals about church business or activities
- informing individuals about UU related activities/events at the cluster, district, or national level
- informing interested individuals about community events

In both the sending and receiving of information, church members should be aware of the need to balance the distribution of church information with respect for personal privacy. Recipients of unwanted communications should let their wishes in the matter be known to the sending party.

Information provided in the directory is not to be sold or otherwise made available for the benefit of any individual, group, or business outside the church community.

Questions about the directory should be referred to the Directory Editor. Questions about this directory policy should be referred to the Board of Trustees.

Approved:

Date: