



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 Urgent/Emergency Communications

Purpose:

Occasionally in the life of a church, important news must be communicated quickly to the church membership. Having a means to communicate quickly to the entire church membership allows the church to respectfully care for our members.

Urgent communications

An urgent communication is defined as an important message that all church members must receive within one week about unplanned events in the life of the church or changes in crucial information concerning previously announced events. Examples of events appropriate for urgent communication would be the sudden hospitalization of a church member, or the change in location of an all-church event.

Urgent communications may be initiated only on approval of the Minister or Congregation President.

Urgent communications are sent to all church members via email. Church members who do not have email will be contacted by telephone by a church member who has agreed to make these calls when they receive an urgent email communication. The Communication Committee is responsible for assigning these persons and annually re-confirming their willingness to fulfill this duty.

Urgent communications will be clearly identified as such in the subject line of the email.

The Communications Committee is responsible for designating an Urgent Email Coordinator to send out urgent communications.

Emergency Communications

An Emergency communication is an important message that all church members must receive within one day in order to respond to or prevent a life-threatening situation. Examples of events appropriate for emergency communication would be a global tragedy where our members may be spiritually traumatized, or a local disaster where our members might be in physical danger.

Emergency communications may be initiated only on approval of the Minister or Congregation President, who will then activate a previously arranged “telephone tree.”

The Minister or Congregation President will initiate the telephone tree by contacting 10 church members by telephone who have previously agreed to serve as point of initial contact for church emergency communication.

Under the direction of the Minister or Congregation President each of the 10 initial contacts will then relay the emergency communication message by telephone to a portion of the remainder of the congregation so that all church members are contacted.

The Communication Committee is responsible, annually, for identifying 10 church members who will serve as initial contacts for emergency communications.

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

Approved:

Date: