

## COMMUNICATIONS POLICIES GRID

Media Type	Who Originates Material	Who Approves Material	Who Publishes or Creates and When	What content is allowed? What UCWC policy covers this?
<b>Fellowtarian</b>	Staff Board Exec. Committee Chairs or designee	Newsletter Editor/Exec Team	Newsletter Editor  Send content to: fellowtarian@ucwc.org  Monthly.  Deadline 20th of month	Fellowtarian articles are about our community. Articles can be about <ul style="list-style-type: none"> <li>• denominational affairs (depending on importance)</li> <li>• UCWC-sponsored social events</li> <li>• about life events of members/friends when submitted by Pastoral Care</li> <li>• Educational info. in support of events or committee's work <b>(no product endorsements)</b></li> </ul>
<b>Connections</b>	Staff Board Exec. Committee Chairs or designee	Minister Office Admin.	Office Admin.  Send content to: Office@ucwc.org  Weekly on Thu. Deadline: Tue 9 am.	Same as above as well as links to community events as appropriate <b>(These should be directly connected to the activities and projects of UCWC and reflect our Mission/Ends statements)</b>
<b>Bulletin Boards</b>	Staff Board Exec. Committee Chairs or designee	Same	Communication committee or designee	Flyers for events by — <ul style="list-style-type: none"> <li>• UCWC</li> <li>• UUA or JPD</li> <li>• Community <b>as appropriate (reflects our Mission/Ends)</b></li> <li>• Photos of UCWC events</li> <li>• RE and ARE</li> </ul>
<b>Table Displays</b>  Lobby Inside Sanctuary	Staff Board Exec.Team Committee Chairs or designee	Exec Team Prog Council	TBD by material and content	Flyers for events by — <ul style="list-style-type: none"> <li>• UCWC</li> <li>• UUA or JPD or other UU organizations</li> </ul>

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<b>Outside Electronic Sign</b>	Staff Exec. Team Prog Council	Exec Team Office Admin	Office Admin	Current events at UCWC  Topic of Sunday Service
<b>e-mails to UCWC email list</b>	Staff Board Exec. Team	Minister Exec Tm Board	Office Admin Minister Board President	Major Events Emergency Situations (e.g., closures) Important congregational business meetings
<b>Lobby Dryboard</b>	Minister Staff Committee Chairs	Minister  Staff	Minister  Staff	
<b>Outside Banners</b>	Staff Exec.Team Prog Council	Exec Team  Program Council	Originating Committee Minister	Events  Banners that reflect our Mission/Ends
<b>UCWC “Things to do” e-mail list</b>	Any UCWC member or friend	Any UCWC member or friend	Fun and Fellowship committee	Any social event or other event of interest <i>No activities endorsing candidates.</i>
<b>Website</b>	Office Admin Area Editors Exec Team	Exec Team Office Admin	Office Admin Minister Area Editor	Information related to UCWC activities, events, calendar etc.for newcomers and members. All proposed content must meet UCWC Web Policy guidelines.
<b>Facebook</b>	Anyone who is a member	Exec Team	Facebook page Editors	Social connections, upcoming UCWC activities, updates on what took place at UCWC events.
<b>Orders of Service/Announcements</b>			Office Admin.  Send content to: Office@ucwc.org  Deadline: Wed 9 am.	UCWC events and activities