Media Type	Who Originates Material	Who Approves Material	Who Publishes or Creates and When	What content is allowed? What UCWC policy covers this?
Fellowtarian	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 • denominational affairs (depending on importance) • UCWC-sponsored social events • about life events of members/friends when submitted by Pastoral Care • Educational info. in support of events or committee's work **(no product endorsements)**
Connections	Staff Board Exec. Committee Chairs or designee	Minister Office Admin.	Office Admin. Send content to: Office @ucwc.org Weekly on Thurs. Deadline: Wed.	Same as above as well as links to community events as appropriate **(These should be directly connected to the activities and projects of UCWC and reflect our Mission/Ends statements)**
Bulletin Boards	Staff Board Exec. Committee Chairs or designee	Same	Communication committee or designee	Flyers for events by — • UCWC • UUA or JPD • Community **as appropriate (reflects our Mission/Ends)** • Photos of UCWC events • RE and ARE
Table Displays Lobby Inside Sanctuary	Staff Board Exec.Team Committee Chairs or designee	Exec Team Prog Council	TBD by material and content	Flyers for events by — • UCWC • UUA or JPD or other UU organizations

Media Type	Who Originates Material	Who Approves Material	Who Publishes or Creates and when	What content is allowed? What UCWC policy covers this?
Outside Electronic Sign	Staff Exec. Team Prog Council	Exec Team Office Admin	Office Admin	Current events at UCWC Topic of Sunday Service
e-mails to UCWC email list	Staff Board Exec. Team	Minister Exec Tm Board	Office Admin Minister Board President	Major Events Emergency Situations (e.g., closures) Important congregational business meetings
Lobby Dryboard	Minister Staff Committee Chairs	Minister Staff	Minister Staff	
Outside Banners	Staff Exec.Team Prog Council	Exec Team Program Council	Originating Committee Minister	Events Banners that reflect our Mission/Ends
UCWC "Things to do" e-mail list	Any UCWC member or friend	Any UCWC member or friend	Fun and Fellowship committee	Any social event or other event of interest *No activities endorsing candidates.*
Website	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.
Facebook	Anyone who is a member	Exec Team	Facebook page Editors	Social connections, upcoming UCWC activities, updates on what took place at UCWC events.
Orders of Service/Announcements				UCWC events and activities