

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 Executive Team Committee Chairs or designee	Newsletter Editor Executive Team	Newsletter Editor Send content to: fellowtarian@ucwc.org Monthly. Deadline: 20th of month end of the day	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 Executive Team Committee Chairs or designee	Minister Office Administrator	Office Administrator Send content to: announcements@ucwc.org Weekly on Thursday Deadline: Monday at noon	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>Main Bulletin Board</b>	Staff Board Executive Team Committee Chairs or designee	Executive Team	Staff Board Executive Team Committee Chairs or designee	Flyers for events by — <ul style="list-style-type: none"> <li>• UCWC</li> <li>• UUA or JPD</li> <li>• Photos of UCWC events</li> <li>• RE and ARE</li> </ul>
<b>Social Justice Bulletin Board</b>	UCWC social justice groups	Social Justice Chair	SJ Bulletin Board Maintainer	Social Justice (UCWC or Denominational) activities in which a UCWC SJ committee is an active participant.
<b>Table Displays</b>  Lobby Inside Sanctuary	Staff Board Executive Team Committee Chairs or designee	Executive Team Program 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 Executive Team Program Council	Executive Team Office Administrator	Office Administrator	Current events at UCWC Topic of Sunday Service
<b>e-mails to UCWC email list</b>	Staff Board Executive Team	Minister Executive Team Board	Office Administrator 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 Executive Team Program Council	Executive Team Program Council	Originating Committee Minister	Events Banners that reflect our Mission/Ends
<b>UCWC “Things to do” e-mail list</b>	UCWC members or friends	UCWC members or friends	Fun and Fellowship committee	Any social event or other event of interest <i>No activities endorsing candidates.</i>
<b>Website</b>	Office Administrator Area Editors Executive Team	Executive Team Office Administrator	Office Admin Minister Area Editors	Information related to UCWC activities, events, calendar etc., for newcomers and members All proposed content must meet UCWC Web Policy guidelines.
<b>Facebook</b>	UCWC members	Executive Team	Facebook Page Editors	Social connections, upcoming UCWC activities, updates on what took place at UCWC events
<b>Orders of Service &amp; Announcements</b>			Office Administrator Send content to: announcements@ucwc.org Deadline: Tuesday noon	UCWC events and activities