

## Greenville Unitarian Universalist Fellowship Policy

**Title: Mass Email Use**

First adopted: May 14, 2008

Replaces: Power Church Email Usage

Revised: October 12, 2016

Approved by Board Month: October 12, 2016

For the purpose of quality communication, balancing the need to know with a need to limit the number of mass emails the Fellowship sends, the following policy will be used by the Greenville UU Fellowship. This policy applies to email distributions from the Fellowship. Committee or personal email discussions, etc. are not governed by this policy. Exceptions to this policy may be authorized by the Board President, President-Elect or CFO.

<b>Reason/Message</b>	<b>When</b>	<b>Who may send message</b>
Congregational meetings	Twice per meeting	Fellowship Administrator per Board instruction
Pledge Drive	Twice per pledge drive	Fellowship Administrator per Committee Chair instruction
Ways and Means Events	Twice per event	Fellowship Administrator per W&M Chair instruction
Fellowship closings	Once per event	Fellowship Administrator per Minister or Board instruction
Death of member, friend, staff or former member	Once per event	Fellowship Administrator per Minister, Board, or DLRE instruction
Guest speakers, special events	Once per event, used very selectively	Fellowship Administrator per Minister, DLRE, Board instruction