

Greenville Unitarian Universalist Fellowship **Policy**

Title: Newsletter

First adopted: June, 2003

Revised: April, 2017

Approved by Board: April 12, 2017

The responsibility for the editorial policies and practices of the church newsletter rests with the Board of Trustees. The Communications & Technology Committee is responsible for overseeing the production of the newsletter and for implementing related Board policies.

The primary function of the newsletter is to inform the congregation of Fellowship business, programs and activities. Space and emphasis are allocated according to the following priorities:

- Information about Sunday services
- Communications from the Minister(s), DLRE and Youth Director
- Communications from the Board, staff and committees
- Communications from the UU World of Children.
- Information about religious education programs and classes (all ages)
- Information about Fellowship functions, e.g. annual canvass, congregational meetings
- News of church members/friends; brief listings of members' special needs, with member's permission.
- UUA denominational news
- As space permits, community news and announcements of activities of organizations of particular interest to the Fellowship or its members

Free advertisements for member's or other's ongoing business or professional services will not be published, but the newsletter will accept a one-time announcement of a member's entrance into a business or profession.

All newsletter items must be turned in, preferably by email, to the office by the deadline posted in the applicable newsletter. Articles received past deadline appear in the next issue, if still timely and applicable. Acceptance beyond deadline is not recommended, but may occur at the discretion of Communications & Technology Chair.

Every newsletter submission must have the name, Fellowship affiliation (committee, etc.) and daytime phone number of the person submitting the article.

The newsletter is distributed primarily electronically, so inserts are not feasible.

The Communications & Technology Committee Chair may designate a person to serve as editor who is granted the right to edit material that is too long or that contains grammatical or spelling errors. Every effort will be made to be inclusive; however, the newsletter editor may refuse material not in keeping with the congregation's newsletter policy.

Any questions or problems concerning the newsletter should be addressed to the editor or the Communications & Technology Committee Chair.