

STARR KING UNITARIAN UNIVERSALIST CHURCH (SKUUC)

ANNOUNCEMENT POLICY

Approved by the Board of Trustees on Nov. 3, 2011, amended Nov. 7, 2013

1. Printed announcements appear weekly in the order of service. To be included, announcements must be received in the church office by 10:00 a.m., on the Wednesday before the Sunday they are to appear. All announcements are subject to editing for space considerations.

- Please email announcements to be included in the order of service to office@starrking.org. Type your announcement into the body of your email. Please do not send attachments.
- Your first line should be a “headline.” Bold and underline it.
- Assume your announcement is being read by a first-time visitor to church. Spell out acronyms. Explain why your announcement is important.
- Be brief.

2. Brief written announcements of church sponsored events may be read aloud before the service at the discretion of the presider. Such announcements should be given to the presider prior to the service.

3. Announcements of church related events may be published in the monthly newsletter (*The Flaming Chalice*), at the discretion of the editor. Please send announcements to the editor by the second Sunday of the month for possible inclusion in the following month’s issue.

- Please email announcements to be included in the *The Flaming Chalice* to newsletter@starrking.org.
- Include the date, time, cost (if any), contact person, and last date to sign up if applicable.
- Double check all information for accuracy.

4. Printed announcements of interest to the wider community may be posted on the community bulletin board or on one of the tables in the Fellowship Hall. They will be removed periodically.

5. Necessary announcements from the Board of Trustees are sent to the church’s complete list of email addresses. Such messages shall provide an “unsubscribe” option which will opt out of receiving all future notices from SKUUC. Members lacking email shall be offered email buddies who will inform those members of the contents of such messages.

6. Individuals may choose to receive weekly email messages from the minister. Members lacking email shall be offered email buddies who will inform those members of the contents of such messages.

7. Individuals may choose to receive notification by email of the publication of *The Flaming Chalice* (the monthly newsletter). Members lacking email shall be offered printed copies of the newsletter, sent by regular mail. A fee to cover costs will be collected from persons choosing printed copy.

8. Individuals may choose to receive email messages from the Director of Religious Exploration.

9. Members of the Starr King community are encouraged to join the church Facebook site to socialize politely, exchange photos, and publicize events to the general public. The site will be monitored.

10. A closed Yahoo group has been created for intercommunication among members of the Starr King community. Members are encouraged to join StarrKingSPARK@yahoogroups.com to share information with one another. Communications will be monitored. Suitable communications include but are not limited to the following:

- Reminding each other about upcoming church activities
- Giveaways
- Requests to borrow items or receive items as gifts
- Requests for assistance
- Invitations
- Announcements of activities or events unrelated to the church
- Announcements of personal events of importance
- Offers of items or services for sale

11. Members of the Starr King community may use information from the church Directory to call, write, or send noncommercial email messages to other members. If unwanted messages are received, members should politely ask the individual who sent the message to refrain from sending similar messages in the future. Contact information from the Directory should not be given to third parties or used to create email groups for commercial purposes.