

First Unitarian Universalist Church of Detroit
Newsletter Policy
Draft: April 9, 2008
Approved, June 2008

Policy:

This newsletter policy is viewed as a part of a larger effort to communicate effectively to those within the church and to the larger metropolitan Detroit community regarding First Unitarian-Universalist of Detroit values in action. It is recognized that reasonably frequent communications are advisable, that communications in the newsletter should model behaviors we are seeking within our church community, and that the newsletter should be prepared in such a way as to be inviting to new or potential members as well as interesting, informative, stimulating, and appreciative to those within the church community.

Both a print and an electronic newsletter are critical to help support current members and future members by providing a vessel of communication about church programs and activities. With this in mind, both versions will be published according to this policy. They will also be produced and distributed concurrently. It is the responsibility of the Board of Trustees to maintain editorial control, with the production of the newsletter to be completed by church support staff.

Recommended Procedure:

The following content must be included each month:

- Letter from the Board Moderator
- Letter from the Minister
- Calendar information for open events that are held at the church
- Information about religious education programs and volunteer opportunities
- Information about all-church functions, including annual canvass, annual meetings, etc.
- Any advertisements sold per Board policy

As space allows, the following items will also be considered:

- Committee reports
- News of church members

All newsletter items must be turned in by the first Monday of each month by 11am in order to be published in the current issue. Items submitted after this deadline will be considered for the next issue.

Respecting the privacy of our church members, their families and our friends, is of the utmost importance. As such, the following guidelines are intended to protect their privacy:

- No last names of minors will be published
- Only contact information for church staff members should be published on a regular basis
- Relevant contact information for contact people for special events will be published only after receiving permission from that person
- Personal news of interest will not be published in the newsletter unless specific written permission has been granted.

The church support staff and minister are the final content editors. This includes spelling and grammar changes for all articles.