

First Unitarian Universalist Church of Detroit

Calendar Policy

Draft: April 2008

Approved: May 2008

There shall be a single centralized calendar for scheduling of all events and space within the church building and for announcing events which are in or which involve the church. All communication of events and schedules in the Order of Service, News Letter, 1stUU.org Web Site and other official church publications must come from this calendar.

This calendar will be maintained by church office staff. Simple events can be approved by the office staff. Other events will be approved for the calendar by a board trustee, **officer, or the minister.**

An application form shall exist to effectuate this policy. The application should be detailed so that any publicity coming from it can be written as for someone totally unfamiliar with First Unitarian Universalist Church. The information from the form will be stored and referenced from the calendar and shall be used as the source for publicizing events.

There will be an annual meeting to plan the schedule for the new church year. This will be hosted by a board trustee or officer and will take place before the new church year begins. There shall be additional calendar meetings in order to schedule other major events in a timely fashion throughout the year.