

## **First Unitarian Universalist Church of Detroit**

### **PHONE TREE POLICY (Internal Communications)**

**Draft: April 2008**

**Approved: May 2008**

#### **Policy:**

A telephone tree is useful to maintain clear communication between and among church members. It will be used to communicate quickly to all church members in cases of emergencies or special events.

#### **Recommended Procedure:**

The Minister and/or the Church President will make the decision to activate the phone tree.

The Phone Tree will be reviewed and updated at least yearly in the fall. The Membership Committee will be responsible for updating and maintaining the Phone Tree.