

**UUCSEA  
POLICY/PROCEDURE**

**POLICY:** The **Communication Committee** is responsible for all internal and external communications. To encourage communications that reflect our mission and covenant and to ensure effective systems that can:

- Provide timely information about UUCSEA and Unitarian Universalist activities.
- Welcome members, friends, visitors and the public to participate in UUCSEA activities.
- Allow coordination of activities and external publicity.
- Provide information about events and activities that fit with UU values.

**PROCEDURE:**

**A. Communications** are defined as any means of conveying information among people and groups in the congregation or about the church to the larger community.

1. Internal Communications primary audience of members, friends, visitors and potential members. They shall be defined to include: the newsletter; Automated Church System database; web site; email communication to UUCSEA Members/Friends list; bulletin boards; posters and other communications within the church.

2. External Communications are targeted to the larger community and shall be defined as: news releases; advertising; written communication on UUCSEA letterhead; welcome letters to visitors; banners, posters or displays using UUCSEA's name; and other communication publicly representing UUCSEA.

3. Internal/external Communications. The UUCSEA web site and some other communications may be defined as both internal and external.

**B. Content.** All communications should provide information about UUCSEA's ministry, business and activities.

**C. Nonpartisan communication.** Church communication media may not be used for partisan political messages.

**D. Spokespersons.** External verbal communications to the press shall be only by Board authorized spokespersons.

Date approved by the Board: 1-6-09

Signature Board President: \_\_\_\_\_

Signature Minister: \_\_\_\_\_