



REVISION HISTORY

Revision of a policy approved by the Board of Trustees on June 11, 2008.

BACKGROUND/PURPOSE

The Communications Team in conjunction with the office is responsible for the production of the church newsletter on a monthly/as-needed basis. The church newsletter is currently named *CrossCurrents*.

POLICY

The primary function of the newsletter is to inform the UUCWC community of church programs and activities.

Space and emphasis on material submitted for publication in *the newsletter* will be allocated according to the following priorities:

- Information about Sunday services
- Communications from the minister and the Board of Trustees
- Information about faith engagement/enrichment programs and classes
- Information about all-church functions and events
- Communications from church staff, committees/circles/councils/ad hoc groups
- District and denominational news
- Information about outside events that UUCWC sponsors and/or for which there is significant congregational involvement
- Community news and announcements of activities of organizations of interest to the church or its members (as space permits and at the discretion of the newsletter editor)

The newsletter editor may refuse publication of material that they feel is not appropriate, after consultation with the Congregational Administrator. The editor may also revise material for grammar, spelling, clarity or length; guidelines are provided to contributors.

The Church newsletter is not a venue for personal announcements.

Advertisements for businesses or professional services will not be accepted.

The newsletter is distributed to UUCWC members and friends via e-mail.