



REVISION HISTORY

New document.

BACKGROUND/PURPOSE

The bulletin boards in our church and stand-alone displays (such as a storyboards or easels) are provided to committees and other groups for the purpose of publicizing church- and committee-sponsored activities. Bulletin boards are allocated and monitored by the Communications Committee and are maintained by the committees or groups to which they are assigned.

Bulletin boards and displays are used for three purposes:

- To communicate within the congregation
- To tell visitors who come into our building something about what this congregation does within the church and in the community
- To provide a place to share information that is of use or interest to people

POLICY

All material should be posted with the awareness that bulletin boards and displays serve as an introduction to visitors about UUCWC and Unitarian Universalism. It is the policy of the Communications Committee that this material be consistent with our guiding principles and should be updated regularly.

GUIDELINES

Bulletin boards are located around the church.

- The bulletin boards in the lobby are reserved for the use of the front office and Membership. Members who wish to post a flier and sign-up sheet for an event, a class, a trip, or to request people to sign up to assist with any of these, should contact the front office. Membership posts photos of new members on its board to help others in the congregation know who they are.
- Many committees have specific bulletin boards in the upper and lower level hallways and on the stairway. Committee chairs are encouraged to refer people to their boards for committee-specific event information.
- The Community and Connections board on the lower level has spaces for articles about UUCWC people in the news, activities in the community that we have been asked to post, volunteer opportunities in the community, and a Yellow Pages section for UUCWC members and friends to post their business cards.
- To alert the congregation to something in particular on a bulletin board, request a Bulletin Board Alert to be placed in Crossings II that includes references to, or updates about, bulletin board displays. If a board has been updated with new information, or



there is something special to highlight, give that information to the office administrator on the form used for submitting information for Crossings II. *Be sure to note that this is for the Bulletin Board Alert section.*

Displays are to be used only for special events. Displays may be placed around the church. Consider ease of access when deciding on the location and timing of displays. For instance:

- A display may be prepared for the Crossings Room during the fellowship hours. Then, during the week, when there is more room in the lobby, those storyboards can be brought into the lobby for all to see as they come into the building during the week.
- On Sunday, the lobby should be kept as open as possible. This helps to:
 - Reduce congestion and improve the traffic flow.
 - Make it easier to get to the wheelchairs and defibrillator.
 - Provide a safe unencumbered passage for children when they leave the service for classes and in case it is necessary for us to evacuate the sanctuary because of an emergency.

PROCEDURES

Maintaining bulletin boards is all about appearance, relevancy, and timeliness:

1. To help provide consistency and an attractive appearance to the boards, the Communications Committee produces titles for each of the boards. If a new title is needed, please contact the Communications Committee chair.
2. Keep bulletin boards current. Most material should not be posted for more than 3–4 weeks without being updated or removed, or people will stop checking the board after a while.
3. Post materials in a way that people can read or access the information easily. If a table blocks easy access to your board, ask if the table can be moved. Consider attaching brochure holders to the board for handouts.
4. Only committee chairs or their designees may post material on their bulletin boards. Others who believe they have something that is appropriate for a committee's bulletin board should contact the chair of that committee.
5. Any item posted on a bulletin board should be initialed and dated. That will serve as a reminder to the chair to update the board periodically.
6. Note on a bulletin board whom a person can contact with questions or if someone wants to post something on that board.

Document prepared by Michael Dalzell, Chair, Communications Committee.