

**First Parish Brewster Unitarian Universalist Policy**

**Policy Title:** Communications

**Policy Number:** 6.5

**Purpose:** To describe the policies and practices FPBUU uses to communicate to its members, friends and the public.

**Revisions:** New

**Board Review Date:** 6/21/2022

**Congregations' Review Period:** 6/24/2022 through 7/24/2022

**Effective Date:** 7/28/2022

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**POLICY STATEMENT**

FPBUU communicates to members and friends via a) the Weekly and Quarterly Angle, b) email messages, c) the Sunday order of service, and d) website and social media platforms. This policy describes the procedures and guidelines for use of these communication vehicles, as well as general guidance on public statements, advertisement, and promotion.

**PROCEDURES**

**Weekly Angle:** The Weekly Angle contains announcements specific to FPBUU, such as events, special meetings, and communication from staff, members, and friends related to congregation and UU business. Activities around the Cape that are relevant to our congregation and in keeping with our values are posted on the FPBUU website on an "Around the Cape and beyond" page, and referred to in the Weekly Angle. The Administration and Finance Director (AFD) is responsible for publication of the Weekly Angle, with support from COVE (Communications Office Volunteer Etc.).

**Quarterly Angle:** The Quarterly Angle is a more in-depth tool aimed at communicating the mission and vision of the congregation. The AFD ensures it is published each quarter, with support from COVE.

**Angle Distribution:** The Weekly and Quarterly Angles are sent by electronic mail to those requesting to receive the Angle via e-mail. For the Quarterly Angle, an addressee may request postal service mail.

**Congregational Emails:** Emails to the congregation are used to communicate urgent and important news and updates. The Minister and AFD are authorized to send emails to the congregation. As appropriate, the Minister and AFD may send emails to the congregation on behalf of members.

**Sunday Order of Service:** The Sunday Order of Service may contain flyers as approved by the Minister.

**Website:** The congregation maintains a website at <https://fpbuu.org/>. The website is managed by the AFD.

**Facebook:** The congregation has a Facebook page at <https://www.facebook.com/fpbuu>. The Facebook page serves as a vehicle for announcements, events, and other items that further the mission and vision of the congregation. The Facebook page is moderated by staff for consistency with the values of the congregation. Only staff have permission to post on the FPBUU Facebook page. Services are recorded and made available through Facebook.

**Instagram:** The Thrift Store manager manages an Instagram account specific to Thrift Store activities.

**Member Letters:** Letters from members that challenge a policy, respond to a sermon topic, or are controversial in nature will not be published in the Angles, or redistributed via email or at Sunday services. The writers will be encouraged to discuss their position with the Board of Trustee leadership, the minister, or the staff person responsible for the area addressed in the letter.

**Photographs:** Confirmation of parental permission must be obtained from the DLRE prior to publication of photos of children in an Angle article, Website page, Order of Service, Facebook post or Instagram account.

**Public Statements:** Public statements on church policies or positions may be made only by the Minister or the Board President.

**Advertising:** The AFD or the Minister shall be notified prior to any external advertising, publicity, or publications related to FPBUU activities, and may choose to require review and approval of the content.

## **GUIDELINES**

Timing of publications

- The Weekly Angle is published each Friday.
- The Quarterly Angle is published four times a year: September/Fall, December/Winter, March/Spring, June/Summer.

## **STANDARDS**

No standards are recommended at this time

## **DEFINITIONS**

No definitions are recommended at this time