

Newsletter Policy – Second Unitarian Church of Omaha

Date of Policy Approval: 5/2001

Policy Updated: 12/10/2009

Policy Owner: Communications Committee

1. The newsletter of Second Unitarian Church of Omaha shall reflect the mission and values of the Church.
2. The purpose of the newsletter is to communicate information and opportunities for connection and involvement to our members, friends, and visitors. The contents will include messages from the Minister, the DRE, the Board Chair, the Treasurer, and committees. Also included will be information about upcoming services and events, Church and staff contact information, Church member news and messages from Church supported organizations.
3. The newsletter will include a calendar that covers Church activities for the upcoming five week period. Included on the calendar will be Church related activities, including those of other groups using the Church and events taking place off-site.
4. Sunday sermon titles and First Hour titles and descriptions will be given for the next five week period.
5. The Minister, Board Chair, DRE and Treasurer shall submit articles for the newsletter each month.
6. Committees are encouraged to submit articles for the newsletter with brief announcements that would be of interest to the congregation at large.
 - a. The topic of each article is at the discretion of the writer. Each article is subject to editing by the Editor (appointed by the Communications Committee), in consultation with the Minister. The format and content will be of high quality.
 - b. All submissions are subject to review by the Editor and/or the Minister for the appropriateness of their inclusion.
 - c. Each article will have a limit of two hundred fifty words (approximately one half page of newsletter space) per individual contributor or committee, not including the articles submitted by the Minister, Board Chair, DRE, and Treasurer.
7. Respect for the privacy of members, friends, and visitors is a primary consideration. When newsletter submissions contain personal information (phone number, street address, email address, etc.) it is the author's responsibility to get the subject's permission to publish this information.

8. The following contact information will be published:

- a. Second Unitarian Church: phone numbers, street address, e-mail address, and website address.
- b. Minister and Church staff: Church phone numbers and e-mail
- c. Names of Board members and Committee Chairs.

9. The electronic version of the newsletter will be issued monthly and will be e-mailed prior to the beginning of the month to those members and friends who have opted to receive it this way.

10. The print version of the newsletter will be mailed to all members and friends who request it.

11. The newsletter posted on the website will be similar to the one that is distributed to members and friends, except that:

- No last names of minors shall be published.
- No phone numbers, addresses, or email addresses shall be published except for those of the Minister and Church staff members.
- Personal news or information shall not be posted on the web. Examples would include items such as "New Member Profiles," "Joys and Concerns," or other columns which serve similar functions.

12. The web version of the newsletter will be e-mailed to those other than members or friends who have requested to receive the newsletter electronically