

<p style="text-align:center">COMMUNICATIONS POLICY of First Church Unitarian, Littleton</p>
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We welcome announcements! They're fun, informative, and essential to timely communication in a dynamic congregation like ours. Here are communications policies from the Deacons.

The Bulletin

The best forum for written announcements is *The Bulletin*, which is distributed by mail and email to the entire FCU community (only a fraction of which comes to worship on any given Sunday). The deadline for all articles and inserts (read below) is at 9:00 a.m. on the 3rd Monday of each month. The electronic and printed versions of *The Bulletin* may be made available to subscribers on different days.

Articles in *The Bulletin* may be as long as you wish, although *The Bulletin* editor may need to edit for length.

Inserts are allowed for special events at the church. They will be no longer than one 8 ½ x 11 page in length. Both sides can be used. They will be a different color, and the color can be chosen prior to the printing from the colored paper available in the church office.

Insert hard copy and an electronic version is due to the Administrator by the newsletter deadline date each month, and a helper must be provided by the committee submitting the insert for the assembly date of the issue of *The Bulletin* that the insert will appear in.

Please email newsletter material to bulletin@fculittle.org by the deadline (9:00 a.m., the 3rd Monday of each month). Articles may also be left in the Bulletin mail cubbie in the FCU office, but electronic submission saves our editors time and reduces the risk of error.

Announcements in the Order of Service

Because space in the order of service is limited, announcements to be printed there should be as brief as possible—no longer than necessary to indicate the nature of the event, day, date, time, location, and contact information.

Submissions longer than 50 words may be returned to you for trimming. All announcements are subject to editing.

Announcements for the order of service should be emailed by 10:00 a.m. Thursday to announce@fculittle.org. Hard copy may be left in the Administrators box in the FCU office by Thursday, 10:00 a.m. but electronic submission saves our administrator's time and reduces the risk of error. These announcements will be sent to the listserve each week following service.

Oral Announcements

In an effort to provide a more compelling format for church announcements, help us to better know our fellow church members, connect each person with the announcement's subject, eliminate announcements during candles of caring, and limit the length of announcements prior to the service, the Deacons have instituted the following:

Policies:

1. Announcements prior to the service must be 30 seconds or less in length. If someone wishes to make two announcements they may take 60 seconds.
2. All announcements must be non-partisan.
3. Committees are limited to announcements of specific events on no more than two Sundays. The Deacons will send copies of these guidelines to repeat offenders as needed.
4. One featured announcement is allowed per week. It will be the last announcement at each service. The featured announcement can run up to 2:00 minutes. Please see "Featured Announcements" below for details.
5. Announcers are asked to be sensitive to the pluralistic nature of FCU. They are asked to remember that Unitarian Universalists include Independents, Republicans, and Democrats, rich and poor, pro-choice and pro-life, etc. Similarly, they are asked to please avoid "inside jokes" and acronyms which may be lost on newcomers.

Procedures:

1. Prior to the service, when announcements are called from the pulpit, each person with an announcement is invited to form a line at the floor microphone. Then, each person speaks in turn, identifying himself or herself and making the announcement.
2. Although it is beneficial to write your announcement in advance, (50 words equals about 30 seconds), spontaneous announcements are allowed.

Featured Announcements

To introduce lay leaders to the congregation and generate enthusiasm for upcoming events, one Featured Announcement may be offered after other oral announcements have been made.

A Featured Announcement may be made only by the chair of an official committee or task force of First Church Unitarian or by a member of that committee or task force approved by the chair. The Featured Announcement can be up to two minutes long.

Featured Announcement slots may be reserved on a first-come, first-served basis in the church office. A reservation may also be made by emailing announce@fculittle.org; please indicate a second and third choice for your slot. Reservations should indicate the individual making the announcement, the sponsoring committee or task force, and the subject of the announcement. A hard copy should be sent by the day of the announcement so that it can be distributed to the FCU List Serve. (Details below.)

Generally, committees and task forces may reserve Featured Announcement slots no more than two Sundays per church year. Exceptions will be made by the Deacons as needed.

When a Featured Announcement slot has been reserved before a warranted meeting has been scheduled, the Clerk may read the warrant after the Featured Announcement. Otherwise, the reading of the warrant replaces a Featured Announcement.

News and Announcements via the Internet

FCU maintains an on-line, closed List Serve on which members may distribute news and announcements related to FCU.

The list is moderated, meaning that each message must be reviewed and manually approved. In general, the moderator should approve postings which:

- relate to FCU, the UUA, or its affiliates
- are primarily *announcement* rather than *discussion*
- respect each individual's worth and dignity
- clearly indicate the name of the sender
- include a descriptive Subject line
- do not have attachments.

Using FCU's List Serve

To post a message to all the list members, send email to fcu@seven.pairlist.net.

You can subscribe to the list, or change your existing subscription by going on-line at <http://seven.pairlist.net/mailman/listinfo/fcu>.

This is a closed list, which means your subscription will be held for approval. You will be notified of the list moderator's decision by email. This is also a hidden list, which means that the list of members is available only to the list administrator.

Please note: List Serve messages, if approved, are posted exactly as submitted, with no editing. All information within the body of the e-mail is posted.