

Communication Procedures – BOT Approved May 21, 2024

The following procedures will govern official communications at UUFH, and may be amended with notice by the Minister, Past President, or President as needed. (These procedures require understanding the new governance model. All communication requests are to be copied and approved by one of the Key Committee Chairs when submitted to the Office Administrator. Emailed items that are not copied to a Key Committee Chair, Minister, and/or Past President, will be delayed in posting until approved.)

FLASH

1. Articles for the weekly Flash must be submitted by Tuesday at 4:30 pm for the Flash that will be published on Thursday of that week. All articles submitted after 4:30 pm on Tuesday will be held for the following week's Flash. Articles should be no more than 300 words. "Save the Date" short announcements for an upcoming event may be run up to one month in advance, followed by articles in subsequent weeks. All articles are to be submitted to the Office Administrator at office@uufh.org and copied to the relevant Key Committee Chair. The Key Committee Chair can request changes. Articles may be edited for grammar, consistency, and length.
2. In general, Flash articles will not run more than two consecutive weeks. If there is a reason to continue to promote an upcoming activity for more than two weeks, new articles must be submitted.
3. Flash articles may be submitted by Key Committee chairs, Subcommittee Chairs, or team leads. If someone other than someone in a leadership role writes the article, the chair or lead must be copied on the submitted article and it must be approved by the Key Committee Chair. It is up to the team lead to assure article is accurate and consistent with objectives.

SPECIAL EBLASTS

1. UUFH commits to not "over-emailing" its members. In general, no more than one eblast in addition to the Flash will be sent each week.
2. Additional eblasts must be submitted with the approval of the appropriate Key Committee Chair and Subcommittee Chair if applicable. Special eblasts should be submitted at least five days in advance of desired email date. The Office Administrator in consultation with the minister will schedule the eblast.
3. "Thoughts and Prayers" emails announcing the death of a current or long-term member will be prepared by the minister or designee within 48 hours of notice and sent by the Office Administrator.

WEBSITE

1. All requests for website changes and updates are submitted to the Office Administrator.
2. Key Committee Chairs can submit website updates for the pages relevant to their areas, copying the Minister or Past President as indicated for information. Subcommittee chairs and team leads must copy the Key Committee Chair on submissions, which should also be copied to the Minister (ministry committees) or Past President (governance committees).
3. Events to be added to the UUFH online calendar are submitted by the event chair/co-chair, copied to the relevant Key Committee Chair. Please submit at least two weeks in advance of the event.
4. Requests for special buttons to be temporarily added to the home page must be submitted first through and approved by the Minister and/or the Past President.
5. Website updates must be submitted at least one week in advance to allow time for posting.
6. The Membership Directory is updated monthly. Please submit updates to your email and telephone numbers to the Office Administrator. The Directory can only be accessed by members and donating friends.
7. Only members and donating friends are given the password to the website **in person** by the Office Administrator.

MEDIA/PRESS RELEASE

1. All press releases are to be approved by the Key Committee Chair and Minister and/or Past President or President before being sent out.
2. Only the current President and the Minister may make statements on behalf of UUFH to the media or answer media requests unless another member or staff person is explicitly designated by the President or Minister to do so.
3. The Office Administrator will maintain an updated list of media sources.
4. Major UUFH activities such as the Pumpkin Patch or Drag Queen Story Hours should create a public relations plan that is submitted to the Minister and President at least one month prior to the event, approved by the Key Committee Chair.

FACEBOOK/INSTAGRAM/Other

1. UUFH maintains an official Facebook and Instagram page, which is managed by the Office Administrator. Its primary function is to announce worship services and other UUFH events that are open to the public. All postings to this page must be approved by the Office Administrator or the Minister.
2. No photos of faces of minors will be included in such postings.
3. UUFH adults will not communicate directly with minors through social media accounts.
4. UUFH members may decide to set up a UUFH group page for direct communication by members and friends. The page will be by invitation only and is open to all members and donating friends. The covenant of UUFH will guide all postings, and postings will be deleted if deemed out of covenant. Multiple postings of inappropriate content will be referred to the Misconduct Review Committee and the disruptive persons policy may be invoked.