

MEMO

TO : UUCGV Board, Edith White, President

FROM : Sunday Services Committee

DATE :

RE : Policy concerning announcements during Sunday Services

CC : Marilyn Taylor, Chair of the Communications Committee

In our meeting of January 6, 2012 we developed a proposed policy statement concerning announcements during Sunday services. There was no existing written policy in the policies notebook to provide guidance to Service Associate volunteers. The proposed policy reads as follows:

In general, announcements to be made during a Sunday service will be submitted to the Service Associate in writing and will be read by the Associate. The only exceptions would be announcements to be made by a Board member or the Chair (or the Chair's designee) of the Stewardship Committee.

Explanation: The purpose of this policy is to maintain Sunday services as a ministry to the UUCGV members and a presentation to guests and visitors of the autonomous and independent nature of our congregation as one that is totally financially responsible for itself. Many alternative avenues exist for communicating, for example the *Unitel*, the Sunday Bulletin, bulletin boards, and Milestones and other ceremonial opportunities for sharing events in the life of the community. Forms for submitting written announcements are available each Sunday on a table on the veranda.

We would like the Board to consider this policy as an agenda item for its January 17 meeting.

Respectfully submitted,
Diane Farone, Chair