

Communications Guidelines

Borderlands Unitarian Universalist

The Communication Committee works to improve communication and increase participation of members and potential members regarding BUU goals and activities.

There are multiple means of communication at BUU:

- Unitel/monthly
- Unitel/weekly
- Order of Service (Sunday Bulletin)
- Email communications
- BUU website
- Publicity

1. Unitel (monthly): provides information primarily to the congregation. Publication is available by email, the monthly Unitel is also available by print upon request.

Information for inclusion should be what members need to know to participate in congregational activities. Timeliness and brevity are essential.

Contact: Carol Hoy (uniteleditor23@gmail.com)

Submission deadline: 15th of the month

2. Unitel (weekly): any event from Thursday (the day the email is sent) to the following Thursday. Events should have a brief description with time, date, and contact information.

Contact: officemanager.borderlandsuu@gmail.com

Deadline: Tuesday by 4:00

3. Order of Service: provides an outline of the Sunday service, acknowledges lay and shared ministry for that Sunday and provides summary information about upcoming church events and programs. Items listed in the

Announcements will be limited to BUU programs and events, occurring that Sunday and in upcoming weeks.

Send items for print to: officemanager.borderlandsuu@gmail.com

Deadline: Thursday by 4:00

Oral Announcements: 1) reports by the Caring Committee of events that occur or are learned after the OOS deadline may be given by the Service Associate, 2) short presentations by the Treasurer, 3) short presentations by the Chair of the Stewardship Committee or his/her designee, 4) urgent announcements by the President or his/her designee.

4. BUU Website: The purpose of the Church website is to provide a constant Internet presence for BUU as an outreach for seekers and newcomers, to provide information about upcoming events to members, friends, and seekers, and to provide information and processes for internal church business to church members and friends.
5. Publicity: Informs the public of BUU services, activities and contacts via newspaper advertisements and announcements.

***This revised policy supersedes any pre-existing policy.

Adopted March, 2024