

Announcement Policy

News and announcements for the congregation will generally run through the following channels:

- Spoken announcements during Sunday worship services will be limited to religious education recruitment, news and updates relating to major fund raising activities, and other larger church initiatives or important congregational updates at the minister's discretion.
- Announcements in the Sunday order of service will be limited to important congregational updates such as service time changes or emergent issues. All inserts for the order of service must be pre-approved prior to the Sunday service.
- A monthly update, available at Sunday services, will provide information on important church events and meetings for those who do not have easy access to email or other online messaging.
- For other announcements, the Sunday order of service lists web link information for the UUCDC website and the What's Happening page.
- The online weekly Digest serves as a main conduit for announcements. When submitting items to the Digest, please consult the UUCDC News page for information on word length, style and format, deadlines, and other guidelines.
- Other outlets for congregational communication include UUCDC News, the Digest, the Upcoming Events listing on the website, the foyer electronic bulletin board, and the church's Facebook page. Information for these outlets may be submitted to the UUCDC News page on the church website.
- In circumstances to be determined by staff and church leadership, the slideshow posted before the start of Sunday services may be used to promote larger church initiatives such as (but not limited to) religious education recruitment, news and updates relating to major fund raising activities, and important congregational updates.
- This policy will be reviewed, and updated if needed, on an annual basis, or as circumstances require.

Adopted by the Executive Team
November 8, 2022