

POLICY ON THE UUCC NEWSLETTER

Submitted by Names and or group: Don't know

Adopted by UUCC Board: 3/11/2009

Revision submitted by Regina Moody and Buzzie Kelly: date of submission 11/19/2014

Revision adopted by UUCC Board: 12/17/14

1.0 RATIONALE/PURPOSE

The *Unigram* is the UUCC newsletter, which serves as the primary publicity and public relations piece for UUCC. It is intended for Members, Friends, visitors, subscribers, and a variety of other interested churches, ministers, and denominational offices. This policy describes the guidelines for submissions and distribution of the *Unigram*.

2.0 DEFINITION(S)

Unigram: The newsletter created and distributed by the UUCC.

3.0 POLICY

1. The *Unigram* is produced every other week by UUCC staff.
2. The Board of Trustees must approve any special *Unigram* issues that are produced in an off-*Unigram* week.
3. The *Unigram* is available in an emailed version, mailed hard copy, and electronic copy on the UUCC website. The mailed copy is free to pledging Members and pledging Friends if a request for that version is made. If requested, individuals who do not pledge may receive a mailed copy for a small subscription price to cover the cost of printing and mailing. Visitors who make a request may receive a complimentary mailed or emailed copy for two months.
4. The *Unigram* is mailed and emailed the second and fourth Wednesday of the month, unless interrupted by holidays, vacations, illness, or other unforeseen events.
5. The *Unigram* is uploaded to the UUCC website on the same day it is mailed and emailed.
6. Previous issues of the *Unigram* are archived on the UUCC website.
7. The deadline for submitting items (articles, announcements etc.) is the Sunday night previous to the Wednesday that the *Unigram* is published.
8. Items should be submitted by email to UUCC@uucolumbia.org.
9. All *Unigram* submissions are subject to editing for content, style, and length. The Minister has the final approval for the issue.
10. If a submitted item is rejected, the person submitting will be notified.

Attachment A

PROCEDURE FOR CREATING AND DISTRIBUTING THE UCC NEWSLETTER (*UNIGRAM*)

1. The *Unigram* is produced every other week by UUCC staff. Its goal is to produce a wide coverage of information and congregational events in a readable and engaging format.
2. The front page of the newsletter is used to promote Sunday service information and Forum topics for the next two weeks. Also appearing on the front page could be articles about whole congregation events such as Canvass and Annual Meeting, and messages from the Minister or the Board of Trustees or a guest column.
3. Inside contents include: invitations, announcements, and articles concerning upcoming events; Community Chalice; announcements and articles from committees and members; and Religious Education news. As space permits, District, UUA, and Mountain announcements may be included.
4. A monthly calendar will be in the *Unigram*, showing all scheduled UU events, at the UUCC building or elsewhere, and scheduled non-Congregation related building usage.
5. The *Unigram* will not publish: any partisan political announcements that would endanger our tax-exempt status; "classified ads"; personal editorials; expression of dissenting opinions (although invitations to this type of discussion in another relevant forum may be included); announcements of events not directly related to the UUCC congregation; or any article not filling the stated purpose of this newsletter.
6. Sometimes a special issue of the *Unigram* is produced on an off-*Unigram* week, entirely devoted to one topic of an unusually complex nature. Because the production and mailing of a special *Unigram* is costly, the Board must approve these issues.
7. The *Unigram* is available in an emailed version, mailed hard copy, and electronic copy on the UUCC website. The mailed copy is free to pledging Members and pledging Friends if a request for that version is made. If requested, individuals who don't pledge may receive a mailed copy for a small subscription price to cover the cost of printing and mailing. Visitors who indicate an interest may receive a complimentary mailed or emailed copy for two months.
8. The *Unigram* is mailed and emailed the second and fourth Wednesday of the month, unless interrupted by holidays, vacations, illness, or other unforeseen events. Approximately 30 copies are mailed and 400 copies are emailed.
8. The *Unigram* is uploaded by the Administrator to the UUCC website on the same day it is mailed and emailed.
9. Previous issues of the *Unigram* are archived on the website by the Administrator.
10. The deadline for submitting articles and announcements is the Sunday night previous to the Wednesday the *Unigram* is published. Items not submitted in time may be considered for publication in the following edition and/or distributed through other media (e.g., Order of Service, Sunday service announcements, mass email, etc.).
11. Items may be submitted through the UUCC website or emailed to UUCC@uucolumbia.org. The subject line should read: *Unigram announcement*. When email submission is not possible, announcements or articles should be typed or legibly handwritten and submitted to the Administrator in person or by mail, or left in the Administrator's mailbox in room 1 (the

copier room). All submissions should contain the name and contact information of the author.

12. The Administrator acts as the Editor and reviews the material for inclusion and may edit pieces for content, style, and length. If an article needs substantive changes, the Editor will consult with the submitter. Prior to publication, the Editor will consult with the Minister, who has final approval.
12. If a submission is rejected, the person who submitted the announcement will be notified.