

OOUF Newsletter Policy

Purposes of the Newsletter:

1. To serve as a medium of communication among members and friends.
2. To interest prospective members in further involvement with OOUF.
3. To spread information about OOUF to the larger UU Community and counties.
4. To serve as the official medium of written communication between the Board and the membership.
5. To publicize events, provide information and recruit volunteers for OOUF committees.

Newsletter Procedures:

1. Each newsletter shall contain the name of the Editor and deadline for the next issue.
2. The source of all material shall be identified where appropriate.
3. Submissions, preferably in Word Format, should be sent to the email address as shown in each newsletter. Hard copy submissions should be placed in the newsletter mailbox in the Fellowship Hall.
4. News items should be fewer than 100 words; articles fewer than 250 words.
5. Content of submission shall be by and for OOUF.
6. The Editor reserves the right to edit all submissions (including digital submissions), for content, clarity, or space; or hold articles for future publication.

Responsibility for the Newsletter:

1. Responsibility for the editorial policies of the Newsletter rests with the Board, which shall establish general guidelines.
2. The Editor is responsible for exercising editorial discretion, in accordance with such general guidelines, on such matters of taste, length, relevance, and appropriateness. However, additional authority for all purposes shall be given to the Communications Chairperson, the Minister, the Board President, and the Board Secretary.
3. The Newsletter Editor can be a volunteer from the congregation, an independent contractor, or a staff employee. They are expected to act at all times in a professional manner when representing the Newsletter. In addition, it is the expectation of OOUF that the Editor will adhere to staff/contractor relationship standards as listed below in #4.
4. The Board is responsible for administration of the congregation and shall encourage cooperation in all staff/contractor decisions. However, the responsibility for the outcome lies ultimately with the Board. There is an expectation that the Newsletter Editor will keep the Minister, Communications Chairperson, the Board President, and the Board Secretary informed of any concerns they may have that may impact the congregation.

OUIF Newsletter Policy (*Continued*)

Priorities for Publication:

1. Information about Sunday services
2. Communications from the Minister
3. Communications from the Board
4. Communications from the Director of Religious Exploration and information about the Religious Exploration programs and classes
5. Communications from the Director of Music
6. Information about events/programs sponsored by the congregation or one of its committees
7. Communications from committees and other staff/contractors
8. News of congregation members/friends
9. Brief announcements of special needs or news
10. District and denominational news
11. Community news regarding activities or organizations of interest to OUIF