

**WESTSIDE UNITARIAN UNIVERSALIST CHURCH POLICIES AND PROCEDURES
COMMUNICATION AND PRIVACY POLICY**

SECTION 3

- I. Purpose This policy defines the acceptable use of contact information of members and friends maintained by Westside Unitarian Universalist Church and to define appropriate content for official publications of Westside Unitarian Universalist Church.
- II. Scope This policy applies to all use of personal contact information maintained by Westside Unitarian Universalist Church, including, but not limited to:
 - A. E-Mail Addresses
 - B. Postal Mail Addresses
 - C. Telephone Numbers
- III. Permitted Uses Any use of personal contact information must be relevant to the activities or interests of the church. Permitted uses include communications which include such information as:
 - A. Calendars of events or notices of activities
 - B. Important events in the lives of members and friends
 - C. Activities of the denomination, of other UU churches, and of other UU Conferences
 - D. Miscellaneous information that affects or may affect the interests of the church
- IV. Limitations
 - A. Personal contact information maintained by Westside Unitarian Universalist Church shall not be used for the communication of personal opinions, personal solicitations, political endorsement or other matters subject to controversy. In considering whether use of personal contact information is acceptable, the user should consider whether the use is consistent with and supports the seven Unitarian Universalist principles.
 - B. In particular, persons utilizing said information should keep in mind that those receiving their communication may hold differing religious, political or personal views and should be respectful of that diversity of opinion.
- V. Official Sources of Communications
 - A. This policy applies to all official sources of communication from Westside Church to all its members and friends including, but not limited to:
 - 1. The Westside Story, our monthly newsletter
 - 2. The Weekly Web

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3. Any Congregational E-mail distribution
 4. The Westside Web site.
- B. The purpose of this policy is to provide the editors of each publication guidelines concerning editorial content:
1. The purpose of each of the publications is to inform members and friends about the activities of Westside Church.
 2. Publication priority shall be given to upcoming events and notices of called or scheduled meetings.
 3. Committee meetings or activities should be in the Westside Story at least two weeks before the event.
 4. Email publication should be for at least two weeks before the event. Committee chairs are responsible for providing information to editors in keeping with regular deadlines.
 5. Information on life events of members and friends and other member activity are appropriate for publication, especially if it relates to the church.
 6. Events at other Unitarian Universalist churches are appropriate for publication.
 7. Publication of Regional and National U.U.A. activities is encouraged.
 8. Some subjects and stories should be avoided. They include:
 - a. Partisan political activity including candidate endorsement or solicitation.
 - b. Endorsement of positions on political issues, unless such positions have been taken by the UUA or the Congregation of Westside UU Church.
- VI. Procedures A person seeking to use the official contact information maintained by Westside Unitarian Universalist Church, or an editor of one of the official publications of Westside Unitarian Universalist Church, may request a determination regarding whether such use of said information or publication of certain material is consistent with this policy. Said requestor should direct his or her request to the President of the Congregation, who will make a determination in consultation with such other Board Member, Committee Chairs, or the Minister as he or she deems appropriate.