

Gateway/Newsblog Publication Guidelines

Janine Larsen, UUC Director of Ministries, January 6, 2023

If for an upcoming event, a post must be presented by an active, recognized team or committee at UUC and must be directly related to their acknowledged mission and focus.

- If the event is happening at UUC, it must be on the UUC calendar before it can be promoted (i.e., space must be reserved and confirmed).
- If the event is happening outside UUC or as part of another organization's program, the time, date, and venue must be known and preferably on a public calendar somewhere.
- A "Save the Date" notice can be publicized if the event date and location are confirmed and simply awaiting the opening of registration or additional details for the program description.
- We generally do not promote another organization's events or fundraisers unless a current UUC team or committee is actively participating and inviting others to do so as well.

If for a reflective or educational message rather than an announcement of an upcoming UUC event,

- It must be directly related to the mission and work of an active, recognized team or committee at UUC.
- It must be endorsed by the full committee or team, rather than the private perspective of an individual leader or member of the team or congregant.
- We do not publish positions opposing another UUC team's goals, activities, or advocacy.

Decisions about if or when to publish a submission are made by the Communications Coordinator, who may refer it to the Director of Ministries.

- Occasionally, the executive staff team is consulted. This team is made up of the Senior and Assistant Minister, Director of Operations, and Director of Ministries.
- The Senior Minister and Assistant Minister may publish reflective/educational messages as part of their acknowledged freedom of the pulpit.