

# GRACE UNITED CHURCH, Caledonia

## Policy and Procedure Manual

|                                    |                                 |                            |                 |
|------------------------------------|---------------------------------|----------------------------|-----------------|
| <b>Policy Title</b>                | <b>OUTDOOR SIGN</b>             | <b>Policy Number</b>       | <b>PPM-G1.1</b> |
| <b>Date of Approval by Council</b> | December 8, 2005                |                            |                 |
| <b>Revision Dates</b>              | March 18, 2015;<br>May 19, 2021 | <b>Date of next Review</b> | May 2027        |

### PURPOSE:

**Primary** – To facilitate the delivery of information as outreach to the community.

**Secondary** – Advertising church events.

### POLICY STATEMENT:

1. The Public Relations Coordinator and/or the Worship & Music Committee Chair should receive in writing any request at least two weeks before the desired date of posting.
2. Requests will be considered based on submission date, relevance to the Mission statement of Grace United Church, potential audience and availability of space. All requests are subject to editing for space and content.
3. Specific messages will be limited to two lines on each side. Keep messages brief.
4. Messages will normally have a maximum display of two weeks unless otherwise specified.

### POLICY REVIEW:

**Time Frame:** Every three years

**Committee Responsible:** Worship & Music

All policy revisions require Council approval.

### CROSS REFERENCES:

Grace United Church Constitution (2015)  
Page 11 - Public Relations Coordinator