

## **NEIUUF Email and Newsletter Policy**

Adopted by the board February 5, 2013

The following is intended as the general guideline/policy for NEIUUF. Exceptions based on case-by-case situations are expected, subject to prudent thought by the Fellowship Coordinator who is encouraged to discuss such exception with the board president – or another board member in the president's unavailability.

### **Emails and Newsletters generated from NEIUUF's email list**

#### **1. Email List Coordination and Maintenance**

- a. Email coordinator shall be the NEIUUF Fellowship coordinator
- b. List to include NEIUUF members and anyone else who has expressed an interest in receiving the email announcements. Persons requesting their names to be deleted shall be removed promptly
- c. The list is to be under the control of, and used only by, the email coordinator; and is for NEIUUF use only.
  - i. Members desiring an email to be distributed to the fellowship are to give their email content to the Fellowship Coordinator; and not request that they be given a copy of the email list

#### **2. Methods and frequency of emails**

- a. Goal is to have a regularly scheduled fellowship emails, rather than a separate email for each item. However, important updates or information may require a separate email.
- b. The regularly scheduled emails will be consistent in format and information

#### **3. Content acceptance**

- a. NEIUUF activity, Sunday service information
  - i. Encouraged and accepted
  - ii. Content: Summary of the activity/announcement. Content should be readily understandable by a reader not familiar with NEIUUF (*examples: just what we're doing now*)
  - iii. Fellowship Member's special needs or updates -requires consent from the Fellowship member or his/her family member before distribution.
- b. Community events consistent with NEIUUF principles and member involvement in community events
  - i. Accepted
  - ii. Content: one sentence summary with a URL for more information (*examples: Peace and Justice center activities, a member involved in the poetry slam or recently graduated from college, Burning Bright concert*)
- c. Community activities involving members, where the member receives a financial remuneration
  - i. Not accepted (*example: member opening a new business or conducting an event for which he/she gets paid, or could lead to a paid business relationship*)
- d. Business or political content
  - i. Not accepted; requests for distribution shall be denied

### **Emails generated from NEIUUF Committees or members**

As a general guideline, emails from NEIUUF committees or members should follow the intent as indicated above.

- Do not use email addresses from the membership directory for business or political purposes. Personal or NEIUUF purposes are allowed.#
- No editorializing about church business or activities#
- Committees are to provide updates to the congregation via the Fellowship Coordinator; to other committee members#
- Any member receiving inappropriate emails should advise the Fellowship coordinator#

*Reviewed and approved without revision, March 2017*