

## **Beacon Newsletter Policy**

It is the aim of the church newsletter to provide information about church activities to members and friends, keeping in mind the entire intended audience, including current and potential visitors.

As to content, several items are regular features of every newsletter: Sunday morning service program notes including special services, a church calendar of events, and regular columns from the Minister and the Director of Religious Education. From time to time, the Minister or Director of Religious Education may invite a guest columnist in their space. Also, the Beacon Editor, Minister, Director of Religious Education, Board Chair, or Board of Trustees may invite member or members to write columns on experiences or activities that are part of church or the wider Association life. For example, a member may be invited to write an article on their experience at General Assembly or the Summer Institute or delivering food to the Salvation Army.

Announcements, social events, special events, descriptions of committee activities and information from the wider District and Association are included in the Newsletter, when space allows, informing members and friends of the lively social interaction and broad interests available. At times, the Beacon Editor may need to prioritize materials and when they will appear in an issue. Events and activities from the wider community are included if they are in sympathy with Unitarian Universalist values articulated in the Principles and Purposes, and if space is available.

Interests and concerns of church members on matters outside formal activities of the congregation should be dealt with informally among members and will not be published in the Beacon.

Since the Beacon is now published on the web, accessible to scrutiny from the entire world, it is advisable that the newsletter be edited with an eye toward protecting the privacy of those served by the congregation.