

**FIRST UNITARIAN UNIVERSALIST CHURCH OF SAN ANTONIO
COMMUNICATION PROTOCOL**

First UU uses multiple methods of communicating with congregants and others in order to reach as many people as possible. The following are different communication methods used by the church:

- Monthly Newsletter
- Yahoo group (firstuu-announce)
- “What’s Happening”
- Facebook
- Twitter
- Sunday announcements
- Insert in Sunday order of service
- Church website
- Bulletin Boards

Oral announcements in worship services are strongly discouraged. Brief announcements may be permitted at the discretion of the Minister or, in the Minister’s absence, the Lay Coordinator from the worship committee. For an announcement to be approved, the event or news item must, in the opinion of the Minister or the Lay Coordinator:

- Be of particular urgency and relevance to the entire congregation
- Pertain directly to a First UU committee or activity, or a specific aspect of the wider UU movement.
- Be happening that day or within the next week.

Oral announcements are more likely to receive approval if they are sent to the Minister or, in the Minister’s absence, the Lay Coordinator from the Worship Committee, in writing at least 48 hours prior to the service. Approved announcements will usually be read by the lay person giving the Welcome at the beginning of the service. However, please note that the lay person giving the Welcome is NOT authorized to accept or approve announcements of any kind.