

FIRST UNITARIAN UNIVERSALIST CHURCH OF SAN ANTONIO COMMUNICATIONS 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:

- Church website
- Quarterly INSPIRE magazine
- What's Happening weekly email
- Friday Connection weekly email
- Sunday Preview weekly email
- Youth Religious Education weekly email
- Facebook
- Instagram
- Twitter
- Sunday Order of Service
- Bulletin Boards
- First UU Announce email

The Congregational Administrator is responsible for creating three weekly church emails:

1. What's Happening – particularly for events that are happening at the church. Published on Wednesday at 11 am.
2. Friday Connection – particularly for events that are taking place in the community and for events that occur on Fridays at the church. Published on Fridays at 11 am.
3. Sunday Preview – particularly for the Worship Service and events that are taking place that Sunday at the church. Published on Saturday at 11 am.

Submit events, posts, and announcements for the emails to office@uusat.org

The Creative & Digital Communications Manager is responsible for the INSPIRE magazine, the website, and all social media. Submit events, posts, and articles to digitalmanager@uusat.org

The Director of Lifespan Religious Education is responsible for sending out the weekly Youth Religious Education email. Contact dlre@uusat.org for more information.

Recurring classes and events will be posted in the What's Happening every week under the Ongoing Classes and Events section, as well as on the website.

Additional advertisement for ongoing classes and events will be posted TWO WEEKS prior to the event in either the What's Happening or Friday Connection, or earlier if appropriate.

The Creative & Digital Communications Manager, Director of Lifespan Religious Education, and the Congregational Administrator can and will use their discretion regarding what announcements to post and when to post them in the church media.

Firstuu-announce@lists.uusat.org is the email list for Members and Friends of the church only. Members and Friends can post announcements to this email list directly.

This is a moderated list. Announcements sent out by Members or Friends will be reviewed by the Announce list administrators prior to being sent out. If not approved, an email will be sent with an explanation to the sender.

Oral announcements in Worship Services are strongly discouraged. Brief announcements may be permitted at the discretion of one of the Ministers or, in the Ministers' absence, the Lay Coordinator from the worship committee. For an announcement to be approved, the event or news item must:

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

Oral announcements are more likely to receive approval if they are sent to the Ministers or, in the Ministers' 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.