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
- Sunday Preview weekly email
- Youth Religious Education weekly email
- Facebook
- BlueSky
- Instagram
- Sunday Order of Service
- Bulletin Boards
- First UU Announce email
- YouTube

All announcements, postings, articles, etc. for the INSPIRE magazine, weekly emails, social media accounts (Facebook, BlueSky, Instagram) should be sent to the church office at office@uusat.org.

The INSPIRE Magazine is published quarterly on the first day of March, June, September, and December. The deadline to submit articles will be announced but is usually a few days before the publication date. The goal of INSPIRE is to highlight the activities of the church and, with rare exception, is not designed to publicize upcoming events. We accept articles and photos about our church, about our denomination, about Unitarian Universalism in general, or that encompass a UU theme. Publication of submissions is not guaranteed and is at the discretion of the editor.

The What's Happening email is sent out every week on Wednesday. The deadline to submit items to be included in the email is the Tuesday prior. The What's Happening serves as our digital newsletter and is primarily designed to publicize upcoming events.

The Sunday Preview email is sent out every week on Saturday. It is designed specifically to highlight what is happening at church on Sunday. It will include items such as a description of the upcoming service, a link to watch the service on YouTube, the Order of Service, information about Sunday Religious Education classes, and notices of any special activities taking place on Sunday.

The Director of Lifespan Religious Education is responsible for sending out the weekly Youth RE email. Items for this email may be sent to dlre@uusat.org.

Our social media accounts (currently Facebook, BlueSky, and Instagram) are designed to advertise upcoming events, share community and denominational information, and in general, connect with the community, both at the local level, statewide level, and beyond.

Bulletin boards are located in the Library (Rooms 602/603 in Building 6). These can be used to post church and local announcements that might be of interest to First UU congregants.

February 2025, minor edits October 2026

firstuu-announce@uusat.org is the email list for Members of the church only. Members and Friends can post an announcement pertaining to the church or church-related activities and events to this email list directly by completing an email and sending it to firstuu-announce@uusat.org. This is a moderated list so, if the announcement is approved by the administrators, it will be sent out. If not approved, an email will be sent with an explanation to the sender.