

Communication Policy

All communications should directly support the UUFB mission and adhere to our Right Relations covenant.

If any communication violates this policy, bring it to the attention of the Minister or the Board President.

Promotion of Right Relations.

The well being, strength and reputation of UUFB thrives in an atmosphere of trust, respect and cooperation. Within this atmosphere, differences of opinion and their resolution through compromise or consensus can enhance a sense of community. Recognizing that conflict may arise and, when it does, its management and resolution are paramount.

To foster Right Relations, the UU Principles should be followed, which enhance the dignity and inherent worth of all: express appreciation; allow for fallibility; deal directly with each other; be creative in problem solving, maintain a sense of humor; listen actively and clarify what we hear; let others have their say; respect boundaries different from our own; respect confidentiality; refrain from gossip; and speak honestly.

Congregational Position Statements

Speaking for the congregation in any publication should not be done unless the congregation has taken an official stance through a congregational meeting and vote and the spokesperson has been authorized to speak for the UUFB. Dissent should be expressed and received respectfully and with the conviction that disagreement does not preclude belonging.

Members who take stances on their personal beliefs should take care to clearly articulate that one is speaking personally and not for the whole UUFB. Every attempt should be made to ensure statements be clearly labeled or framed in print/electronic publications so that all readers can properly contextualize individual views. Clarity regarding for whom one is speaking will prevent miscommunications.

UUFB and External Media

Occasionally UUFB has opportunities for interviews or articles in newspapers, radio, etc. Because of the potential wide exposure of these media outlets, special care should be taken to represent UUFB in a positive and accurate light and to avoid confusion about personal or potentially controversial views. The Minister and Board must be informed prior to any planned media

exposure or advertising campaign made on its behalf. If any unplanned media exposure occurs, the Minister/Board must be informed as soon as possible afterward.

Photo/Video Release

Sharing photos and images participating in UUFb services/events can be a source of great joy. However, nothing is more important than keeping our children safe. Therefore, a photo/video image release form must be obtained from parents or guardians before any are published. Any limitations will be shared with the editor of the Headline News and administrator of UUFb website and social media sites to ensure such images are not published. UUFb publications will avoid printing last names or other personally identifying information about children and youth.

Additionally, some adult congregants, visiting speakers, etc. may not want to have their photos published and an opt-out form must be obtained. While ours is an "opt out" policy, we will also strive to do the following:

- Mention that photography or video recording may take place at Fellowship events and worship services in announcements, invitations, promotional materials, and orders of service.
- Remind people verbally that photography or video recording may take place, during any announcements.
- Designate a seating area for those who do not want to be photographed or otherwise recorded.
- Honor requests from people shown in a photo or video segment who wish that photo or video segment removed from wherever it has been posted.
- Obtain written permission where possible from identifiable individuals depicted in images used in fundraising materials.
- Honor reasonable requests to remove or obscure identifiable individuals depicted in photos or videos posted on the premises, website, or social media accounts controlled by the congregation.

Attachment 1: Media Release Form and Attachment 2: Speaker Consent and Release Form.

Given that methods of communication are constantly evolving, the policy outlined is applicable to channels not specifically mentioned.

Specific Communication Channels:

Social Media Usage: (see Social Media section)

Headline News

The weekly e/print newsletter helps keep members and friends connected to what is happening in the congregation and to each other. Newcomers and visitors also learn about the life of congregation through it.

Due to the time and space limitations required to produce the Headline News, priority must be given to official communications from the Minister, Board and Committees of UUFB.

Relevant submissions from individual members may also be included.

Announcements from other entities may be included as space/time permits and as is appropriate and relevant to UUFB. Such contributions should be properly attributed.

When content does not meet responsible guidelines, the Administrator and/or Minister will work with the author to adjust the content or, if necessary, will refuse to publish it. The Board may be consulted if the Administrator/Minister is unclear about suitability or in the event of conflict or disagreement with submission.

UUFB EMAIL/GOOGLE LISTS

Email Lists have been maintained solely for making official announcements by UUFB. This list will be primarily used for announcing activities and events of UUFB, or community events in which the UUFB is involved. Legal announcements such as annual meeting notices will occur through this list. A mailing list of those without email access will be maintained and used for legal announcements, annual meeting notices, etc.

E-mail addresses of Unitarian Universalist Fellowship of Beaufort (UUFB) members and friends must be carefully managed as a resource by the Minister and the Board as a means to communicate with the congregation regarding church-related events and activities. Three key individuals, plus the UUFB Administrator, shall be the stewards of fellowship related e-mail correspondence and shall be the stewards of the UUFB e-mail list.

All e-mail messages shall be in keeping with UUFB's covenant. They shall demonstrate fairness and respect for the individual and group rights. This shall be done to protect UUFB from legal action or damage to its reputation.

The Minister, Officers, and Administrator shall manage fellowship e-mail correspondence. Information will be provided to the UUFB Administrator for weekly e-mail dissemination, after being approved by the Minister or a Board member. Committee chairs and members should provide items to the UUFB office, or through an appropriate Board member for distribution.

If a member or friend must communicate information to the Fellowship about an event or topic, that information must be reviewed and approved by the Minister or a Board member.

UUFB's e-mail list may not be used for commercial announcements or for announcements directly related to any event not associated with church functions, e.g. political or special-interest groups. No e-mail may be forwarded from one organization to the membership list.

At all times UUFB will honor the wishes of persons who request to be left off the mailing list. We will endeavor never to send e-mail where such a request has been received. Each official church e-mail shall state "this email is from the Unitarian Universalist Fellowship of Beaufort. To unsubscribe please send a message to admin@uubeaufort.org with the text unsubscribe"

There are two email lists maintained. One is exclusively for members of the UUFB. The second list includes: friends, newsletter subscribers, and other interested parties.

Committee Chairs may create a Committee email list or ask the Administrator to create a Google Group to be used for their committee's business communication.

Under no circumstances should any email list be used for solicitation of non-UUFB services/fundraising/business opportunities.

Website

Most visitors get their first impression of UUFB via the website. Our presence is also an essential tool for members to stay informed about life and activities of UUFB and to build community through sharing photos, news, etc.

Website administrators should adhere to the basic communication principle, and use good judgment in selection of written and visual content. Special

care will be taken to ensure that images and information about children and youth are appropriate and safe (see section on photo release).

In order to ensure that website information remains timely, administrators will respond to update requests with reasonable promptness. At least two (2) people, appointed and under direction of the Board, should receive training in how to make changes without undoing critical website formatting and structures.

SOCIAL MEDIA

Social Media Usage: Everyone is welcome to contribute to conversations and to share content directly related to UUFB. Posts, comments, photos and other posts are expected to be relevant and respectful, complying with all aspects of this policy, e.g., photo release form.

Any inappropriate content that violates terms of use, code of conduct or other policies will be deleted.

UUFB Facebook/Twitter/Instagram/Pinterest/Blogs

UUFB Facebook

UUFB has a public Facebook page, "Unitarian Universalist Fellowship of Beaufort," which is our public presence on this social media platform. Anyone can view this public page. Anyone can "like" and "follow" our page to receive our updates and posts in their own Timeline. Only those who have been included as Administrators can create posts, or comment on the site under their own name. Only Administrators may post photos or videos. Administrators shall not post photos or videos of children without a release form on file, with the exception of stock photos obtained from either commercial or free photo sources, e.g., pixabay or morguefile.

UUFB also maintains a closed Facebook group, "UUFB Beloved Community Forum," which may be joined by members and involved friends. When an individual asks to join the group they are asked to answer this question: "What is your relationship with the Unitarian Universalist Fellowship of Beaufort?" Only Administrators and Moderators are allowed to approve requests to join.

The group is intended as a place where group members may share notices of events or stories that may be of interest to UUFB members and friends. Any group member may post items, photos, or videos. Administrators may

remove any inappropriate items, especially photos or videos if a child is pictured for whom we do not have a release form, or if any person is pictured who doesn't want their photo posted. Promotion of political parties and/or candidates is not allowed, per IRS rules.

Group members should take care to act according to our UUFB Covenant when posting or commenting in the group.

Twitter/Instagram/Pinterest/Blogs

Policies to be developed as needed.

Media Release Form

Unitarian Universalist Fellowship of Beaufort (UUFb)

We often take photographs and videos of adults, youth, and children as they participate in congregational events such as worship, religious education programming, social events, and justice events. We use these images to promote our congregation and our faith in print, on the Web, and on social media.

We respect individuals' desire to control the use of images of their likeness, and recognize the difficulty to regulate the taking of photographs and videos at events where many people have the ability and desire to take photographs and videos. An example: At a congregation-wide celebration we might have someone taking "official" photographs and video. However, many others will have cell phones with cameras. Some will be taking "selfies" with each other, and sometimes other people will show up in the background inadvertently. We have no control over whether or where those photographs/videos are posted or shared via email, social media, or other means.

We will make efforts to inform individuals and make it possible for them to opt out of showing up in official photographs and videos. (Please see the section in our Communication Policy on this.)

No names nor other identifying personal information about individual children or minor youth will be published without explicitly stated permission to do so in each individual case.

Authorization For Minors

I do hereby authorize UUFb to make use of my minor child/children's likeness (listed here) in photographs, videos, or audio recordings that are shared beyond the walls of the congregation.

Name/s (printed):

Signature of parent or guardian:

_____ Date _____

Opting Out

I do not authorize UUFb to make use of my likeness (and that of any minors listed here) in photographs, videos, or audio recordings that are shared beyond the walls of the congregation.

Name (printed): _____

Signature _____ Date _____

(must be signed by a parent/guardian of a participant under 18 years)



Unitarian Universalist Fellowship of Beaufort

P O Box 593
Beaufort, SC 29901
843-522-1765

Speaker Consent and Release Form

Event: _____

Date: _____

Location: _____

By signing below I acknowledge that I have read and agreed to the following:

1. The Unitarian Universalist Fellowship of Beaufort may take photographs and record my presentation.
2. My name, voice, and biographic or other information may be used by the Unitarian Universalist Fellowship of Beaufort in connection with my presentation and/or recording. Copies of any visual aids and other materials used or provided by me may be made and distributed by the Unitarian Universalist Fellowship of Beaufort in connection with the presentation.
3. I grant to the Unitarian Universalist Fellowship of Beaufort the right to reproduce, distribute, display, and provide recordings of my presentation and presentation materials, as well as my name, voice, and likeness, by means of the internet, printed media, and photographs.
4. To the extent my presentation or presentation materials are protected by copyright law, I reserve those rights to myself except as granted above.

Signature: _____

Print name: _____

Title: _____

Company Name and Address: _____

Date: _____