

Policy Regarding Urgent/Special Announcements

The UUCWI Administrator posts congregational news via the weekly e-news and the quarterly newsletter. Due to the part-time position of the Administrator, additional special announcements for email distribution need to be limited.

Policy: Aside from the weekly e-news and the quarterly newsletter, the UUCWI Administrator may post additional emails that he, or she, deem “urgent/special announcements”. Such announcements are of “immediate” attention for the congregation and should pertain to an urgent situation that is best addressed, due to the urgency or nature of the announcement, as a separate email to UUCWI congregants.

Examples of an “Urgent/Special Announcements”

1. Church and congregational events

- Death of a congregant
- Memorial services
- An all-church “HELP”: events that are quickly planned and need immediate attention (e.g. grounds clean-up after a storm, additional volunteers needed for a church function)

2. Congregants who are in need of immediate help

- Caring Connections, as well as individuals, may identify such congregants.

3. Emergency “Newsflash/Alert”

- Local, state, national emergencies