

14-2: BCUC Newsletter (Guideline)

1. Responsibility Centre: Communications Committee

2. Rationale or Purpose

As BCUC uses a Desk Top publishing format, it is important that articles to be published are concise, to the point and can be read quickly in the desk top publishing format.

All committee chairs, groups and individuals having information for inclusion in the newsletter are requested to follow this guideline so that editorializing can be kept to minimum.

3. Policy Statement

The procedures outlined in this guideline will be followed for the publication of the BCUC newsletter.

4. Scope

Articles for inclusion in the newsletter may include:

- information about coming events
- mini-reports of happenings, deaths, births, weddings
- important news about anyone within the congregation
- requests
- Council information, budget
- Committee news
- Just about anything of interest, e.g. a special person/couple of the month?

5. Procedures

Newsletter schedule:

Newsletters will be published four times per year- Christmas, Easter and summer and fall. Information must be received before the proposed distribution date. i.e. Easter, approx. March 30; Summer, June 15; Fall, Sept 30; Christmas, Nov 30. The congregation will be notified of any changes to these dates in the Sunday bulletin.

Advance Notice:

The Communications Committee Chairperson will give about four weeks advance notice to committee chairs to prepare articles for the next issue and to inform anyone else who may want to submit an article. The Office Staff will include advance notice in the bulletin. The date for publication of the next issue date will also be included in each issue of the newsletter.

Articles:

- Content is left up to those who submit articles.
- A maximum of 200 words is requested.
- Cartoons, pictures, etc. may be included to catch the attention of all readers, so long as copyright requirements are respected.
- Information for publication should be submitted to the BCUC Office.

Publication process:

Information for publication will be edited, formatted, proofread and published, after which it will be distributed by hand or by mail, and posted on the BCUC website by the webmaster.

6. Roles/Responsibilities

All Committees are responsible to submit news items regularly. It is important that all news come forward to keep everyone informed. If everyone contributes there should be no shortage of news.

The Communications Committee is responsible for the maintenance of this Guideline.

7. Definitions**8. References**

- a) *BCUC Handbook*, Terms of Reference for Communications Committee:
 2. [The Committee] provides for the publishing of the newsletter and the Annual Report (year book).

9. Approval authority: Church Council**10. Approved:** February 24, 2003

Revised: October 2008