

7-2: Information Booth

1. Responsibility Centre:

2. Rationale or Purpose

The rationale or purpose statement expresses “why” the policy is being written. The rationale or purpose may also contain or cross-reference “background” materials or more explanatory details regarding various factors that led to the development of the policy.

The Information Booth is a primary point of contact with all who enter our church. It is important that the use of this booth to distribute information is coordinated and in keeping with BCUC’s objectives of communication and fellowship.

3. Policy Statement

The policy statement should be a concise statement of “what” the policy is intended to accomplish. The policy should only be a one or two sentence description of general organization intent with respect to the specific topic of the policy. The policy statement should be general enough to provide some flexibility and accommodation to periodic changes in technology.

The Membership Committee will maintain an Information Booth in the church entryway.

4. Scope

The scope of the policy can set important parameters such as to whom will the policy apply (e.g., staff, Committee members, all BCUC members) and to what (e.g., paper and electronic records, information and computer assets, etc.)

This policy applies to the use and maintenance of the Information Booth found in the entry of the Church.

5. Procedures

The procedures will detail “how” the policy statement will be attained. Procedures may also describe “enforcement” provisions or methods for appeal. Procedures are sometimes provided in a separate document or left for local determination to provide greater flexibility for updates as well as local control.

All individuals or groups wishing to display or convey information to the Congregation or the public via the Information Booth should contact the Membership Committee. [for discussion]

The Membership Committee will ensure that a volunteer is available at the Information Booth on Sunday mornings, to respond to inquiries and to provide information.

6. Roles/Responsibilities

The procedures may contain details about who is responsible for what. The policy should also identify who is responsible for maintaining and promoting the policy, and who will provide interpretations in the event of the need for clarification or when there is a dispute.

| The Membership Committee is responsible for the maintenance of this policy.

Communications Committee: responsible to provide the resource and to allocate it, similar to the Bulletin Boards?

Does Property Management have a role in maintaining the Information Booth structure?

7. Definitions

Policies should be precise and easy to understand. Some times terms will need to be defined to clarify meaning. However, the policy should attempt to convey messages in simple yet precise terms; excessive definitions may make a policy document unreadable or subject it to greater scrutiny.

8. References

It is possible that there are other policies or organizational documents that complement, supplement, or help explain the provisions contained within the current policy. References to other policies or organizational documents (e.g. BCUC Handbook, UCC Manual) can improve the usefulness of the policy.

| BCUC Handbook, p18, Terms of Reference for the Membership Committee

“5. [the Committee] promotes fellowship in the congregation, such as through Sunday morning Coffee Hour and the Information Booth”

| **9. Approval authority:** Church Council

| **10. Approved date:** March, 2008