

**Unitarian Universalist Congregation of Fairfax
Operational Policy**

Subject: Bulletin Boards and Other Postings
Effective date: 2006
Revised: 11/09/16

Number: III. B
Approved By: Coordinating Team

Policy:

The bulletin boards in the Sanctuary and Program Building are for UUCF and community news. Each bulletin board has a designated purpose and assigned manager, who will maintain the board according to its specific purpose. Announcements for UUCF activities or community events should be given to office staff to determine which bulletin board is most appropriate for posting. Announcements may not be attached to windows, walls or doors and will be removed. The Coordinating Team, with input from Lay Ministers, is responsible for decision making about bulletin boards.

Procedures:

The following chart indicates the purpose and responsible manager for each bulletin board:

Bulletin Board Location	Purpose	Manager
Sanctuary - outside kitchen door	UUCF events and info, Social Justice, RE information	Administrative coordinator; Education assistant
Sanctuary - in kitchen	Posted directory, kitchen info	Administrative coordinator
Sanctuary - restroom hallway	General announcements and community events	Administrative coordinator
Program building - entry between main doors	General announcements and community events	Administrative coordinator
Program building- small board in lobby	Adult Programs	Education assistant
Program building - remaining bulletin boards	All other boards in Program Building are for the RE program	Education assistant

1. Only one copy of an item will be posted and each item must be dated with a posting date.
2. Items may remain on the bulletin board for a maximum of three weeks or until the event date passes.