

ALUUC Board Policy on the Official Email List

Background

Since the ALUUC e-mail lists were first started, the “official e-mail list” has been a relatively low-volume list for announcements of congregation-wide interest, specifically from the President of the Board or the Minister. Other lists exist to disseminate information of a more specific nature, like the Chat, or SISTERS.

The Electronics and Communications Committee is fielding more requests from committees to make announcements via the official church e-mail list. The ECC, and specifically the list moderator, feel that a board policy on e-mail usage would help to prevent misunderstandings over how and when the list is used and over privacy issues.

Decisions to post or not post announcements of a more specific nature involve a trade-off between having the maximum number of people on the list so that congregation-wide (or exceptional) announcements reach as wide an audience as quickly as possible, and assisting committees in getting their messages quickly disseminated. Members and friends receiving too many announcements from ALUUC are more likely to request to have their names dropped from the list or delete ALUUC e-mail unread. Additional concerns are related to privacy and having permission to post information about a particular member or friend or their family.

Frank Kopecky and Rev. Alex Holt recently asked the ECC to draft a Policy on E-mail, which is below for the Board’s approval.

Policy on E-mail

The official ALUUC e-mail list is intended to carry messages of interest to the entire congregation. The moderator of the official ALUUC e-mail list will take submissions for that list from the Minister or the President of the Board. If other messages are requested, then the Minister and/or the President of the Board will be consulted before sending. Exception will be made for emergency situations, for example, Sunday services cancelled or a congregation-wide event cancellation. Any announcements regarding a specific person, including bereavement notices or serious illness announcements, will be specifically approved by the person or family affected. Such approval will ordinarily be obtained by the Minister.