

| Guidelines for Bulletin Notices and Inserts | | | |
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| Source: Staff | Authority: Standing Committee on Congregational Life | Original Approval Date: 2002 Last Review Date: - | Next Review Date: Oct. 2012 |
| <p>Purpose of Policy:</p> <p>To provide guidelines for material to be included in the weekly church bulletin.</p> | | | |
| <p>Theological Rationale:</p> <p>Communication is an essential component of building community. The weekly bulletin is a forum for providing notice of activities and sharing information which informs members of the church family and encourages their participation in the whole life and work of the congregation. The bulletin is also an medium for communicating information about events and programs of other organizations. Those who prepare the bulletin need guidance so that they can practise good stewardship of resources and available space and so that they can determine the appropriateness of material which may be submitted for inclusion in the bulletin.</p> | | | |

- 1.0** Material will be included in the weekly bulletin according to space available and with preference as follows:
 - 1.1 news and notices by and about Eastminster Church and its organizations
 - 1.2 material submitted by other local United Church congregations
 - 1.3 material submitted by other United Church congregations and ministries
 - 1.4 material submitted by Christian ministries
 - 1.5 material submitted by other organizations
- 2.0** Care will be taken to make best-possible use of available space in the bulletin. If a poster or pre-printed hand-outs are provided, the information will not normally be reprinted in the bulletin. Instead, a brief description will be printed along with a reference to the poster or handout.
- 3.0** All materials to considered for inclusion in the weekly bulletin must be in the church office by Noon Wednesday.
- 4.0** All inserts to be included in the weekly bulletin should be related to activities of the congregation or other Christian ministries.
- 5.0** Final authority for determining inclusion in the weekly bulletin rests with the Church Administrator or her/his designate. The decision may be appealed in writing to the Chairperson of the Congregational Life Committee.