

Guidelines for Notice Posting			
Source: Staff	Authority: Standing Committee on Governance	Original Approval Date: Mar. 2012 Last Review Date: -	Next Review Date: Feb. 2014
Purpose of Policy: To provide guidelines for posting notices and other materials on church property.			
Theological Rationale: Communication is an essential component of building community. Church signs and bulletin boards provide a medium for giving notice of activities and for sharing information which informs members of the church family and encourages their participation in the whole life of the congregation. Such postings also provide information about church programs and activities to those who are not members of the congregation. Those who prepare notices and manage postings need guidance so that they may practise good stewardship of available space and so that they can determine the appropriateness of materials which may be submitted for posting.			

- 1.0** Two exterior signs are available for brief notices:
 - 1.1 Content of the main exterior signs shall be determined by, or approved by, the Order of Ministry personnel or, in his/her/their absence, the Church Administrator.
 - 1.2 The priority use of the exterior signs shall be notice of worship services.
 - 1.3 Placement of letters in the exterior signs shall normally be the responsibility of the Property Superintendent.
 - 1.4 Requests for space on the exterior signs may be submitted to office staff.

- 2.0** Bulletin boards in the church building shall be assigned to church groups/organizations or designated for specific purposes.
 - 2.1 Bulletin board space assigned to church groups/organizations shall be used only for that purpose and at the discretion of the group/organization to which it is assigned. Such space shall be kept current and maintained in an orderly fashion.
 - 2.2 Other bulletin board space shall be managed by church staff in accordance with the purposes for which it is designated.
 - 2.3 All materials posted on bulletin board in the church building shall be dated and initialled by a person empowered to authorize its posting.
 - 2.4 Church staff shall have absolute discretion to remove unauthorized, out-of-date or inappropriate material which is posted on any bulletin board.
 - 2.5 Bulletin board space shall be designated for community events and activities. Such material must be submitted to church staff and duly authorized prior to posting. For such postings, priority shall be given to events/activities of churches and community groups whose mission/purpose is related to that of Eastminster United Church.

- 3.0** Notices may be posted elsewhere in the church building only in space designated for such purpose and with the authorization of church staff in accordance with policies approved by the Church Council.
- 3.1 Such spaces may include exterior doors of the church building but only in frames installed and designated for this purpose.
- 4.0** Free-standing notice boards may be placed on church property if they specifically relate to an activity/program occurring inside the church building and are authorized by church staff in accordance with policies approved by the Church Council. Such activities/programs may include the Open Door Café program, worship services of the Quinte Hope Korean Presbyterian Church and events of Eastminster groups/organizations.