

## UUSO Channels of Communication

Name of Channel	Channel Type	Direction	Audience	Deadline	Contact Person	General Guidelines	Notes
UUSO.org, the website	Official	one-directional communication	The Public	N/A	Office Admin.	All information about UUSO. UUSO calendar, past newsletters, bylaws, policies, and member documents, including BOT minutes and reports.	All information on the website is managed, maintained, and updated by the Office Administrator. BOT documents are maintained by the UUSO BOT Clerk.
Newsletter, uses Mail Chimp platform (exact same emailing list as UUSONews Google Group)	Official	one-directional communication	Members, Friends, Visitors (as requested)	Wed.	Office Admin.	Weekly announcements, invitations, and articles directly related to UUSO.	Brief submissions sent to Office Administrator, who reserves the right to deny irrelevant or inappropriate requests and edit for clarity and brevity.
Realm Administrative Communications	Official	one-directional communication	Members, Friends, Visitors (as requested)	N/A	Office Admin.	Information, announcements and invitations directly related to UUSO.	Inactive profiles do not receive communications. See <a href="#">Data Privacy Policy</a> for more information about data usage.
Facebook Page (facebook.com/uusoneonta)	Official	one-directional communication	Public	N/A	Office Admin.	Information, announcements and invitations directly related to UUSO.	Submissions sent to Office Administrator, who reserves the right to deny irrelevant or inappropriate requests and edit for clarity or brevity. Anyone can view.
UUSONews Google Group (exact same list as MailChimp list)	Official	one-directional communication	Members, Friends, Visitors (as requested)	N/A	Office Admin.	Informational articles, BOT news/documents, pastoral messages, announcements, and invitations directly related to UUSO.	Submissions sent to Office Administrator, who reserves the right to deny irrelevant or inappropriate requests. The BOT Clerk sends BOT information. Minister sends pastoral updates. DRE sends RE news relative to the whole congregation.
Bulletin Board (Entryway)	Official	one-directional communication	Public	N/A	Office Admin.	Announcements and invitations relevant to the UUSO community.	Office Administrator reserves the right to deny irrelevant or inappropriate requests. Bulletin board will be regularly cleaned by Office Administrator. See <a href="#">Bulletin Board Policy</a> .
Bulletin Board (Sanctuary)	Official	one-directional communication	Public within the building	N/A	Office Admin.	Announcements and invitations relevant to the UUSO community.	Office Administrator reserves the right to remove irrelevant or inappropriate postings. Bulletin board will be regularly cleaned by Office Administrator. See <a href="#">Bulletin Board Policy</a> .
Order of Service (paper and PDF) "Invitations and Announcements" section	Official	one-directional communication	Public	Wed.	Office Admin.	Brief announcements and invitations directly related to UUSO.	Announcements will be published as space permits. Office Administrator reserves the right to deny irrelevant or inappropriate requests and edit for clarity and brevity.
UUSO Congregational Business Google Group	Official, member only	multi-directional communication	Members	N/A	Office Admin.	Listserv for discussion of UUSO business, congregational votes, news,	Office Administrator and/or Minister and/or BOT Clerk will moderate postings by users who abuse the channel. See <a href="#">Social Media Policy</a> and <a href="#">Multi-Directional Communication Guidelines</a> .

						events, etc. directly related to UUSO.	
UUSO Congregational Business Facebook Group	Official, member only	multi-directional communication	Members	N/A	Office Admin.	For discussion of UUSO business, congregational votes, news, events, etc. directly related to UUSO.	Office Admin. and/or Minister and/or BOT Clerk will moderate postings by users who abuse the channel. Irrelevant content will be deleted by Office Administrator and/or Minister and/or BOT Clerk. See <a href="#">Social Media Policy</a> and <a href="#">Multi-Directional Communication Guidelines</a> .
UUSO Twitter (@UUSOneonta)	Official	multi-directional communication	Public	N/A	Office Admin.	Information, announcements and invitations directly related to UUSO.	Office Administrator and/or Minister will block users who abuse the channel. See <a href="#">Social Media Policy</a> and <a href="#">Multi-Directional Communication Guidelines</a> .
UUSO Instagram (@UUSOneonta)	Official	multi-directional communication	Public	N/A	Office Admin.	Information, announcements and invitations directly related to UUSO.	Office Administrator and/or Minister will block users who abuse the channel. See <a href="#">Social Media Policy</a> and <a href="#">Multi-Directional Communication Guidelines</a> .
UUSOChat Google group	Unofficial	multi-directional communication	Members, Friends, visitors (as requested)	N/A	Office Admin.	Listserv for discussion of various topics within the UUSO community. No selling products or services (exceptions for church fundraisers and events). Refrain from posting things that may be offensive.	Office Administrator and/or Minister will moderate postings by users who abuse the channel. See <a href="#">Social Media Policy</a> and <a href="#">Multi-Directional Communication Guidelines</a> .
UUSO Community Facebook Group	Unofficial	multi-directional communication	Members, friends, visitors, and Oneonta area individuals/organizations	N/A	Office Admin.	For discussion of various topics within the UUSO community. No selling products or services (exceptions for church fundraisers and events). Refrain from posting things that may be offensive.	There are no restrictions on who may join this group. Inappropriate content will be deleted by Office Administrator and/or Minister. Users who abuse the channel will be removed. See <a href="#">Social Media Policy</a> and <a href="#">Multi-Directional Communication Guidelines</a> .
Realm Social Communications	Official	multi-directional communication	Members and Friends	N/A	Office Admin.	Discussion, information, announcements and invitations directly related to UUSO.	Inactive profiles do not receive communications. Not currently used (as of 12/2021) due to a lack of education for the congregation on how to use this platform. See <a href="#">Social Media Policy</a> and <a href="#">Multi-Directional Communication Guidelines</a> .
UUSO RE Facebook Group	Official, restricted to RE families	multi-directional communication	RE members and friends, and RE Team members only	N/A	Director of Religious Education	RE-Related business, announcements events, questions, and concerns.	Only parents, RE Team members, DRE and/or Acting RE Coordinator, and Minister may join and post in this group. See <a href="#">Social Media Policy</a> and <a href="#">Multi-Directional Communication Guidelines</a> .
UUSO Marketplace Facebook Group	Unofficial	multi-directional communication	Members and friends	N/A	Office Admin.	UUSO community to buy/sell goods and services.	To buy/sell goods and services. See <a href="#">Social Media Policy</a> and <a href="#">Multi-Directional Communication Guidelines</a> .

UUSO 20s-30s Facebook Group	Unofficial	multi-directional communication	N/A	N/A	N/A		Inactive/Deactivated
UUSO Special Worship Facebook Group	Unofficial	multi-directional communication	N/A	N/A	N/A		Inactive 1/2022 (Owned by former member, to be deactivated)
Board of Trustees Google Group	Official	multi-directional communication	Board of Trustees, Minister, Office Admin.	N/A	Board President or Minister	Private - for Board of Trustees, Minister, and Office Admin. to discuss BOT business only	Only current Board members, Minister, and Office Administrator may join. See <a href="#">Social Media Policy</a> and <a href="#">Multi-Directional Communication Guidelines</a> .
UUSO Religious Education Google Group	Official	multi-directional communication	RE Team, Minister, DRE	N/A	Director of Religious Education	Private - for RE Team, Minister, and DRE to discuss RE business only	Only current Religious Education Team members, Minister, and Director of Religious Education and/or Acting Religious Education Coordinator may join. See <a href="#">Social Media Policy</a> and <a href="#">Multi-Directional Communication Guidelines</a> .