

Guidelines and Policy for Bulletin Board Use

OVERVIEW

Hard copy and electronic bulletin boards within UBC will be used for internal communication and shall be kept up to date and professionally maintained by the church staff or a designated individual.

I. Locations and Use

A. Educational Wing Bulletin Boards

- 1) Requests to post materials on the educational wing bulletin boards shall be directed to the church office.
- 2) The Senior Pastor will designate a ministerial staff member to be responsible for the coordination of all bulletin boards.

B. 'UBC Family' Bulletin Board

- 1) In addition to the bulletin boards noted above, the church may provide a 'UBC Family' bulletin board on which members may share family news, significant accomplishments, common areas of interest. Examples of information which may be posted are:
 - a. Career accomplishments, promotions, etc.
 - b. Family photos
 - c. Items for sale or rent
 - d. Birthdays, anniversaries, etc.
 - e. Concerts and lectures
 - f. Thank You notes
 - g. Business cards
- 2) Examples of information which may not be posted are:
 - a. Commercial/business posters and sales brochures
 - b. Postings by anyone not affiliated with UBC
- 3) Operational
 - a. Those who post are encouraged to note a date on which the item should be removed.
 - b. Posted items will be removed after 30 days or on the date noted on the poster.