

## First Church Email Lists

An email list (also called a Listserv, Group, or just List) is a way to send messages to a group of people. The church operates two lists, *Official Announcements List*, and *Discussion List*. Participation by all members is encouraged.

### Official Announcements List

Appropriate content:

- Short notices about First Church-related events of general interest.
- [Example]: A notice about a film showing sponsored by the Adult RE Committee is appropriate for posting, but a notice about a meeting of the Adult RE Committee is not appropriate because its audience is too narrow.
- The List is not intended for discussion-related items, advocacy of issues, or announcements of non-First Church-related events.

Staff, the Board of Trustees, and First Church committees are the usual posters of messages to the List. To ensure appropriate use of the List, it is moderated by a First Church member appointed by the Board of Trustees. The Moderator approves messages before they are posted to the list. If the Moderator decides a message is inappropriate for posting to the Official Announcements List, he or she will advise the sender by email or phone, generally within 48 hours of submission, giving his or her reasons and providing suggestions for modification of the message or suggesting that it be placed on the Discussion List instead.

The email address for this list is: [Announcements@firstuu.com](mailto:Announcements@firstuu.com)

### Discussion List

Appropriate content:

- Comments or information about topics of broad interest or concern to the First Church community and reactions to previous postings.
- [Examples]: Social or political issues, church policy, denominational matters, local social justice efforts, comments on mass media, government programs, international issues, the arts, science and technology issues, community development.

Any subscriber to the List may post a message or respond to a message posted by someone else. When responding to messages, subscribers must be respectful and must not engage in personal attacks. All messages sent to the Discussion List address are posted immediately, but the Communications Committee monitors the messages for appropriateness (see “Guidelines” below).

The email address for the Discussion List is: [Discussion@firstuu.com](mailto:Discussion@firstuu.com)

### Subscription Policies & Procedures

Members and Friends of First Church may subscribe to the Official Announcements List and the Discussion List. Members and Friends who have provided the Office Administrator or the Membership Committee with an email address are initially automatically subscribed to the Announcements List. This “opt out” approach is used in

hopes that all members and friends will maintain a subscription to the Official Announcements List. It is a vital communication link for information such as weather-related changes in Sunday worship schedules. Subscription to the Discussion List is “opt in.” To subscribe or unsubscribe to either list, Members and Friends should contact the Office administrator, [administrator@firstuu.com](mailto:administrator@firstuu.com), or the Communications Committee. If a subscriber has a Gmail account, he/she may unsubscribe at any time by selecting the “Leave this Group” option in the Settings section of the Google Groups software.

Visitors may subscribe to the Official Announcements List on the recommendation of the Membership Committee. The Committee considers frequency of attendance or other indicators of sincere interest in becoming more involved in church matters. Visitors are not permitted to subscribe to the Discussion List.

### **Message Delivery Options**

A subscriber may change the way she or he receives messages from the List(s). The options are:

1. An email sent for every new message.
2. A combined update sent when a volume of messages accumulates (e.g., 25 messages per email).
3. A daily summary of all messages from that day.
4. Web-only access (no emails).

If you wish, you may ask the Office Administrator or the Communications Committee Chair to change your delivery option whenever you wish. Or, you can make changes from any status to any other status yourself by visiting the Google Groups website for the listserv:

*Official Announcements:*

<https://groups.google.com/a/firstuu.com/forum/#!forum/announcements>

*Discussion:*

<https://groups.google.com/a/firstuu.com/forum/#!forum/discussion>

Changes to your delivery mode are made under “My Settings.” In order to change your delivery status on your own if you don’t already have a Google account, you must create one. You may use a non-gmail email address to create a Google account, but you may also create a new Gmail account. You do ***not*** need to create a Google account or password if you want the Office Administrator and the Communications Committee to manage the way you receive messages.

Whether she or he has a Google account or not, a subscriber is subject to Google’s [Terms of Service Agreement](#).

## **Guidelines for Posting Messages**

1. Provide a short explanatory title in the subject line of each message.
2. If the message is from a committee or group, please identify the name of that committee or group.
3. All messages should include the sender's name.
4. Please use common sense and courtesy in posts. Resist the urge to quickly reply to a discussion item, especially if the content involves controversial or emotionally charged topics. If you find yourself emotionally reacting to a message, it might be a good idea to wait till the next day to respond. Remember to be respectful of differing viewpoints and avoid negative statements of a personal nature.
5. We do not allow spam (chain letters, commercial solicitations, get-rich schemes and the like). Please avoid offers of items for sale on the list, unless perhaps it is related to a charitable organization.
6. Remember that when you hit "Reply All" to transmit a reply to a message from either Official Announcements List or Discussion List, you are sending your reply to MORE THAN 200 PEOPLE, some of whom you likely do not know personally. Refrain from doing this, unless your message is truly intended for everyone.
7. Please avoid frequent forwarding of messages (especially lengthy ones) from outside organizations. If you think that an outside organization has good information, consider putting a link in a message instead of forwarding the message. If you forward a message, please add a statement why you think this is relevant to First Church.
8. If you are announcing an event with your post to one of the lists, please consider also using the church newsletter and the worship service order of service announcements to reach congregants who do not subscribe to the Lists.
9. The maximum message size is 10 megabytes.

Violation of Policies and Guidelines: We will provide individual feedback to those posting messages when they do not conform to the above guidelines. Repeated violations of the guidelines may result in removal from a List.