**UU Church of Belfast’s Electronic Bulletin Board Guidelines**

Welcome to the UU Church of Belfast’s Electronic Bulletin Board (UUBB). This is a friendly electronic place for the UU Church of Belfast congregation and the greater community to, via email, post items of general interest. The bulletin board is divided into three categories. Generally,

1. UUBB is the place to post requests for items and/or services, resources and information, and help or assistance needed. See below for more guidelines and exceptions. This is the only category open to the general public.
2. UUNews is the place to post important notices from the office, minister, staff, council, committees and RE; announcements of UUCB sponsored events, fundraisers, or requests for volunteers; church news and announcements regarding members and friends.
3. UUCC is from the UUCB Caring Circle and is for posting information and requests for help and assistance regarding the needs of members and friends. Announcements are also included regarding member and friends’ health, death and well being.

Emails for all three of these categories should be sent to uubelfast@gmail.com. The distribution people will determine the proper category to post it in,

**General Use**

The Bulletin Board is an appropriate place to post a variety of messages to its readers:

1. You must “subscribe” to receive and send email messages to the list. When posting a message, please do so from the e-mail address known to the administrators. Please see “UUCB Administration” below for more information.
2. There is a maximum number of broadcasts we can send daily. We will try, but cannot promise, to broadcast all messages within 24 hours. Messages from the church office, the minister or other church committees will take priority.
3. Please state your topic concisely in the subject line, to enable readers to decide which emails they want to read and which they do not. Keep postings as brief as possible, so that those with dial-up, mobile devices, and limited time aren’t forced to receive excess copy. Always identify yourself, preferably at the end of your message, and include your email or phone.
4. Be polite.
5. Humor is appreciated, but remember that humor in e-mail can easily be misinterpreted. One reader will understand a message as irony or a joke, while another may see a much different or even negative tone to a message.
6. If you wish to respond to a message, please contact the originator using their personal email address. DO NOT hit “reply” or “reply all.” This is not a “discussion board.”
7. Be kind to the list administrators. They are members of the congregation, volunteering to take on this opportunity to promote good communications within the congregation and community.

**Guidelines for Posting**

The following content is permitted on the UUBB:

1. Important notices from the office, minister, staff, council, committees and RE receive priority.
2. Announcements of UUCB/UUA sponsored events, fundraisers, or requests for volunteers are permitted.
3. Readers may ask questions, share news, offer and seek resources and information. They may also submit messages in search of an item.
4. For emails regarding the sale of goods or property, it would be appreciated if a contribution was made to the church if your item sells. No advertising or promotions from realtors is allowed. Sellers can submit a check payable to UUCB to the office or via mail with the purpose noted in the memo line on the check.
5. Rental properties may be listed by readers from the congregation, whether they are in search of such property or offering it to the general public. Anyone may send inquiries in search of property they are seeking to rent or buy.
6. All emails selling vehicles will be edited to contain “Be sure to research the VIN number of this vehicle before you make a purchase.”
7. Total size of all photos in a post must be under 1 MB. Photos that exceed this limit will not be included in the post and the sentence "Photos on request" will be inserted.
8. Job announcements may also be made by the congregation.

**Inappropriate Content**

1. This is not a place for anyone to advertise services or products for a business.
2. Endorsement of any candidate for political office or political commentary is not allowed unless it is sponsored by the UUA, MUUSAN, or any other UUA sponsored department or group.
3. Commercial solicitations, spam, chain letters, pyramid letters, or “humorous” e-mails that circulate the internet are not acceptable and will not be distributed by the administrators.
4. Do not post any message that you would not want the world to see or that you would not want anyone to know came from you. Subscribers can, and probably will, reproduce your postings.
5. This is not a forum for personal opinions, grievances, airing conflicts, making complaints, profanity or personal attacks on individuals and/or groups.
6. Please do not share anyone’s private information (financial, health, living situation, opinions, etc.) or copyrighted material without written permission of the person or copyright owner.
7. Avoid (or explain) jargon, abbreviations or colloquial language that may be unknown to your audience.

**Technology**

1. Format: Plain text, in upper and lower case, is the most universally acceptable format.
2. Messages may contain website links that provide more information, or attachments, limited to 1 MB or less.

**UUBB Administration**

1. To subscribe to the UUBB, send a request to office.uubelfast@gmail.com
2. Submit all UUBB postings to uubelfast@gmail.com.
3. If you have questions or complaints, please contact uubelfast@gmail.com, and one of the administrators will respond to you by email or telephone.
4. If you would like to update your e-mail address or other contact information, change your UUBB subscriptions including being removed from the list, send an e-mail to office.uubelfast@gmail.com.

**Small Print**:

1. Participation in the UU Church of Belfast’s Bulletin Board is a privilege, not a right. List administrators monitor all content and reserve the right to reject a message or suspend participants who violate these standards.
2. The views and opinions expressed in UUBB postings are those of the originator and not those of the UU Church of Belfast.
3. UU Church of Belfast will not rent, sell, give, or share email addresses of subscribers.