

Unitarian Universalist Church of Rockville

Policy for *Quest*

As adopted by the Board of Trustees in 1976, revised 1981, 1982, 1986, 1995, and 2003

Quest is the bimonthly newsletter established by the Unitarian Universalist Church of Rockville (UUCR). It advises members and friends of Sunday services and other activities and programs sponsored or supported by the church and denomination. It is a medium for the church membership to share information. Finally, it provides an opportunity to share personal news about members and friends that would be of interest or concern to the rest of the church community.

Items published in *Quest* (except for letters to the editor) are limited to those inserted by church members and friends, committees, groups or organizations, and staff. The information may relate not only to UUCR but to church-affiliated organizations such as the UU Service Committee, the Joseph Priestley District, and the local Community Ministry, or to activities sponsored by other UU churches.

Where possible, all articles in *Quest* shall carry **bylines**.

Individuals mentioned in *Quest* articles should be contacted before their names are published, except those congratulated or thanked for volunteer work, or those running for office.

Guidelines for inclusion of items about social, philosophical, or political responsibility issues are as follows: (1) They are included as *announcements* of the topic for a meeting of the above group (such as the Social Justice Committee) or as a followup *report* of the discussion held, projects planned, or action taken at such a meeting; or (2) they are contributed by a staff member.

Only the President or Secretary of the congregation can report on **issues before the Board**.

Political items urging the election of a candidate or group of candidates will **not** be included.

No personal advertising will be accepted. This includes advertising of personal or professional services by individuals or groups renting space at the church but not otherwise church-affiliated.

Solicitations from outside organizations will not be carried.

Flyers from UUCR staff, established church committees, organizations, and groups may be included in *Quest* to give increased coverage and emphasis to activities, events, or concerns. Flyer copy should be submitted to the *Quest* editor in electronic format so that it can be incorporated into all versions of *Quest*: paper, email, and web. Flyer copy may be rejected if the *Quest* editor feels that the information will improperly reflect on UUCR. Such material may then be submitted by the sponsor to the Board of Trustees for a hearing.

Letters to the editor may be published at the discretion of the editor as space permits. Such letters must be (1) of interest to the congregation and relevant to our religious quest; (2) concise; (3) signed; (4) without obscenity or profanity; (5) without advertising of goods or services; and (6) without personal attacks. If the editor has doubts or questions about publishing a letter, she should consult with the editor-in-chief who may make the decision or submit the letter to the next meeting of the Board. If the letter is rejected without going to the Board of Trustees, the author of the letter may appeal to the Board for a hearing.