Comox United Church (CxU) Communication Policy

1. Policy regarding use of Household list:
This list is published for the personal use of the congregation of Comox United and is NOT to be circulated to third parties outside the congregation.

2. Policy regarding material included in weekly electronic newsletter:
A priority for the inclusion of announcements is established as follows:
a) Events sponsored by Comox United Church
b) Events sponsored by other United Churches in the Comox Valley or Vancouver Island, or by the wider United Church. Events sponsored by the Comox Valley Unitarian Fellowship and other churches (that are congruent with the Mission and Vision statement and the Values of Comox United Church) in the area.
c) Community events that are taking place at Comox United and are NOT incongruent with the Mission and Vision statement and our Values of Comox United Church.

3. Policy regarding distribution and display of materials from outside groups and agencies:
The email distribution list of members and adherents of Comox United Church is not to be used for distributing newsletters or other informational materials from community groups and agencies and is not to be shared with third parties

4. Community events and community groups:
a) All community events held at Comox United may be publicized to the congregation in the same ways as we publicize congregational events, at the discretion of the Office Administrator, minister(s), and the Venue Team. (August 2026 Venue Team – Ken Newman, Howard Robertson, Karen Spencer)
b) All requests from community groups for the inclusion of information about their events in the electronic newsletter and distribution or display of information is to be vetted by the Comox United Office Administrator in consultation with the Minister(s), and/or appropriate Group Coordinator.

5. Policy regarding material posted on the church website and other church related social media (Facebook)
Priority items to be posted are as follows:
a) Events sponsored by Comox United Church
b) Events (and or links) sponsored by other United Churches in the Comox Valley or Vancouver Island, or by the wider United Church. Events sponsored by the Comox Valley Unitarian Fellowship and other churches (that are congruent with the Mission and Vision statement and the Values of Comox United Church).
c) Community events (and or links) that are taking place at Comox United and are congruent with the Mission and Vision statement and the Values of Comox United Church.
d) Comox Valley community resources (and/or links) e.g. AHERO
e) News articles released by any religious organizations locally, nationally and internationally, that are congruent with the Mission and Vision statement and the Values of Comox United.
f) Comments and discussion of issues relevant to and are congruent with the Mission and Vision statement and the Values of Comox United e.g Indigenous issues, LGBTQ2SHI+

6. Community Bulletin Board (approved by the Board April 2013)
- note posted on Board
Please note: Do NOT place notices on this Board.
Please bring all notices/posters to the church office.

Approved by Council: April 15, 2015
Updated: May 2022
Revised by Communications Team: March 2024
Approved by Council: April 17, 2024
2c updated at Council meeting: Sept. 20, 2025
Approved by Council: Sept 16, 2026