

## **First Unitarian Society of Ithaca listserv guidelines**

The listserv was created to have a place for FUSIT congregants to communicate about subjects that may be of interest to many, but are outside the scope of the other communications modes (including the internal Facebook page and Breeze tags). This can include information about events that are outside of FUSIT, requests for advice, solicitation of contractor suggestions, etc.

- a. Individuals must sign up for the listserv through the office. An email will be sent to the full congregation every 6 months to remind people about the listserv and to solicit signups. People can sign up through [office@uuithaca.org](mailto:office@uuithaca.org) or the Wednesday Weekly Announce at any time.
- b. The listserv will be moderated by an appointed person(s). Anyone sending messages that are outside of the FUSIT covenant or Digital Communications Guidelines will be reminded of the guidelines. If the inappropriate posting continues, the person will be removed from the listserv for a period of time to be determined by the moderator(s) in consultation with the Ministry Visioning Team.
- c. After signing up, people will be sent information on how to access the listserv.
- d. If someone thinks that there is listserv communication that is outside of the FUSIT covenant and/or the Digital Communication Guidelines, they should contact the listserv moderator(s) at [moderator@uuithaca.org](mailto:moderator@uuithaca.org).

Communication Policy Committee

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