

Bulletin Board Organization Plan

Unitarian Universalist Church of Cheyenne

DRAFT January 2, 2007 Staff Policy

1. Administrative Wing Board (stairs)
Working Name: Welcome and Information
 - *Welcome to the Unitarian Universalist Church'
 - *Names and pictures of Staff Members (Minister, Administrative Staff including Volunteer Staff, Religious Education Staff, Custodial Staff)
 - *Board of Trustee Members
 - *Members in the News
 - *Announcements and Posters of Church programs

Maintained by Administrator

2. Administrative Wing Board (large)
Working Name: UUA and Mountain Desert District
Will need subtitles.

Maintained by Administrator

3. Administrative Wing Board (between offices)
Working Name: Leadership Information
 - *UU Focus, current month
 - *Board minutes, current month
 - *Minutes of most recent Congregational meeting

Maintained by Administrator

4. Library Hall Board
Working Name: Community Events

Maintained by Administrator

5. Social Hall Board #1 Place
Working Name: Religious Education-Children and Youth
 - *Map of Children's Classes, including Nursery
 - *Class information, current semester
 - *Announcements and Posters of RE events
 - *Pictures of classes and events
 - * Policies, Registration Information

Maintained by Religious Education Team

continued

6. Social Hall Board #2 Place
Working Name: Adult Religious Growth and Learning
*Current Class information and other opportunities
*Meditation, Yoga, Women's Sacred Circle, Chalice Circles

Maintained by Various Group Leaders

7. Social Hall Board #3 Place
Working Name: Fun and Fellowship
*Coffee Hour Signup
*Monthly Potlucks Posters

Maintained by Fun and Fellowship

8. Social Hall Board #4 Place
Working Name: Membership
*Pictures of Newest Members
*Info about Newcomer Classes and Joining

Maintained by Membership Committee

9. Social Hall Board #5 Place
Working Name: Social Action
*Green Sanctuary Basic info
*CIHN Basic Info
*COMEIA Shelter Basic Info
*Diversity Basic Info
*UU Service Committee Information

Maintained by Various Group Leaders
