

## **POLICY ON CREATING A SACRED SPACE AND TIME**

The First Unitarian Universalist Fellowship of Hunterdon County (FUUFHC) is committed to creating and maintaining a sacred space and time in which to gather for religious services. We seek to provide an environment in which members, friends and visitors, as well as the worship leaders, can have a full and focused experience of the service, free from distractions and solicitations. To this end, we limit the types of announcements that can be made and the types of materials that can be distributed in our sanctuary during worship services.

We are also committed to creating a special fellowship environment in our other spaces (both physical space, i.e. Dodd Hall, and the cyberspaces in which our identity is projected into the wider world, e.g. our newsletter and website.) While we do not aim to set these aside as sacred spaces, we do seek to keep them free from commercial appeals. Ideally these spaces should reflect the mission and vision of the FUUFHC.

### **Implementation:**

To preserve sacred space and time in the **sanctuary during worship services**, we request that:

- There be no handing out or passing around of materials not directly related to the worship service, including but not limited to sign-up sheets and solicitations;
- There be no verbal or printed mention of goods or services for sale, or display of goods for sale. (See exceptions below under “Acceptable Procedures for FUUFHC Fundraising Events” and “Acceptable Procedures for Guest Speakers.”)

To preserve a fellowship environment in **Dodd Hall**, we request that:

- Only the FUUFHC and its recognized subgroups advertise, offer or display goods or services for sale. This does not apply during times when non-FUUFHC groups are renting Dodd Hall as per Building Use Policy. (Also see an exception under “Acceptable Procedures for Guest Speakers.”)
- Community events be advertised by postings confined to a section of the bulletin board designated for that purpose. The Board of Trustees reserves the right to remove items.

To preserve a projection of our identity as a religious fellowship on our **website** and in our **newsletter**, we request that:

- Only the FUUFHC and its recognized subgroups advertise goods or services for sale;
- Announcements of events of any kind be limited to fellowship-sponsored events, or events deemed directly related to the FUUFHC’s mission and vision;
- Any other announcements be made via the FUUFHC listserv (though the use of the listserv for

commercial appeals is discouraged.)

- Also, in the spirit of removing commercial appeals from our congregational life, we request that there be no mass mailings or e-mailings to the entire FUUFHC membership for the purpose of sales, except in the case of FUUFHC fundraising events.

### **Acceptable Procedures for FUUFHC Fundraising Events:**

Organizers of fellowship-sponsored fundraising events may:

- Submit a request to the administrator to schedule such an event in the sanctuary or in Dodd Hall;
- Advertise the event and recruit volunteer help via posting in Dodd Hall
  - ~ submitting an article and/or calendar item to the newsletter
  - ~ submitting an article and/or calendar item for the website
  - ~ submitting an announcement to be emailed by the church administrator to the entire congregation
  - ~submitting an announcement to be printed in the Order of Service
  - ~submitting an announcement to be read during Sunday services
  - ~posting on the FUUFHC Listserve
  - ~placing sign-up sheets, order forms or other related materials on a table in Dodd Hall, outdoors, or in the sanctuary;
- Request permission from the Board of Trustees to use additional specified methods of advertising or recruiting volunteers.

### **Acceptable Procedures for Guest Speakers:**

Guest speakers at FUUFHC services and events may:

- Display in the sanctuary or on a table in Dodd Hall items such as books or audio materials for sale, providing that such items relate to the speaker's work or message, and providing that the display is removed the day of the event;
- Announce during the service or event that the items are available for sale at the close of the service or event.
- The Sunday Services Committee, after booking a guest speaker who plans to make such items available for sale, may mention this fact in its publicity for the event.