

# Policy on Forums

## **Definition of a Forum**

For the purpose of this policy forums will be defined as assemblies or presentations for the purpose of discussing and becoming informed of public matters. Forums can be a one-time topic or a series of discussions to present different aspects of a complex issue. Forums will be held at either 9:30 a.m. or 11:00 a.m. on Sunday mornings.

## **Guidelines for Forums:**

The topic of a forum shall fit within the End Statements of First Unitarian Church of Des Moines and relate to at least one of the seven UU principles. All discussions of a topic or presentation must be respectful of multiple points of view. The primary purpose of a forum cannot be for commercial reasons. i.e. selling of Shaklee, Amway, etc.

## **Scheduling a Forum**

An individual or group of the church considering hosting a forum must first consider if the topic fits within the stated guidelines. If so, the individual or group shall contact the Office Assistant at [officeassistant@ucdsm.org](mailto:officeassistant@ucdsm.org) to schedule a date and place for the forum. If it is unclear to the Office Assistant if the forum falls within the guidelines she will discuss it with the Director of Finances and Administration.

An individual or group shall write a notice describing the forum, approximately 50 words in length, that also states the time and location of the forum and submit it to the Communications Coordinator at [communications@ucdsm.org](mailto:communications@ucdsm.org). at least three weeks before the event. This notice will be used on the web, the weekly e-mail, and the Order of Service.

The individual or group host of the forum will be responsible for any costs related to the forum. If the group has a church allotted budget, the group may use those funds to pay for expenses. The individual or group host is responsible for arranging room set up, AV equipment, and being present to assist in facilitating the event. It is up to the designated host to be prepared to address any issues of safety during the meeting.

**Individuals or groups not affiliated with the church may talk with the Director of Finance and Administration (DFA) about building rental.**