

**Unity of Traverse City**  
**Board Policy and Procedures**  
**Policy Category: Communications**  
**Policy Subject: Correspondence    Policy Number 601**

I. POLICY

Letters written regarding the church shall be approved by the Minister or Board President, as appropriate, prior to mailing.

II. APPLICATION

Staff, volunteers, ministry team members, board and board committee members

III. PROCEDURE

A copy of all such correspondence shall be filed at the church.

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Board President

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Date

Adopted: 06/92

Revised: 05/97, 09/01,  
05/15