

LEGAL REQUIREMENTS FOR UEC PUBLICATIONS

LETTERHEADS

You now have the template from the UEC office for your own letterhead. Please add in any details of graphics or illustrations at the top, as well as your contact details (that you already have on your 'old' letterhead). You can use colour if you wish – whatever you have had before, but please do not add anything to the wording at the foot of the letterhead—this is the legal wording required for the UEC as a registered charity. No other registered charity number should appear on your letterhead.

If you have compliment slips or business cards or other stationery items, please use the same information. If you need any assistance with creating your new letterhead or other stationery, contact the office any Tuesday or Thursday.

WEBSITE

If your Church has its own website, please include somewhere the same wording as appears on your letterhead, particularly the wording at the foot—the legal wording. Obviously you will have a link from your website to the main UEC website. We are in the process of updating it, and we can include details of your special events (as well as people visiting your own website for information).

Please tell the office the name of the person appointed at your Church to gather words and pictures for your own website. This is to ensure the information is correct and approved for publication. They are welcome to send information to the office to put on the main website.

GENERAL PUBLICITY

In the interests of correct and complete information, we ask that you include all the following information on posters (A3, A4) and handbills (A5) that are created to publicise your own Church-sponsored event:

1. Date, time, place (obvious, but you would be amazed at how often one of these is missed off!).
2. Contact name and phone number.
3. All three elements of the UEC logo (UEC initials, the 'Union of Evangelical Churches' and the vision statement, 'sharing God's love and truth where we are').
4. Registered Charity number and Registered Company Number (to match the letterhead).

For other kinds of publicity such as postcards etc., there is no need for items 3 and 4 above.

PUBLICATIONS

It may be that your Church produces more permanent publications from time to time—booklets, leaflets, information documents, welcome packs, and so on. To ensure that the public know that your publication is your own (and therefore is an agreed publication), we ask you to include the following information:

1. Title of publication
2. Author or committee or team that wrote the words
3. Name and address of your Church
4. Publication date
5. Copyright, for example: © 2013 Camberwell Evangelical Church.

And just in case you haven't found it on your keyboard, you can create the copyright symbol by pressing three keys: 'Ctrl, Alt, c' = ©

ASSISTANCE WITH DESIGN

If you would like assistance with ideas or preparing designs and artworks, you are welcome to contact Dave Partridge, a member of the Promotion Committee. There may be a small charge, but please negotiate with him. The best thing to do is e-mail dave@partridgeweb.co.uk or alternatively call 07866 975498.