

VUU Podcasting Policy

1. Purpose of Policy

The purpose of this policy is to establish authority and guidelines for performing podcasting in a responsible manner. The mission of podcasting is to support the greater VUU goal of nurturing the lifelong spiritual journey by making our religious message available to a larger community of people.

2. Guidelines

- a. The entire service is recorded and made available on a common media such as CD to anyone who requests it in the same way that VUU has been taping services for years.
- b. Only the sermon or homily portion of a service will be podcasted.
 - i. Any music, individual reading, or other performance of copyrighted material will not be podcasted even if it is part of the sermon or homily.
 - ii. Properly attributed quotations that are used during a sermon or homily will be included in a podcast.
- c. Only sermons or homilies presented by the VUU minister(s) or by a VUU lay speaker will be eligible for podcasting.
- d. All sermons and homilies presented by VUU minister(s) or VUU lay speakers will be automatically podcasted unless a specific request to withhold is made to the webmaster.

3. Technical Guidelines

- a. All podcasts will be in MP3 format which can be played on any computer or portable media player.
- b. All MP3 files will be scaled down sufficiently in quality to make the file small but suitably listenable.
- c. Approximate size of a twenty minute sermon is ten megabytes.
- d. Approximate download time for a high-speed connection should be thirty seconds.

4. Roles and Responsibilities

- a. The VUU sound technicians are responsible for recording the service and keeping the DVDs periodically erased.
- b. The VUU webmaster is responsible for extracting the sermon and posting on the website.
- c. The VUU webmaster is responsible for making a CD copy of the service and giving it to the appropriate parties.
- d. Individual speakers are responsible for requesting that a specific sermon not be posted.

5. Communication Strategy

- a. See all of the above.