

Mid-Atlantic Christian University Institutional Advancement Policy #7

SUBJECT: Inclusion in *Messenger*

DATE: August 1975

REVISED: February 2015

REVIEWED: APRIL 2020

NEXT SCHEDULED REVIEW: February, odd-number years, February 2023

APPROVED BY BOARD OF TRUSTEES: October 18, 2013, May 2015

Policy for: President and Director of Institutional Advancement

Procedure for: Editor of the *Messenger*

Authorized by: Director of Institutional Advancement

Issued by: Board of Trustees

I. Purpose

Due to space limitations, only certain conventions, retreats, obituaries, and notes of sympathy can be included in MACU publications.

II. Policy

The Director of Institutional Advancement, as editor of the *Messenger*, will be responsible for this policy. He, in consultation with the President, will make final decisions regarding inclusions.

CONVENTIONS, RETREATS

1. All on-campus or university-sponsored events
2. Notices, usually boxes, should be run for the following:
 - a. Eastern Christian Conference
 - b. International Conference on Missions
 - c. North American Christian Convention
3. Other area retreats and services should not be publicized unless there is some particular association with the university.

DEATHS

1. Obituaries in *Messenger*
 - a. Graduate deaths will have an obituary when alumnus has exemplified Christian character and virtuous standards honored by the university.

- b. Faculty/staff members, students, and trustees will have an obituary (including former employees and trustees) when they have exemplified Christian character and virtuous standards honored by the university and when length of service merits.
 - c. People who have had long-standing connections with the university in some leadership capacity may have an obituary; these will be few and must meet high criteria.
2. Notes of Sympathy in *Messenger*
- a. Spouses or children of graduates, close relatives of faculty/staff and former faculty/staff, and former students.
 - b. Alumni who do not meet criteria for obituaries.

III. Procedure

The Director of Institutional Advancement, as editor of the *Messenger*, will see that such information is gathered from reliable sources and sent to the designer of the *Messenger* in a timely manner, according to a publication schedule.

IV. Published: Policy Manual

V. Reason for Revision

VI. Appendices