

## **Mt. View UMC Communication Guidelines**

### **Weekly Church Bulletin Announcements/E-News/Inserts**

Announcements are short, summary bits of information that promote an event or activity. Announcements highlight the basics: *What, When, Where and Who* to contact for detailed information.

At Mt. View, major church announcements or upcoming events are published in the weekly bulletin and upon request may also be placed in the weekly enews. All announcements are welcome in the weekly enews.

All announcements should have a start date and stop date, specifying the length of the announcements publication. (Announcements with no start date will run immediately and those with no stop date will run for one week) Please note that space is limited and that there are other ministries that also wish to have announcements in the weekly church bulletin and enews.

Please keep in mind that any article you submit may be changed and or updated.

Announcements should be typed in Arial 10pt font and should be very brief in content and submitted no later Tuesday at 10:00 a.m. for Sunday's bulletin. Announcements received after the deadline will not be put into the weekly bulletin until the following week. \*Clipart art will be accepted only upon approval.

Special Blasts may occur but also must follow the weekly deadline of Tuesday, at 10:00 a.m.

### **Monthly Newsletter (Mountaineer) Articles**

Newsletter articles provide more detailed information than the basic summary information presented in announcements. Whereas announcements simply serve as reminders, news articles are designed to convey all the important details related to an event or program.

At Mt. View newsletter articles are published in our monthly Newsletter.

Newsletter articles should be typed in Arial 10pt and no more than 1 - 3 paragraphs unless requested. Submitted on the **last Monday (example, August 29th for September's newsletter)** of each month. \*Clipart/Photos will be accepted only upon approval.

Please keep in mind that not all articles submitted may be published in the desired month, but all efforts will be made to do so we will try to publish the more time constrained articles sooner. If your article is not run in the desired month, you will be notified.

## **Mt. View UMC Communication Guidelines**

### **Website Announcements/Information**

(Mt. View Website is presently under construction)

Announcements are short, summary bits of information that promote an event or activity. Announcements highlight the basics: *What, When, Where and Who* to contact for detailed information.

At Mt. View, announcements/information are published on the Mt. View Website upon request. Which will go thru the Church Office in order to keep the streamline of communication consistent.

All announcements should have a start date and stop date, specifying the length of the announcements publication. (Announcements with no start date will run immediately and those with no stop date will run for one week) Please note that space is limited and that there are other ministries that also wish to have announcements on the church website.

Please keep in mind that the article you submit may be changed and or updated.

Announcements/Information should be typed in Arial 10pt font and should be very brief in content. Unless specially requested. Deadlines vary for the website so please give at least 2 weeks per request.

Special Announcements/Information may occur but also must be communicated through the church office for submission.

### **Mt. View Church Calendar**

Outside Church Events (Scouts, Weddings, Recitals, etc.) will be scheduled through the Church Office by filling out a Facility Usage Form and only if there are NO scheduled conflicts. \* Fees may apply

Church Events must go through their Purpose Driven Church Area (Evangelism, Worship, Fellowship, Discipleship, and Service). Each group must choose a date by 1st choice, 2nd and 3rd choice for their desired function. Please know that you may not get your first choice. Once your group has chosen 3 dates, please communicate your desired dates to see if there any conflicts with the church office. Dates can then be brought to the Church Council for scheduling by appropriate chair of each purpose driven group.

The Church Council is responsible for final planning and scheduling of church events. Once dates are approved by the Church Council they will be placed on the official Church Calendar.

\* Emergency Scheduling Conflicts - The church reserves the right to pre-empt any facility use for its own case of emergencies, such as funeral. Notice will be provided as early possible.