



SERVE • CARE • WORSHIP • LEARN

ST. JOHN'S
Evangelical Lutheran Church
Sinking Spring, PA

Name of person submitting announcement: _____

Team or Committee: _____ Start Date: _____ End Date: _____

Email: _____ Cell Phone: _____

INFORMATION TO BE ANNOUNCED

(Please Print)

Images or graphics attached: Fully developed graphic of the entire announcement:

If you checked either box above, be sure to email graphics to the church office.

Announcement Text (What? When? Where? Who is the contact? How do people respond?):

Place Announcement in:		
<input type="checkbox"/> Monthly Newsletter	<input type="checkbox"/> Weekly Bulletin	<input type="checkbox"/> Sign
<input type="checkbox"/> Website/Facebook	<input type="checkbox"/> Post Cards/Inserts	<input type="checkbox"/> Email Blast
<input type="checkbox"/> Sunday Announcements	<input type="checkbox"/> Other: _____	

Date Received: _____ Approved: _____

Church Office Administrator



Newsletter deadline is the 2nd Wednesday by 2pm each month

Weekly Bulletin deadline is Tuesday by 2pm

Announcements may be emailed to Jodi at stjohnsec@saintjohnss.com or dropped off at the church office between the hours of 9:00am and 2:00pm, Monday through Thursday.

****Announcements for Website/Facebook, or Sign must be submitted at least 1 month in advance.**