

Newsletter Announcement Guidelines

We are happy to try to accommodate everyone that has announcements, but in the interest of space, we ask you to adhere to the following guidelines:

All newsletter announcements must be turned in to the office by the following deadlines:

- Sunday newsletter: announcements into the office by noon Thursday
- Wednesday night newsletter: announcements into the office by 5:00 p.m. Tuesday afternoon

Ministry events will take precedent over outside events.

If your event is over two weeks away, it may be on the back page with a bullet point information line. As the event gets closer, we will increase the information as space allows. Exceptions may be made if an event requires a signup sheet for a longer amount of time.

We ask that you turn in two announcements. 1.) Short and concise announcement for the newsletter. 2.) An expanded, more detailed announcement for the website and church blog.

We will try to accommodate all announcements, but please realize we have limited space.

Please also let the office know if you have a ministry event you would like to request to have added to the web calendar.

Thank you for your cooperation