

Church Communications Submission Guide

Helping You Share Your Church Announcement

To keep our church family informed and organized, we now use a **single submission form** for all newsletter and announcement requests.

Use the [form](#) to submit your event, ministry update, or reminder.

Submission Deadline

- **All submissions must be received** at least **two days** before announcement release.
- **Include:**
 - A detailed description (see length below)
 - A photo or graphic
 - One contact person for follow-up
- Late entries will be included *as time permits*.

Types of Communication

Bi-Weekly Newsletter	Standalone Email	Weekly Reminder
<p>Sent: Every other Tuesday</p> <p>Purpose: General church news and upcoming events</p> <p>Use for: Ministry updates, advance event notices, volunteer requests</p> <p>Description: 50 words or less</p>	<p>Sent: As needed for key events (churchwide or time-sensitive)</p> <p>Use for: Major events, special signups, urgent info</p> <p>Note: Not all events qualify; evaluated by staff</p> <p>Description: 150 words or less</p>	<p>Sent: Each Friday</p> <p>Purpose: Final reminders for near-term events (within 6 days)</p> <p>Use for: Updates already shared in newsletter</p> <p>Description: 50 words or less</p>

Best Practices

- Submit early and include all necessary info.
- Avoid multiple emails and **use the [form](#) instead**
- Designate **one contact person** per request

Thank you for helping us keep communication clear, consistent, and effective for our church community!