



First Parish Office Notes

Hannah Gilman | Congregational Administrator | office@firstparishportland.org
Office Phone: 773-5747 | Office Hours: Tues, Wed, Fri 11:30am-4:30pm

Weekly eNews Email & Monthly Bulletin

- Announcements for the e-News are due via email by **Thursday at noon**, prior to the issue you'd like them to appear in. Please send photos and PDFs as attachments to the email, and links in the body of your email.
- All announcements for the monthly bulletin are due by noon on the **last Wednesday of every month**. Announcements may be submitted a month in advance of an event. In an effort to keep the bulletin to one page, we ask that announcements be kept to **50 words or less**. You are welcome to create & stuff inserts into the OOS for special upcoming events (1-2 weeks prior to event).
- **Please send all eNews & Bulletin announcements in this format:**

Name of Event | Date | Time | Location

Brief Description- 50 words or less.

Website

- There are two links on the homepage that are updated every Friday:
 - **"Latest Weekly Newsletter"**- our weekly eNews email
 - **"See More Events"**- which brings you to the "Upcoming Events" page of our website.
- Email Hannah by **Thursday at noon** if there are suggested changes to the website (text, photos, links). Please be specific (exact page, paragraph, etc.).

Zoom

- Email Hannah if you need to set up a Zoom meeting through the church's account.
- You must check the [FP Events Calendar](#) prior to emailing to be sure that your Zoom meeting does not overlap with another meeting.
- If you are looking to host a breakout room after Worship services, you must email Hannah by **Wednesday at noon**.

Social Media, Community Calendars, Press Releases, etc.

- The FP Communications Team will help advertise approved First Parish events, given enough lead time. Please email Communication requests to Hannah.

Reserving Space for Meetings

- All FP meetings can be found on the [FP Events Calendar](#). The location for the meeting is listed after the name of the event. (Ice Cream Social | Parish Hall). You must check here first to see if there is a conflict for your meeting.
- Call or email Hannah with date, time, group & preferred room for your meeting. I will send you a confirmation if the room is available.

Reimbursement for Expenses

- Please submit a Reimbursement Form with receipts attached. **Committee/Team Chairs need to sign off on the form before submitting.**
- Forms can be found in a folder outside the office & on the [Members](#) page of the website.

Sexton's Services

- Please contact Moe 1-2 days before your meeting or event if you would like his help with something. He is **very** busy on Sundays, and often gets pulled in many different directions. To contact Moe, call or email him through the office, or stop by First Parish Tuesday-Friday.

Thank you to all our leaders for all you do for First Parish!