



## First Parish Office Notes

Beka Bryer | Office Administrator | [office@firstparishportland.org](mailto:office@firstparishportland.org)

Office Phone: 207-773-5747 | Onsite Monday-Friday, email to confirm an appointment

***\*We reserve the right to edit submissions to fit within First Parish style guidelines\****

### Weekly eNews Email

- Announcements for the e-News are due via email by **Wednesday 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. 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 announcements in this format:**  
**Name of Event | Date | Time | Location**  
Brief Description - 50 words or less.

### Zoom

- Email Beka 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.

### Social Media, Community Calendars, Press Releases, etc.

- First Parish will help advertise approved First Parish events, if given at least two weeks lead time and at the discretion of First Parish staff. Please email Communication requests to Rev. Norm, Beka, and Laurie.

### Reserving Space for Meetings

- To reserve space for meetings, please email Beka with date, time, group & preferred room for your meeting. She will send you a confirmation if the room is available. All meetings and events must have a completed [Event Checklist](#) turned into the office at least one week before the event.
- FP events that are open to members and those interested in FP activities are found on the [FP Events Calendar](#). Not all events that are at FP appear on this calendar - *please* check with Beka before assuming you have a space booked!

### 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 at least a week 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 on Mondays, Tuesdays, Thursdays, or Fridays from 9am-2pm.

*Thank you to all our volunteers and leaders for all you do for First Parish!*