

**Title: Newsletter Submissions**

---

**1.0 PURPOSE:**

Procedures for posting events notifications, announcements and articles in USNH Weekly and Monthly Newsletter Emailings.

**2.0 RESPONSIBILITIES**

- 2.1** Any member or friend of USNH may submit a newsletter item.
- 2.2** The Congregational Administrator or pre-assigned office official may edit and arrange materials for inclusion in Newsletters.
- 2.3** The Congregational Administrator (or assigned) will ensure that submissions are related to USNH or one of its committees or task forces.
- 2.4** With the approval of the Minister, the Congregational Administrator (or assigned) may reject or edit any submission, which may be deemed unacceptable.

**2.0 TYPES OF SUBMISSIONS****3.1 In Weekly Newsletters**

- 3.1.1** Events
- 3.1.2** Announcements.
- 3.1.3** Save the date
- 3.1.4** Upcoming events

**3.2 In Monthly Newsletters**

- 3.2.1** Events
- 3.2.2** Announcements
- 3.1.3** Save the date
- 3.1.4** Upcoming events
- 3.1.5** Worship and CYRE Calendars \*
- 3.1.6** Social Justice\*
- 3.1.7** Note from John Marsh, Interim Minister\*
- 3.1.8** Note from the Board\*
- 3.1.9** Note from the Management Team\*
- 3.1.10** Articles from other committees\*

\* Included for completeness. Submissions from these sources only.

**Title: Newsletter Submissions**

---

**4.0 SUBMISSION FORMATS****4.1 Events**

- 4.1.1** First letter of each word capitalized (not all caps).
- 4.1.2** Day of week, date, time (from-to)
- 4.1.3** Location. (Sanctuary, social hall, room #....)
- 4.1.4** Brief summary. (100 words or less)
- 4.1.5** Contact person's Email or telephone number or link to web address.
- 4.1.6** Enter event on Congregational calendar.

**4.2 Announcements**

- 4.2.1** Texts limited to 100 words or linked to a .pdf file.

**4.3 Photographs**

- 4.3.1** Submit as a separate .jpg
- 4.3.2** NOT to be included in the body of a text.

**4.4 Graphics** Graphics can NOT be accepted.**5.0 SUBMISSION DEADLINES**

**5.1** All posts to Weekly Newsletters must be received by the Tuesday before the publication date.

**5.2** All posts to Monthly Newsletters must be received by the Tuesday before the upcoming issue date, which is the first Thursday of the month.

**6.0 DURATIONS**

**6.1 Weekly Newsletters.** Up to three issues.

**6.2 Monthly Newsletters.** Up to two issues

**REVISION HISTORY**

| Rev | By              | Date       | Changes Made                       |
|-----|-----------------|------------|------------------------------------|
| 1   | Jamie Ross      | 02/01/2018 | Initial draft                      |
| 2   | Jamie Ross      | 02/01/2018 | Added 3.1.5 – 3.1.10, expanded 5.1 |
| 3   | Jeremy Hill     | 02/03/2018 | Clarified. Added 5.2               |
| A   | Management Team | 04/04/2018 | Approved initial release           |
|     |                 |            |                                    |