



Policy & Guidelines

Sunshine Connection E-newsletter

The weekly Sunshine Connection is our main medium of communicating and connecting with our churches, ministers, ministry settings, friends and beyond.

The purpose of the Sunshine connection is to communicate what's happening in the conference, what's happening in our churches and ministry settings, and what's happening in the wider church. Through this e-newsletter we share information, we connect and network, and introduce opportunities for collaboration and cooperation.

To that end:

- Our churches and ministry settings are invited to submit flyers or articles about:
 - Upcoming events that invite participation and promote connection, education, networking and spiritual enrichment
 - Past events that are inspirational, educational and enriching
- All articles and flyers should be consistent with the mission of our Conference
- Flyers and articles must:
 - include the name, location, address, date, time and contact information of the event. Articles should be in paragraph format with 150 words or less.
 - Be sponsored or co-sponsored, and say so in the article, by a church or ministry setting in our Conference. An individual working independently for an event does not necessarily imply church sponsorship.
 - Be made from a recognizable email address that belongs to the church that is submitting the article or flyer. If a personal email address is used it must include the person's church of membership, their position of leadership, if any, and their phone number. Emailed information with no clear identification will not be accepted.
- Flyers or articles that will NOT be accepted or published are those that:
 - Promote fundraisers
 - Promote partisan politics
 - Advertise or promote a product or a service
- All publishable submissions will be edited for length, content and clarity
- Submissions do not guarantee publication. We will do our best to work within your preferred timeline, yet timing and placement cannot be guaranteed. Every effort will be made to highlight items of broad interest to our Conference family, but space and scheduling constraints may affect when or how messages are shared.
- Publication is at the discretion of the Conference Minister

ALL articles and flyers are **DUE BY TUESDAYS 12 NOON** each week and they should be emailed to office@uccfla.org