

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.

3.0 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
- 3.2.3** Save the date
- 3.2.4** Upcoming events
- 3.2.5** Worship and CYRE Calendars *
- 3.2.6** Social Justice*
- 3.2.7** Note from the Minister*
- 3.2.8** Note from the Board*
- 3.2.9** Note from the Management Team*
- 3.2.10** Articles from other committees*

* Included for completeness. Submissions from these sources only.

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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
B	Management Team	10/22/2019	Changed in 3.2.7 from "Megan" to "the Minister"