

## **EDITORIAL GUIDELINES FOR *THE COMMUNICATOR* AND WEEKLY ANNOUNCEMENTS**

The goal of the weekly and monthly church communications is to reach as many members and friends of the church as possible in order to publicize the news of our community broadly and effectively.

To help meet our goal of maintaining current readers and increasing readership, those who submit written material should strive to use clear and concise language. While we seek to make our publications a reflection of who we are as a community and as individuals, the tone and style of submissions may be edited for readability and continuity.

- 1) The editor is under the direct guidance of the Administration Committee chair. The Committee, with the support of the Executive Committee, grants the editor the right to edit all submitted material without consent from the writers.
- 2) Items submitted for publication in *The Communicator* should not exceed 500 words. For the weekly announcements, submitted items should be limited to 100 words. Any submissions that exceed these word limits may be edited for length.
- 3) Submissions that meet the word limits may nonetheless be edited to accommodate more timely items and/or to ensure that all submissions received by the deadline will appear when there is a high volume of news.
- 4) Church news and official church-sponsored events will receive top priority.
- 5) To support the church's commitment to green principles, weekly announcements will be no more than two (2) pages in length and *The Communicator* will not exceed eight (8) pages.
- 6) The deadline to submit items for *The Communicator* is midnight on the 22<sup>nd</sup> day of each month for publication the following month. The editor and church staff need at least a full week to complete their work on *The Newsletter*.
- 7) The deadline to submit items for the weekly announcements is midnight Wednesday for publication at the end of that week. The e-mail version is sent on Friday, and the print version is available at church on Sunday.
- 8) To ensure accessibility of church news to all who are interested, electronic and paper versions of the weekly announcements and *The Communicator* will be available.

[Adopted May 2010 by the Administration Committee and the Executive Committee]