



Seaside United Methodist Church Internal Communication Submission Guidelines

The following guidelines outline the types of communication vehicles available at Seaside for *Internal* (within Seaside UMC) use.

Please call Meg Good or Darcie Kleino (579-5753) with any questions regarding this information.

TYPE OF COMMUNICATION	FREQUENCY	TARGET AUDIENCE	DELIVERY METHOD	ARTICLE LENGTH	DEADLINE	FORMAT
Seaside "Currents" Printed Newsletter	Published Monthly (except July)	Congregation, frequent and first time visitors	<u>Website</u> - current and archived editions <u>Mail</u> – mailed monthly to all members who have elected not to receive via email <u>Church</u> – available at the welcome & information desks. <u>Muggers</u> – included in "mug" to 1 st time visitors	Should be limited to not more than 250 words	10 th of the month preceding the month of publication (May publication month, articles due April 10 th)	Email articles in .doc format or directly in the body of email to Jack DeGroot at bjand3@atmc.net , copy Candie Meier at candiem1@gmail.com . August and September articles copy megood@seasideumc.org
Seaside "Currents" Update Weekly Email	Published weekly Thursday at 5:00pm	Congregation, visitors and guests on email list (currently 450 + and growing)	Email	Limit to 25-30 words May link downloadable materials and specific website	Email directly to megood@seasideumc.org by Wednesday, 3pm.	Can be included in body of email or separate attachment.
Weekly Sunday Bulletin Insert	Published weekly with Church bulletin. Standard format.	Worshipping congregation	Inserted in Sunday Bulletin	25-30 words	Email directly to megood@seasideumc.org by Tuesday, Noon	Can be included in body of email or as separate attachment

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TYPE OF COMMUNICATION	FREQUENCY	TARGET AUDIENCE	DELIVERY METHOD	ARTICLE LENGTH	DEADLINE	FORMAT
Specialty Insert – Sunday Bulletin	Published as needed and requested. Inserts may be run only once for a single event and must be approved and scheduled with the staff & pastors.	Worshipping congregation	Insert in Sunday Bulletin	Varies by material included. Can include graphics, if provided. Black and white. Final information/design must be provided one week in advance and is subject to approval/modification.	Two weeks prior to date run for initial request/submission	Contact Meg Good at the church office for information
Website	Continuous, based on event	Internal (Congregation) External (General Public)	Via: seasideumc.org	There are many options with our website, including online registration and payment for events, pictures and videos, providing downloadable flyers or materials and much more.	At least one week prior to when the article/event will be posted	Please contact Scott Wilson-Parsons at scottwp@seasideumc.org

ADDITIONAL COMMUNICATIONS

On Screen Announcement Slides Prior to Worship

Space is limited so items should only be a few words. Submit items to church office by email, megood@seasideumc.org.

Live Announcement Prior to Worship

Live announcements are limited to three timely main announcements each week. Deadline is Thursday prior to the Sunday the item or event needs to be announced. Lay leaders or pastors may choose to omit or delay an announcement as necessary. Contact Colleen McGregor at oibcolleen@aol.com.

Custom Printed Brochures/Flyers/Mail Pieces

May be printed in house or outsourced. Cost for outsourced printing will be borne by the ministry area. Contact Meg Good at the church office (579-5753) for more information.

Congregational Phone-Tree

Generally only used for emergency, critical information or cancellation of services or events.

Internal Digital Signs

Information will be run on TV monitors in Sanctuary and Fellowship Gathering Rooms. Email Scott at scottwp@seasideumc.org.