

The Advance & Sunday Announcements

Please use this form (or format) to submit articles for the monthly Advance and weekly Announcements.

Advance Articles:

1. In writing, either handwritten or emailed to the office at reddingumc@shasta.com
2. Received by the office by 8am Monday (the week of the Advance issue).
3. We are striving for a limit of 8 pages for each issue of the Advance so we will enter them on a first come, first served basis. We will also give priority to the closeness of the event or meeting and the Advance publication. We reserve the right to edit as needed for space considerations.
4. The article submitted must relate to a church sponsored event. (Unfortunately we can't advertise for events or meetings that happen to involve a church member as our congregation is so involved in the community.) However, you are welcome to submit in flyer form, an event or meeting to our Community Events Bulletin Board (see below).
5. Articles must be 100 words or less (Times New Roman 11pt.) or approximate size there of. Larger items must be cleared by Peggy or Conni or consider having them on the website (see below).
6. Exceptions are for new member bios (twice yearly), Appreciation Sunday (annual), and confirmands (annual).

Sunday Bulletin Announcements:

1. These should be brief (approx. 50 words) and used to primarily direct people to a contact person, website, flyer, or Bulletin Board for more information.
2. They must relate to a church sponsored activity.
7. These need to be submitted in writing, either handwritten or emailed to the office at reddingumc@shasta.com no later than noon on Thursday before the Sunday you want it in.
3. Exceptions are for new member bios (twice yearly), Appreciation Sunday (annual), and confirmands (annual).

PowerPoint:

1. These announcements need to be a church sponsored activity.
2. You need to submit the information, logo, or pictures you want on the PowerPoint to the church office for review no later than noon on Thursday before the Sunday you want it in.
3. Our PowerPoint operator will use their discretion in putting together the slide.

Bulletin Boards:

1. Please designate whether it is a church sponsored activity or a community event.
2. Turn in your flyer format to the office for Conni to pick up.
3. Please indicate the dates you want it up for (including removal date) and give 1 week lead time!
4. If you need help please contact Conni Lancaster.

Website:

1. We have the capacity to have an article about all groups and meetings at FUMC. Each group is responsible for providing updated materials to Sharon.
2. Updates are done Fridays only.
3. If you are the leader of a group it is your responsibility to provide the materials to keep it updated at least every 3 months.
4. If you give us the information we can add links to other websites related to your group's work.

