

Chugiak Crier Newsletter Policy

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Chugiak Crier Newsletter Policy

Summary:

- a. In order for proposed newsletter articles to be received and processed for publication in a timely manner, procedures outlined in this policy are important. Adhering to the intent of these standards will ensure all submissions processed and published on time and within the guidelines noted in this Church policy.
- b. It is the intent of the Communication Committee to move the majority of newsletter content, methods of submission, and archives to a web-based infrastructure.

Procedures:

1. Monthly Publication Cycle: The following schedule is the official timeline for the monthly newsletter cycle and remains consistent throughout the calendar year. If any of these dates fall on a weekend, the associated task will be performed on the following Monday.

Date	Milestone
10 th	<ul style="list-style-type: none">• Newsletter Editor sends a reminder email to the chair of each committee and/or their designee about the newsletter deadline
15 th	<ul style="list-style-type: none">• All articles and digital photographs must be received by the Editor• Newsletter Editor begins the publication process
23 rd	<ul style="list-style-type: none">• Newsletter Editor submits newsletter to the Proof-Reader for edit
24 th	<ul style="list-style-type: none">• Newsletter Editor submits newsletter to Office Manager
30 th	<ul style="list-style-type: none">• Paper Copies of newsletter printed• Paper Copies of the newsletter assembled and mailed• Electronic copy of newsletter posted on the church Website
1 st	<ul style="list-style-type: none">• Church-wide email with UMCC Website link delivered to the distribution list

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2. *Article Submission Guidelines:*

- a. Submission: Submit written articles to the UMCC website link newsletter@umcchugiak.org. Articles will be forwarded from that account to the Editor.
- b. The author of the article must ensure there is contact information enclosed with each article in case the Editor requires additional information. Contact information should include a phone number, email address, and the preferred method of contact.

3. *Protection of Personal Information:* To protect personal information, the information listed below should not be placed into newsletter articles.

- a. Personal (home or cellular) phone numbers – office/business numbers are okay
- b. Personal email addresses – church email addresses are okay
- c. Home addresses – post office boxes are okay

4. *Editing and Content:*

- a. Initial Editing Procedures: For a host of reasons, the Newsletter Editor needs a free hand to edit or add content for final layout and information. The Editor will make every effort to maintain the intent of the article consistent with the intent of the author. Any personal information (defined above) will be removed from the newsletter article if inadvertently included by the author.
- b. Final Editing Procedures: The Pastor and Office Manager will collaborate on final coordination of editorial content prior to publication. This is an essential and important phase of the process in order to ensure there are no conflicts in church schedules, ministry, policy, and doctrine.

Approved by Communications Committee: April 7, 2010

Endorsed by Church Council: April 8, 2010