

First Parish Office Notes- 2018-19

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Weekly Bulletin & e-News

- Announcements for the bulletin and e-News are due by **Wednesday at noon**, prior to the week you'd like them to run.
- Announcements can be submitted up to a month in advance of an event. Depending on space in the bulletin, later events may need to be cut.
- In an effort to reduce the amount of paper used for the bulletin each week, we are asking that bulletin announcements be kept to **50 words or less**. You are welcome to create & stuff inserts into the OOS for special upcoming events (1-2 weeks prior to event).
- **Please send in announcements following this format:**
Sending your announcement in this format will save a great deal of reformatting time!

Name of Event | Date | Time | Location

Brief Description- 50 words or less.

Website

- Towards the bottom of the homepage of our [website](#), there are two links:
 - **“Latest Weekly Newsletter”**- our weekly email that is sent every Friday, and
 - **“See More Events”**- which brings you to the “Upcoming Events” page of our website. This page lists all event information from the latest bulletin, and is updated every Friday.
- Email Sheila if there are suggested changes to website (text, photos, links). Please be specific (exact page, paragraph, etc.). Changes will be made monthly at the discretion of the staff.

Social Media

- First Parish leaders can request Admin access to our Facebook page in order to post upcoming events.
- Any First Parish groups who have regular meetings/events are encouraged to handle social media posts themselves. Administrator access must be approved by the Staff.

Reserving Space for Meetings

- All FP meetings (booked through the Office) can be found on the [FP website calendar](http://firstparishportland.org/calendar) (<http://firstparishportland.org/calendar>-- click on the “Events” tab). The location for the meeting is listed after the name of the event. (“Ice Cream Social | Parish Hall). You can check here first to see if there is a conflict for your meeting.
- Call or email Sheila with date, time, group & preferred room for your meeting. I will send you a confirmation if the room is available.

Reimbursement for Expenses

- Please submit a Reimbursement Form with receipts attached. **Committee heads need to sign off on the form before submitting.**
- Forms can be found in a folder outside the Office. Reimbursements may take one month to be processed.

Sexton's Services

- Please contact Moe 1-2 days before your meeting or event if you would like his help with something. He is **very** busy on Sundays, and often gets pulled in many different directions. To contact Moe, call or email him through the Office, or stop by First Parish Tuesday-Friday.

Please contact Sheila if you have any questions about these items. Thank you, and I look forward to working with you!