



## First Parish Office Notes- 2018-19

Sheila Sullivan | Congregational Administrator | [office@firstparishportland.org](mailto:office@firstparishportland.org)

Office phone: 773-5747

### Weekly eNews Email & Monthly Bulletin

- Announcements for the e-News are due by **Wednesday at noon**, prior to the week you'd like them to run.
- We have moved to printing ONE monthly bulletin at the start of each month. All announcements for the bulletin are due by noon on the last Wednesday of every month.
- Announcements may be submitted 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, we ask that 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 eNews, 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!*