



First Parish Office Notes

Sheila Sullivan | Congregational Administrator | 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 keep the bulletin to one page, 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 eNews 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, Community Calendars, Press Releases, etc.

- The FP Communications Team will help advertise approved First Parish events, given enough lead time. Please send Communications requests to the Office- office@firstparishportland.org.
- Any First Parish groups who have regular meetings/events are encouraged to handle social media posts themselves. Administrator access must be approved by the Communications Team.

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/Team Chairs need to sign off on the form before submitting.**
- Forms can be found in a folder outside the Office & on the [Members](#) page of the website.

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.

Thank you to all our leaders for all you do for First Parish!