



## First Parish Office Notes

Hannah Gilman | Congregational Administrator | [office@firstparishportland.org](mailto:office@firstparishportland.org)  
Office Phone: 773-5747 | Office Hours: Tuesday-Thursday 12-6pm

### Weekly eNews Email & Monthly Bulletin

- Announcements for the e-News are due via email by **Wednesday at noon**, prior to the issue you'd like them to appear in. Please send photos and PDFs as attachments to the email, and links in the body of your email.
- All announcements for the monthly bulletin are due by noon on the **last Wednesday of every month**. Announcements may be submitted a month in advance of an event. 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 all eNews & Bulletin announcements in this format:**

**Name of Event | Date | Time | Location**

Brief Description- 50 words or less.

### Website

- There are two links on the homepage that are updated every Friday:
  - **"Latest Weekly Newsletter"**- our weekly eNews email
  - **"See More Events"**- which brings you to the "Upcoming Events" page of our website.
- Email Hannah by **Thursday at noon** if there are suggested changes to the website (text, photos, links). Please be specific (exact page, paragraph, etc.).

### Zoom

- Email Hannah if you need to set up a Zoom meeting through the church's account.
- You must check the [FP Events Calendar](#) prior to emailing to be sure that your Zoom meeting does not overlap with another meeting.

### Social Media, Community Calendars, Press Releases, etc.

- The FP Communications Team will help advertise approved First Parish events, given enough lead time. Please email Communication requests to Hannah.

### Reserving Space for Meetings

- All FP meetings can be found on the [FP Events Calendar](#). The location for the meeting is listed after the name of the event. You must check here first to see if there is a conflict for your meeting.
- All meetings and events must have a completed [Event Checklist](#) turned into the office. Email Hannah 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 at least a week 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 on Mondays, Wednesdays, Thursdays, or Fridays from 9am-2pm.

*Thank you to all our volunteers and leaders for all you do for First Parish!*