

Methods and Deadlines for Communicating UCC Information

1. **UCC Beginnings Monthly Newsletter** – Your Committee may have a regular column or submit periodical announcements or articles. Events that are occurring during the next month can be announced in the newsletter, as well as reports on events from the previous month. Newsletter submissions are due the 18th of each month for publishing the next month. The editors are Rita Hull and Christine Pimblett, and the column along with graphics should be e-mailed to newsletter@uccglenallen.org. They will format your information accordingly.
2. **Order of Service (OOS)** – Items for Sunday’s Order of Service should be submitted preferably via email, but they can also be phoned into the church office. Deadline for submissions is by noon on Wednesdays. The office phone is 752-6005 and the email address is office@uccglenallen.org. If you want the announcement in the OOS for more than the upcoming Sunday, you can include the start and end dates when you make your request.
3. **UCC Weekly E-news** - These electronic announcements go out on Thursday of each week. You need to send your announcement in by 10:00 AM on Wednesdays. Send your email to enews@uccglenallen.org. If you want the announcement in the E-news for more than one week, you can include the start and end dates when you make your request.
4. **Order of Service (OOS) Inserts** – To get extra attention, you can prepare colorful inserts and have them placed in the OOS. For this you need to place the inserts with the rest of the materials to be collated for the OOS well before the 9am service. Materials can usually be found on top of the cabinet by the entrance doors to the sanctuary. The ushers when collating the OOS will insert them into the OOS.
5. **Bulletin Boards** – We have beautiful bulletin boards in the lobby which can also be used to share information. Be sure to use the correct board for your MAC.
6. **Pulpit Announcements** – Verbal announcements from the pulpit on Sunday mornings are appropriate for church-wide events or for events that are directly related to the sermon topic. Contact the Worship committee or the minister prior to Sunday morning, and they will help you determine if this is the appropriate venue for your announcement.