

# Prince of Peace Lutheran Church Newsletter Guidelines

**Purpose:** The purpose of the monthly newsletter, The Proclaimer, is to communicate to members and friends about Prince of Peace's ministries, business, and activities.

## Submission Process:

1. **Deadline:** All articles must be submitted to the newsletter editor by the 15<sup>th</sup> of each month. The publishing date is typically the Wednesday before the last Sunday of the month.
2. **Method:** The preferred method of submitting articles is within the text of an email addressed to the newsletter editor. Written articles may also be directly submitted to the editor or by placing them in the "Proclaimer" file folder in the crate on Sunday.
3. **Length:** Recommended length for articles is less than one full page in 11 pitch, arial font.
4. **Contact:** The author's name and a preferred contact phone number or email address should be submitted with the article.

## Editorial Practices:

1. **Changes:** All articles are subject to editing for clarity, brevity, or style by the editor.
2. **Attribution:** If a contact person and/or contact information is not provided in the article, the name and contact information of the person who wrote it will be published.
3. **Headlines:** Although persons who submit articles may suggest short headlines, the editor will make the final decisions regarding the headlines.
4. **Priorities:** If space does not permit publication of all submissions, the editor will give items priority in the following order:
  - a. News of Sunday services and weekly activities for the period prior to the next publication date.
  - b. Column by the pastor.
  - c. Articles regarding congregational meetings, issues, or policy changes.
  - d. Articles submitted by the congregational Council and Worship Ministry team.
  - e. Articles submitted by other Team Leaders regarding ministry updates and announcements. This includes information on the Youth Group, Mutual Ministry, Congregational Health Team, Building Committee, etc.
  - f. Articles on spotlighted church members (one per month) and/or special event (e.g., youth mission trips, Synod Assembly report, VBS).
  - g. Upcoming events of affiliated or relational groups.
  - h. Denominational and district information.
  - i. Current issues of concern to organizations of which Prince of Peace is a member.
  - j. Personal announcements by individual church members (thank you's, requests for help, etc.). The appropriateness of personal announcements will be determined by the editor.
  - k. Fillers in the form of devotionals and church-related stories.
5. **Publication:** The newsletter will be copied on the Wednesday prior to the last Sunday of the month. It will be handed out on the last Sunday of the month during church service and mailed to those not in attendance the following Monday. A separate "large-font" copy will be created for those with visual impairments. . The newsletter will also be sent electronically to our WebPage designer for publication on the WebPage prior to the last day of the month.
6. **Acceptance:** If an article submitted for publication is deemed unacceptable, the editor or Council liaison will so notify the sender.
7. **Appeals:** Any Prince of Peace member disputing actions of the editor may request a meeting with the Congregational Council.

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