

Aug.

13 The Calendar

What: Events on the St. John's calendar appear everywhere: Crossroads, website, West Avenue lobby.

Include: The event date, time, title/event, contact person, and description.

Contact: Brian Briggs, bbriggs@stjohnsnorwood.org



Crossroads

What: Weekly mailing to parishioners (semi-weekly in summer).

Include: For brief items, 150 words on an upcoming event or other item of parish-wide interest. Longer pieces are 350-word articles, but contact Sari or Brian Briggs first.

Contact: Sari Ateek, sateek@stjohnsnorwood.org, Brian Briggs, bbriggs@stjohnsnorwood.org

Deadline: The Sunday before publication.



The Sunday Bulletin

What: Bulletin handed out at each service.

Include: 25-50 word announcements.

Contact: Liz Luck, lluck@stjohnsnorwood.org

Deadline: The Wednesday before publication.

How To PUT IT

OUT THERE <

at St. John's

Facebook



What: St. John's dynamic Facebook page includes photos, text, notices, and video — just about anything of interest to the St. John's community.

Include: Anything from brief announcements to links. Photos of St. John's events are especially appreciated.

Deadline: St. John's Facebook page is continually updated. Send it in!

Contact: Johnna Story or Melanie Folsted, johnna.story@finnegan.com, melanie_folstad@ml.com

Website



What: St. John's attractive new website, stjohnsnorwood.org, carries a range of information for people looking for a church, newcomers, and current parishioners. This includes a weekly update on upcoming events.

Contact: For events and rotation schedules on the website, contact Brian Briggs, bbriggs@stjohnsnorwood.org. For everything else, website coordinator contact Jane Houlihan, jhoulihan@me.com

Does this seem too complex?

The Communications Committee thinks so. We're working on a better system and hope to have it out in 2014. Meanwhile, we hope this helps everyone work with what we have now!