



Ministry Submissions to Communications

(As of 11/4/2021)

Ministry Leaders are responsible for approving and submitting information for inclusion in the various available methods of parish communications, including review/update of the Ministry's section of the St. David's website (sdlife.org) at least once every quarter.

Happenings @ St. David's (weekly e-mail) submissions:

- Send e-mail submissions to communications@sdlife.org.
- This e-mail is sent out every week on Tuesdays.
- Articles should be **submitted 5-7 business days prior to the expected publish date**.
- Breaking news (for that week) may be sent by 12 pm the Monday prior to the Tuesday email (time permitting).
- Article submission:
 - Ministry leaders will draft and submit an article regarding news, events, meetings, updates or happenings, etc. including photo or clip art, if available.
 - Articles may be between 100-300 words in length and follow Associated Press (AP) Style (i.e. New York Times format.)
 - Submitted articles are subject to editing for length, grammar and style at the sole discretion of the communications director.
- All article submissions for Happenings will be posted to the website and social media outlets unless directed otherwise.

Web site and social media submissions:

- Send e-mail submissions to communications@sdlife.org
- If no photo or clip art has been chosen, the web publisher may select a photo or clip art.
- The Happenings article submission guidelines apply to the website and social media as well.

Weekly Sunday Verbal Announcements (made by the Rector) submissions:

- Send e-mail submissions to communications@sdlife.org.
- Announcement requests should be submitted by noon on Thursdays for the following Sunday services (i.e. submit by noon on Thursday, 1/31, for announcement on Sunday, 2/3).
- Announcement requests are prioritized by those that affect the entire parish, then timeliness of an event/activity.
- Two to three announcements per week are given to the Rector.

No announcements will be accepted the day of the service (unless there is some sort of emergency, national tragedy, etc. that would clearly be exempt).