

First Mennonite Church of San Francisco

**Guidelines for Email and Print Announcements,**

Or, "Help Charity Help You!"

1. **Administrative Assistant Contact Information.** Please send all announcements to the Administrative Assistant email address: [admin@menno.org](mailto:admin@menno.org).
2. **Deadline.** Please email all announcements to [admin@menno.org](mailto:admin@menno.org) by Wednesday at 9:00 P.M. This deadline is published each week in both the email and print versions of the announcements. The "This Sunday" email goes out at around 8:00 A.M. on Thursday. (Announcements that miss the 9:00 P.M. Wednesday deadline may not make it into the print version).
3. **Content.** Generally speaking, the Administrative Assistant does not write announcements. When you have an announcement for the congregation, please include complete information (date, time, place; who, what, when, where, why; and how long the announcement is to run). Provide enough info so people know what you're talking about. Write in complete sentences and spell-check your announcement before you email it to [admin@menno.org](mailto:admin@menno.org).
4. **Brevity & Sustainability.** Try to keep announcements shorter rather than longer. There are no space limitations for the "This Sunday" email. However, in transposing the email for the print announcements insert, space is at a premium. To conserve paper, the insert is kept to a single, double-sided sheet.
5. **Audience.** Keep your audience in mind. The weekly "This Sunday" email goes to 100 people on the "FMCSF" group and to another 50 in the "FMCSF Friends" group. ("FMCSF Friends" comprises, for the most part, people who wish to stay connected to our community—though they may no longer live in the area). When you send an announcement for the congregation to [admin@menno.org](mailto:admin@menno.org), you're actually writing to 150 people.
6. **Contact Information.** When you email an announcement to the Administrative Assistant, please include your contact information, as appropriate, in the body of the announcement. This is especially important if you have a preference about how you want people to contact you: Email, phone, and/or in person, etc.
7. **Websites.** If your announcement includes a link to a website, please proof the link. If your announcement references an organization or event with a website, it's a good idea to include the link to the website.
8. **Fellowship Hour Assignments.** Fellowship Hour sign-ups for treats, juice, and half-and-half each Sunday are developed by Steering Committee. If you are unable to cover your assigned Sunday, it's up to you as to who you might want to contact in your place. You may wish to get in touch with someone who follows your current assigned date by a week or two or three, rather than, say, someone who brought treats for Fellowship Hour more recently. General questions about Fellowship Hour sign-ups can be directed to Steering Committee.

Thank You!

—Charity Denlinger  
FMCSF Administrative Assistant  
[admin@menno.org](mailto:admin@menno.org)

May 31, 2009