

E-blast Submission Guidelines

All submissions are due by Wednesday at noon. The Lead Pastor and Church Administrator maintain discretion regarding e-blast content and timing to ensure overall consistency and best practices in church communication. If you would like to submit an announcement for our weekly e-blast, please adhere to the following guidelines:

1. Your event must take place within one month of being published.
2. Please provide a headline/title that includes the dates of your event.
3. Have a fully prepared description of your event. Generally, administrative staff will not be available to edit your content.
4. Please be succinct; try to keep your description to no more than four sentences, providing key facts.
5. If you require a longer background, please provide a PDF (so that it may be linked on the events page) in addition to your headline and brief description.
6. To support shorter narratives please consider providing a graphic that illustrates your event.

If you would like your announcement read during Sunday worship, please indicate that in your submission and copy Pastor Sunae.

Please save this to reference for your next event.