

First United Methodist Church of Winter Park - Communications Deadlines for Advent 2019

We seek to engaged guests/visitors into our church family for more than the Advent experience.

About the table below:

- The text in red offers deadlines.
- The bolded text offers action item for ministries
- The non-bolded text offer extra information.

Strategic Initiatives	October	November	December	January
Monthly Newsletter	<ul style="list-style-type: none"> • Ministries submit typical information for the November newsletter by the THIRD Monday October 21, 2019. • Starting Oct 22, Marketing/Communications to design and proof before sending to the Office to print by Nov 1. <p>October Newsletter is live from 10/1-10/31</p>	<ul style="list-style-type: none"> • Ministries submit information for the December newsletter by the THIRD Monday November 18, 2019. • Starting Nov 19, Marketing/Communications to design and proof before sending to the Office to print by Dec 1. <p>November Newsletter is live from 11/1-11/30</p>	<ul style="list-style-type: none"> • Ministries submit typical information for the January newsletter by the FIRST Monday December 2, 2019. • Starting Dec 3, Marketing/Communications to design and proof before sending to the Office to print by Dec 16. <p>December Newsletter is live from 12/1-12/31 January Newsletter is live from 12/16-1/31</p>	<ul style="list-style-type: none"> • Ministries submit typical information for the February newsletter by the THIRD Monday January 20, 2019. • Starting Jan 21, Marketing/Communications to design and proof before sending to the Office to print by Feb 1. <p>January Newsletter is live from 12/16-1/31</p>
Advent Communication	<ul style="list-style-type: none"> • Marketing/Communications to receive theme and establish look from Advent from Pastor David and the Worship team. • Marketing/Communications to share the theme assets with ministries to use. • Marketing/Communications available to ideate with ministries about how to integrate the theme in their initiatives. 	<ul style="list-style-type: none"> • If your ministry has a unique communication need or strategic request for Advent, please voice this to the Marketing/Communications Ministry by November 11, 2019. (This includes special events or services. Please actively communicate with Sarah Skidmore in the month of November to ensure proper planning and awareness.) • Ministries to seek ways to incorporate our Advent theme in your ministry events. 	<ul style="list-style-type: none"> • Marketing/Communications to be Implementing and producing all church-wide and worship related Advents communication materials. • Our focus is to support church-wide communication initiatives, worship experiences (10+ distinct bulletins), and collateral used during Advent. • Ministries to seek ways to incorporate our Advent theme in your ministry events. 	
On-Going Communication Initiatives	<ul style="list-style-type: none"> • Ministries to complete the typical online communications request form as usual on a rolling basis. • Marketing/Communications to implement on-going efforts including: Once per week (Monday Memo, Thursday at Three, Bulletin, website update, sermon upload, update kiosk); Once per day (social media post); etc. 	<ul style="list-style-type: none"> • Ministries to complete the typical online communications request form as usual on a rolling basis. • Marketing/Communications to implement on-going efforts including: Once per week (Monday Memo, Thursday at Three, Bulletin, website update, sermon upload, update kiosk); Once per day (social media post); etc. 	<ul style="list-style-type: none"> • Ministries to complete the typical online communications request form as usual on a rolling basis. • Marketing/Communications to implement on-going efforts including: Once per week (Monday Memo, Thursday at Three, Bulletin, website update, sermon upload, update kiosk); Once per day (social media post); etc. 	<ul style="list-style-type: none"> • Ministries to complete the typical online communications request form as usual on a rolling basis. • Marketing/Communications to implement on-going efforts including: Once per week (Monday Memo, Thursday at Three, Bulletin, website update, sermon upload, update kiosk); Once per day (social media post); etc.

If you have any questions, please let us know!

Thanks!

Karen Roby, Marketing and Communications Lay Chair

Micah Boshears, Marketing and Communications Coordinator

Sarah Skidmore, Director of Marketing and Communications