

General Communications Information First Parish Brewster UU

COVE(Communications Office Volunteer Etc.):

- Volunteers that support the administrative work of the church.
- The office is open Monday – Thursday, 9 am - 12 pm.
- cove@firstparishbrewster.org or 508-896-5577

How to get something on the Calendar:

You can view the full calendar and find the link to submit room requests at <https://fpbuu.org/news-and-calendar/room-request-forms/> or contact the COVE office at cove@firstparishbrewster.org. Please allow a minimum of a week to process. There are Room Request forms on the website Full Calendar page and are available in the office. You can check the current calendar either on the Full Calendar page of the website or in the office for possible times for your meeting or event.

How to request help from the Sexton (for things such as setting up a room for a meeting or on-site support for a scheduled event): Sexton Requests can be submitted using the electronic form at <https://fpbuu.breezechms.com/form/546ab6>. Submit requests a minimum of two weeks ahead of time. There are Sexton Request forms available in the office. A sexton fee may be required for certain events.

How to request a check: Check Requests can be submitted using the electronic form at <https://fpbuu.breezechms.com/form/06661b>. Paper forms can be submitted in the office. If submitted by Friday, checks are generally ready the following week.

Budget requests and checking Budget vs Actual: Annual budget requests can be submitted electronically in December and are due by the end of January for the next fiscal year, which begins in July. To check the amount of funds spent or available, please email karenastroh@firstparishbrewster.org.

Order of Service (OSS) Announcements/Inserts: Requests for announcements to be placed in the OOS should be sent to cove@firstparishbrewster.org (Wed. by **Noon**)

Spoken announcements for Sunday: Send **only FPBUU** announcement requests to Jessica at revjessica@firstparishbrewster.org (Wed. by **Noon**)

Guidelines for Weekly Angle Submissions

- Weekly Angle announcements should be submitted to weekly@firstparishbrewster.org or via the electronic submission form on the website under News & Calendar.
- Contact name and phone number/email should be included within the announcement for people needing more information.
- The deadline each week is Wednesday at noon.
- Announcements should be limited to 75 word and 25 words for "save the date" items. Acronyms should be spelled out for clarity. If your announcement is in the form of a flyer it must be submitted as a jpeg or png file and must be 600px X 300px or in 2:1 proportion.
- Submissions may be edited, postponed, or redirected at the discretion of the editor(s) for clarity and purpose.

Guidelines for Quarterly Angle Submissions

- **Submissions for Quarterly Angle:** Submissions to Quarterly go to cove@firstparishbrewster.org
Deadlines: **August 1st** for Fall, **November 1st** for Winter, **Feb 1st** for Spring & **May 1st** for Summer
- The Quarterly Angle is the vehicle for communicating the mission and vision of the congregation, as held by the Board of Trustees and the Minister.

- The content of the Quarterly is geared toward the larger community; that is, content will have meaning and relevance not just to congregants but to those beyond our doors who might, in reading the Angle, be encouraged to participate in our services and programs.
- Announcements will be limited to those with clear relevance to a broader audience (concerts, readings, films, forums, etc).
- Articles will best serve the task of the Quarterly Angle through vignettes, stories, essay-like, *show, don't tell* pieces, through which a reader will get the heart of the message in a brief 200-word (approx) format.
- Submissions may be edited for content, clarity and length at the discretion of the editor(s).
- Photographs of events that include pictures of children must have approval from the relevant staff (who in turn must have releases from families for these pictures when the families register their children for religious education classes).

How to request a Facebook post: Submissions can be sent to karenastroh@firstparishbrewster.org.

How to request website update: Updates can be sent to karenastroh@firstparishbrewster.org.

Online Member Directory – Breeze: All members can gain access to our online member directory by contacting the office. Within Breeze you can access the contact info for other members, your own pledge payment records and the church calendar in one user-friendly place. To learn more, call the office to speak with Karena or a COVE volunteer.