

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 by scanning the QR code to the left 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 Facilities Manager (for things such as setting up a room for a meeting or on-site support for a scheduled event): Facility Requests can be submitted by scanning the QR code to the right. Submit requests a minimum of two weeks ahead of time. There are request forms available in the office. A Facility Host fee may be required for certain events.



How to request a check: Check Requests can be submitted by scanning the QR code to the left. 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 January and are due by the end of February for the next fiscal year, which begins in July. To check the amount of funds spent or available, please email bookkeeper@firstparishbrewster.org.

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

Spoken announcements for Sunday: Send **only FPBUU** announcement requests to revkaaren@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 words 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.

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

How to request website update: Updates can be sent to shelma@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, Shelma or a COVE volunteer.