



FIRST UNITARIAN SOCIETY IN NEWTON

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Policy Information

From: Pat Rohan
Chair, Operations Council

Date: November 20, 2010 (Amended October 17, 2012)

Subject: How To Get An Article or Announcement in the FUSN Newsletter or Order of Service

Purpose: To publish the instructions for getting announcements or articles in the FUSN Newsletter or Order of Service.

Background: FUSNews, a newsletter published twice a month except summers, and the weekly Order of Service are vehicles routinely used to update the congregation on upcoming events and other information. Over the years, procedures have been developed regarding how items get included in the newsletter and Order of Service.

How to Get Announcements or Articles in FUSNews: All newsletter articles must be submitted in written form (hard copy or e-mail) to the administrator (Fran Clancy, office@fusn.org) by not later than the Tuesday morning preceding the Thursday printing and mailing of the newsletter. Due dates for newsletter announcements are normally included in each newsletter. If a separate insert is necessary because of the length of the newsletter article, the administrator must be notified two weeks in advance. Generally, only FUSN-related events will be included in the newsletter. Any exceptions must be approved in advance by the Minister.

How to Get Announcements or Articles in the Order of Service: Any announcements for the Order of Service must be submitted in written form (hard copy or e-mail) to the administrator by 9:00 a.m. on the Thursday morning before the Sunday worship service. Generally only FUSN-related events will be included in the Order of Service. Any exceptions must be approved in advance by the Minister.

Posting to the Website: You may advise the administrator if you also want your announcement or article to be posted on the home page of FUSN's website in the Upcoming Events column. Email the webster (webster@fusn.org) to request posting the insert or article on the website and/or add a home page news brief about the upcoming event.

For current deadlines and publication dates, please visit the FUSN Media page: <http://fusn.org/content/fusn-media>.