

Program Commission has approved these guidelines for disseminating information to the CMCL community:

Sunday Bulletin

1. Announcements will be printed for two consecutive Sundays. If request is made for longer period of publication, the announcement will be edited to a one liner.
2. Personal announcements like thank you notes should be brief and may be edited before publication.
3. One line bulletin references to postings on main bulletin boards will be made for the following:
 - personal advertisements like apartment for rent or employment opportunity.
 - community activity or event not directly related to CMCL program.
4. Requests for “on-going” inserts will generally not be accommodated.

Bulletin Boards

1. Office staff will make all postings on bulletin boards in mailbox area. Submit items to be posted to office.
2. Adult Christian Ed electives will be posted on bulletin board in foyer.
3. No postings will be made directly on walls.

Newsletter

1. Newsletter will publish any news article submitted by member or attender that directly relates to any CMCL group such as a standing committee, youth group or Christian Education class.
2. Newsletter will publish feature articles about individuals or groups within the church. Features may also include columns such as spiritual reflections on our congregational life.
3. Newsletter will publish previews, reports or announcements of business or congregational meetings.
4. Newsletter may be used for personal announcements or general community news announcements as space allows.
5. In general, the Parrot editor will solicit material for publication. General submissions made to the Parrot editor which do not clearly fit the above categories will be channeled through an appropriate CMCL committee or through Pastoral Team if a decision needs to be made to publish or not to publish.

Sharing/Prayer Request Listserv

1. Sharing and prayer requests made public on Sunday morning may be posted on a CMCL listserv.
2. Membership in this listserv is available only to current CMCL members and attenders or to persons who recently attended CMCL have moved out of the area and have requested to be kept on the listserv.
3. Pastoral Team members screen and edit all postings.
4. Pastoral Team may post items in addition to those shared on Sunday morning upon request of members or attenders.

Sermon listserv

1. Upon request, members and attenders may receive postings of past sermons given at CMCL.
2. Sermons are posted on discretion of the persons who preach.

Website

1. General information such as worship time, church calendar, contact information, mission statement and covenant are posted on a website.
2. All bulletins and newsletters are archived on the website. Prior to posting, any references to personal information such as email addresses, phone numbers or addresses are removed from these documents.
3. Public church documents such as CECO and guidelines for conversation dinners are posted.

Church Mailboxes

1. To encourage conservation of paper resources, persons who use mailboxes to disseminate information are encouraged to distribute to a target audience rather than place information in all mailboxes.