



# Communication Tip Sheet

## for Central Plains Mennonite Conference Leaders

These are the various ways that we communicate information to churches, leaders and lay people. Send your submissions to me at [shanaboshart@centralplainsmc.org](mailto:shanaboshart@centralplainsmc.org).

### Newsletters

The *Scattered Seeds* newsletter, sent to churches every other month.

Deadline for submissions: The first Friday of odd-numbered months.

Keep in mind that it takes almost a month after the deadline to get the newsletter to the churches.

*The Sower* e-newsletter for pastors and conference leaders, sent by email the second Wednesday of each month.

Deadline for submissions: One week before the second Wednesday.

*Plants Full Grown* e-newsletter for youth sponsors and teachers, sent the last Friday of the month.

Deadline for submissions: One week before the last Friday.

### Web Site [www.centralplainsmc.org](http://www.centralplainsmc.org)

If your ministry has its own pages, please provide updates often! Include information about new resources or events. Give me at least a week to get your information on the web site.

Our home page has a continuously updated line-up of announcements. Check it once a week for news, and keep this page in mind when you have news to share.

Remember, any electronic document you create can be converted to a PDF and posted on the site: brochures, registration forms, flyers, resource lists, etc.

### Bulletin announcements

Send me your bulletin announcements to format and send to the churches. Send the announcement two weeks before Sunday you want it to appear because a few churches receive their bulletin announcements only by postal service. If you have a series of announcements for the same event, please send them all at once.

### Events

When you have an event to publicize:

- As soon as the date is set, publicize the date and any other details you have: place, speaker, topic, who should come. Send me the info and it will likely go in the e-newsletter and on the web site.
- As the details of the event are finalized, we can publicize further details in the same ways, possibly adding bulletin announcements.
- Next, Monica can help you send the information out in the form of a letter or brochure and registration form (if needed). For a workshop or similar event, two or three months before the event date is about right. For bigger events, a longer lead time is better.
- When you send out the invitations and registration forms, send all the publicity to me for the web site. Events sponsored by Central Plains will each have their own web page under the Events tab. Events happening in our conference but not sponsored by conference will be included on the Calendar page with links to registration forms and other documents.
- Please note! We do NOT have the ability to receive registrations online.
- After the event, write up an account of what happened and submit it to the *Scattered Seeds*. 150-250 words is about the right length. The story of the event can also be posted on its web page for awhile before the event page is removed.