

Hope Visitor Guidelines – February, 2006

- Commission:** Congregational Life
Publisher: Bob Moluf
Editorial Committee: Ruth Fingerson, Ila Mae Langguth
- Deadline:** **Varies monthly, usually between the 15th and the 20th of the prior month**
See deadline date on the web site.
- How to Submit Articles:** Articles may be submitted in the mailbox in the church office or via email (MS-Word format preferred) to Visitor@ulch.org.
- Writers are encouraged to keep their articles as concise and short as possible. Please keep your article to one page if possible (approx. 400 words). Special consideration will be made as necessary with approval by the Editorial Committee. Additional editing may be required for materials over one page and will be at the discretion of the Editorial committee.*
- Who Can Submit Articles:** All submissions must be signed with name and phone number, or we may decline to print. Name will be printed in the Visitor unless publisher is instructed otherwise. Editors will try to consult with writers about any editing changes of an objective nature.
- Editing:** Publisher and editors are responsible to edit for space, readability, accuracy, spelling or grammar, *up to and including reducing the length of an article and withholding articles of questionable nature. Editors and/or publisher will work together to address those issues with the assistance of church staff as required.*
- Each Commission should designate one person who is responsible for submitting an article for the Visitor each month. This article would be a SHORT paragraph highlighting the activities and/or issues the Commission is working on, perhaps referencing information available on a bulletin board or in the church office if necessary. All Commission highlights would be combined to form an overview for the congregation. In addition, someone should be designated to submit a highlight from all congregational meetings.
 - People of Hope and Thank You articles are encouraged and welcomed, however must be limited to one paragraph.
 - No announcements that are not church-related. We do announce events at other churches, auxiliaries, or groups that meet at our church. We assist members with special needs (blood donors, etc.).
 - Religious material submissions must be approved by a pastor if the committee is uncertain.
 - Interviews and quotes must be shown to the person being interviewed or quoted to check for accuracy before being submitted.
 - Anything that could be construed as an advertisement for a credit, debit, charge card or similar financial instrument is not allowed according to U.S. Mail requirements. A simple statement that loans are available to members may be allowed, but the APR information should not be printed.
 - Anything that “advertises, promotes, offers, or for a fee or consideration, recommends, describes, or announces the availability of any insurance policy is ineligible...” Anything regarding insurance or an insurance company is also a red flag for the post office. Companies can be listed under the heading of “donors” using only the company name and no other information.