

Internal Publicity At A Glance
(Ways to Publicize Ministry Information at Glen Mar)
October 2022

Resource	What to Submit and Where to Submit It	Dissemination Information
Glen Mar website	Use publicity forms to send information. To access the forms, visit https://glenmarumc.org/my-glen-mar/ and then click on Documents & Policies. Click on one of three publicity request forms: event, blog/article, or change. The event form includes requests for social media, a bulletin announcement, and spotlight ministries. The blog form includes a request for a bulletin announcement.	Updated Frequently
Bulletin Announcements for 9:30 a.m. Sunday service	announcements@glenmarumc.org	Deadline is noon on Wednesdays
Facebook (post notice on the official Glen Mar Facebook page or create a Facebook event on Glen Mar’s official Facebook page)	Information, photos, flyers, graphics facebook@glenmarumc.org	As needed
Instagram	Photos, flyers, graphics instagram@glenmarumc.org	As needed
Preservice Announcements (Notices shown before online service and on screens during the in-person worship service)	Send a brief notice to announcements@glenmarumc.org to have a slide made. This should be sent by noon on Wednesday to show at the Sunday service 11 days later. If you create your own graphic, you can send the graphic to announcements@glenmarumc.org by 9 a.m. on Wednesday to get in the next Sunday.	Weekly
Spotlight Ministries – Generally, requesters should ask for no more than two weekends per activity	Submit desired dates, ministry name and two-sentence write-up to spotlight@glenmarumc.org no later than 9 a.m. Wednesday before your desired weekend. If approved, someone from your ministry should	Generally, three Spotlight Ministries will be approved each weekend.

	<p>staff a table in the Gathering Place during your approved weekend(s). A slide will be shown online during worship services on your approved weekend(s). In addition, your ministry announcement will be made during the worship service or a video that is no more than 2 minutes long may be shown. The video should be submitted by 9 a.m. on Wednesday before your Spotlight. For directions on where and how to upload the video, email spotlight@glenmarumc.org.</p>	
Family Vine (for fifth graders and younger and their families)	<p>Notices juliette.metakes@glenmarumc.org</p>	Weekly (usually Wednesdays)
Glen Mar's Middle School News You Can Use (for middle school students and their families)	<p>Notices heerak.kim@glenmarumc.org</p>	Weekly (usually Fridays)
All Together Youth & Parent News (for senior high students and their families)	<p>Notices heerak.kim@glenmarumc.org</p>	Weekly (usually Fridays)
The Messenger	<p>Will pick up information from events/blogs that have already been submitted to the website. If you have new articles, photos, experiences, invitations, or ads to share, email messenger@glenmarumc.org</p>	Four times a year

If you have questions about publicity, email communications@glenmarumc.org.