

Publicity At A Glance

(Ways to Publicize Ministry Information at Glen Mar)

MAY 2024

RESOURCE	WHAT TO SUBMIT & 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 . Under the heading Publicity Request Forms for Glen Mar Website , choose the appropriate Form. If you have any questions or need help email the website team at Webmaster .	Updated Frequently
Sunday Worship Bulletin Announcements for Sunday Service	Email request to announcements@glenmarumc.org . Announcement should be 50 words or less and contain any contact information and links.	Deadline is noon on Wednesday prior to Service
Sunday Worship Spotlight After Sermon Spotlight - Verbal Blurb & Slide - Video - Table in Gathering Place	Email request to spotlight@glenmarumc.org . Spotlights can contain any of the following options: [(Verbal Blurb & Screen Slide) OR Video - 2 minute limit] AND a table in the Gathering Place. Submit desired dates (max 2), Spotlight Title, and a two sentence write-up or state that you would like a video, and whether or not you want a table. *Generally, 3 Spotlights happen per weekend and are granted on first-come-first-serve OR discretion of church leadership.	Deadline is 9:00 AM on Wednesday prior to Service (but the earlier the better – due to limitations)*
Pre-Service Slide Displays on video screen prior to worship. (Usually match with a Bulletin Announcement)	Currently, Jen & Mary Ellen create slides to go with announcements as needed. If your ministry has the capacity to create your own, you are welcome to submit them along with your announcement request to announcements@glenmarumc.org .	Deadline is noon on Wednesday prior to Service
Realm News Feed	If you are a ministry leader, talk to Jen Rowell or Mary Ellen Conley about utilizing the communication features in Realm Connect to communicate with ministry participants and members. They are quite powerful!	As needed
Facebook We have an official Glen Mar Facebook page - Post link to Web Blog - Create an Event - All the Facebook things	Email request with info & elements to facebook@glenmarumc.org .	As needed
Instagram We have an official Glen Mar account	Email request with info & elements to instagram@glenmarumc.org .	As needed
Newsletters	Kids – julie.metakes@glenmarumc.org Youth – jen.rowell@glenmarumc.org Pastor’s Ponderings – worship@glenmarumc.org The Messenger – messenger@glenmarumc.org	As needed

Please direct any questions about internal Glen Mar publicity to [Mary Ellen Conley](#)