

# UUCM Publication Guidelines

All submissions should be:

- Edited for grammar and spelling.
- Submitted as attached Word documents – please do not send your content in the body of an email.
- Ready for publication, without a need for further editing of the content.
- Formatted simply. We have a specific layout we use for each publication, so there's no need to spend time on fancy formatting.
- Accessible – the first usage of a term should not be an acronym. Spell out Director of Religious Education, and if planning to re-use the term, put the acronym in parentheses after first spelled-out usage before using the acronym. For example, write “Director of Religious Education (DRE)” before then using DRE as an acronym. If using a term once, spell it out, no acronym.

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*The Unigram* – monthly newsletter published on the last Wednesday of every month covering events and services for the upcoming month. A typical issue includes:

- **Articles** – Writings from the Minister, Community Minister, DRE and President of the Congregation
- **Sunday Service Guide** – Information about worship services, religious education for children & youth, and morning discussion topics
- **Theme Exploration** – Sacred Text, suggested reading, and spiritual practice/reflection to help with deeper exploration of the monthly theme.
- **Sharing Gratitude** – This is not meant to replace thank you notes or thank you emails, because we could fill pages with thank yous if we listed every one. Rather, this section is for the big thank yous and appreciations.
- **Wheel of Life** – This section will host short, two-three sentence long summaries of major life events and transitions that have happened or will be happening shortly to members and friends of the church. Examples of appropriate items for submission include births, graduations, marriages, plans to move away, significant illnesses, or deaths.
- **Calendar** – A listing of services and events for the month.

Submissions should be:

- 300 words or less. Longer items may be published with approval of the minister (editor).
  - Sent to [uucm@uuchurchmuncie.org](mailto:uucm@uuchurchmuncie.org) and note “Unigram” in the subject line.
  - Submission deadline is 9 am on Wednesday, one week prior to publication. Deadlines and publication dates can be found on the [UUCM calendar](http://www.uuchurchmuncie.org/members/calendar/) <http://www.uuchurchmuncie.org/members/calendar/>
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**eBlast** – weekly email newsletter sent on Fridays highlighting the upcoming Sunday service, and other upcoming church-related events and programs with brief blurbs and reminders. A typical issue includes:

- **Sunday Service Guide** – Information about the approaching Sunday’s worship service, religious education for children & youth, and morning discussion topic.
- **Staff Contact Info**
- **Links** – clickable buttons to quickly guide the user to the current Unigram, sermon podcasts, online calendar, UUCM website, and UUCM Facebook page.
- **Announcements**

Submissions should be:

- 150 words or less. Contact the Office Admin to submit longer items or to request special eBlasts.
- Submitted via the [Publicity Request form](#). This is found on the website [www.uuchurchmuncie.org](http://www.uuchurchmuncie.org) under the Members > Forms and Information tab.
- Submission deadline is 9am on Thursday each week.

**Special eBlast** – announcements to highlight special events, deaths, and other urgent information with the approval of the minister. Photos are helpful (send as jpeg attachments).

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**Order of Service (OOS)** – weekly publication outlining the Sunday service. A typical issue includes:

- **Announcements** – Brief blurbs about upcoming services and events – primarily church-related, but community announcements can be published if space allows.
- **Birthdays & Anniversaries** – Member & friends who are celebrating in the upcoming week.
- **Calendar** – A listing of services and events for the upcoming week.
- **Attendance & Offering** – Numbers from the previous week’s service.

Submissions should be:

- 150 words or less. Longer items may be approved for special events if space allows.
- Submitted via the [Publicity Request form](#). This is found on the website [www.uuchurchmuncie.org](http://www.uuchurchmuncie.org) under the Members > Forms and Information tab.
- Submission deadline is 9am on Thursday for the upcoming Sunday service.