

## *Voice* – Newsletter of The United Churches of Olympia - EDITORIAL GUIDELINES

Submit articles to [voice@theunitedchurches.org](mailto:voice@theunitedchurches.org) (see **Where, below**).

QUESTIONS? Contact Voice editor Yvonne Wilhelmsen at 357-7163 or [ywilhelms@yahoo.com](mailto:ywilhelms@yahoo.com) or Church Administrator Sandi Hallett at 943-1210 or [sandi@theunitedchurches.org](mailto:sandi@theunitedchurches.org).

**Purpose:** *The Voice of The United Churches of Olympia promotes the mission and ministry of this church. It informs and educates readers about worship, programs and opportunities for fellowship and spiritual formation, and ministry.*

**WHO submits articles to the Voice:** Ministry chairs or designees, Staff, Council Clerk, Moderator, group coordinators or designees, or anyone who wants to.

### **WHAT to include in *Voice* articles, and article priority:**

- † WORSHIP: theme, text, dates, times, locations, music, communion, etc.
- † CHRISTIAN EDUCATION: classes for adults and children, CE news
- † MINISTRY ARTICLES, YOUTH ACTIVITIES
- † PASTOR'S PEN / THE SOUND OF YOUR VOICE (by pastor or guest)
- † COUNCIL, DENOMINATIONAL NEWS
- † CALENDAR ITEMS, PRAYERS, ANNOUNCEMENTS
- † OTHER CHURCH NEWS: meetings, luncheons, fellowship and volunteer opportunities, etc.
- † THANK YOU'S - Post-promotional (thanks for help) articles – See ***Lists of Names, below***
- † TUCO-affiliated non-profit organizations (benevolences) announcements
- † Non-profit arts organizations events in which our people are performing
- † **Personal notes about The United Churches members, active participants, and their families:**
  - Births, Deaths, Weddings, Birthdays (≥ 80 years old)
  - Graduations, Illnesses or hospitalization Anniversaries (≥ 25 years)

**WHEN:** The Voice is published every other week. Deadlines are Wednesdays one week prior. See schedule.

**WHERE:** Articles should be submitted via e-mail to [voice@theunitedchurches.org](mailto:voice@theunitedchurches.org), as either in-line text or an attachment. See “e-mailing”, below. You may also put **very short** (50 words or less) articles in the *Voice* mailbox at church. If so, I recommend you leave a phone message at 357-7163. Thanks.

### **HOW to submit articles to the *Voice*:**

- **Article Length:** Lead articles: 350-475 words.  
Other articles: 150-350 words.  
Announcements, Thanks, Meetings etc.: 75-100 words.
- **Contact:** Put your name, e-mail address, or phone number for the editor in case of questions.
- **E-mailing:** In-line text is preferred. For attachments, .txt documents are preferred over .doc.
- **Content:** When writing your article, keep in mind the 5 “W’s” - **who, what, when, where, why**.
- **Lists of Names:** They must be alphabetized, unless there is an obvious reason to do otherwise.
- **Citations:** If you are quoting someone, you must include the name of the speaker and/or author, the name of the event or publication, and the (approximate) date.

### **All submissions may be edited as needed.**

1. Articles are edited for: content, punctuation, grammar, spelling, style, organization, and space available.
2. If heavy editing is required, we may work with the author, if time permits.
3. The final decision to publish will be made by the editor in consultation with the church staff.

**Publication standards are subject to change without notice. Revised February 2010.**

**The United Churches of Olympia**  
**2010 VOICE Deadline and Publication Schedule**

*This schedule is subject to change without notice.*

**Submit articles to [voice@theunitedchurches.org](mailto:voice@theunitedchurches.org). Please refer to the Editorial Guidelines.**

Questions? Contact Voice Editor Yvonne Wilhelmsen at 357-7163 or [ywilhelms@yahoo.com](mailto:ywilhelms@yahoo.com) or

Church Administrator Sandi Hallett at 943-1210 or [sandi@theunitedchurches.org](mailto:sandi@theunitedchurches.org).

Issue #	Deadline - 6 p.m. Wednesday	Print Date	Calendar goes Through	Lead Article by Ministry/Staff
1	December 30	January 05	January 23	
2	January 13	January 19	February 06	Transition Team
3	January 27	February 02	February 20	Trina Bishop – Shrove Tuesday
4	February 10	February 16	March 06	Staff – Lent
5	February 24	March 02	March 20	Congregational Life
6	March 10	March 16	April 03	Worship – Holy Week
<i>Holy Week is March 28-April 3 ❖ Easter Sunday is April 4</i>				
7	March 24	March 30	April 17	Sandi as Administrator
8	April 07	April 13	May 01	TNSCC ( <i>Earth Day Sunday 4/25</i> )
9	April 21	April 27	May 15	Personnel
10	May 05	May 11	May 29	Planning Committee/Party
11	May 19	May 25	June 12	Mark Dowdy
12	June 02	June 08	June 26	Stewardship/Sid
13	June 16	June 22	July 10	Brooke/VBS
14	June 30	July 06	July 24	Interim Search Committee
15	July 14	July 20	August 07	Interim Pastor
16	July 28	August 03	August 21	Council
17	August 11	August 17	September 04	Christian Education
18	August 25	August 31	September 18	Mark Boyd/Fall programs
19	September 08	September 14	October 02	Dee Morton/Fall music
20	September 22	September 28	October 16	Administration
21	October 06	October 12	October 30	Missions, Peace, and Justice
22	October 20	October 26	November 13	Louise Bohe/Cynthia Cook ( <i>UCC</i> )
23	November 03	November 09	November 27	Staff/Advent
<i>Thanksgiving is November 25 ❖ Advent begins November 28 ❖ Christmas is Saturday</i>				
24	November 17	November 23	December 11	Bunny Hooper ( <i>Presbyterian</i> )
25	December 01	December 07	December 25	Worship and/or Dee
26	December 15	December 21	January 08	Moderator
1	December 29	January 04	January 22	