



THE EPISCOPAL CHURCH OF
**St. John in the
Wilderness**

Est. 1836

The Voice Newsletter Submission Guidelines

The Voice is St. John's vehicle to celebrate and amplify the stories and events of the parish. The newsletter is a collection of announcements, event invitations, calls to action, stories, interviews, and occasional wider community news/events. It is released to the entire parish and published on the church's website by the first of each month.

HOW TO SUBMIT

Email your article to the Parish Administrator at officeadmin@stjohnflatrock.org.

SUBMISSION DEADLINE: The 15th of each month, for the following month's newsletter.

Your submission will be included if it is in the Parish Administrator's email inbox on the morning of the 16th. If you submit on the 16th or later, there is no guarantee that your article will be included.

SUBMISSION GUIDELINES

File Formatting:

- Articles, stories, and event promotions may be submitted in Google Doc, .doc, .docx, or .pdf format.
- Because the Parish Administrator receives many files named "[month] [year] Voice article," it would be most helpful for you to name your file something specific to its contents.
 - For example, if you are submitting an article on behalf of a ministry or committee, consider naming the file "[ministry name] [month] [year] Voice."

Articles/Stories:

- Must include a title.
- Should be 500 words or less. *Speak with the Parish Administrator if an exception is needed.*
- Should include at least one accompanying photo. *If no photo is submitted, the Parish Administrator reserves the right to include a photo of their choosing, which may be clipart, a stock image, or a photo from the church's archive.*
- May be edited for length, grammar, stylistic consistency, or content.

Event Promotions:

- Must include a title for the article, as well as relevant date, time, location, links, and RSVP information.
- Must include a contact person (who is not the Parish Administrator) for readers to address with questions and/or submit RSVPs.
- Should be 300 words or less. *Speak with the Parish Administrator if an exception is needed.*
- Should include at least one accompanying photo. *If no photo is submitted, the Parish Administrator reserves the right to include a photo of their choosing, which may be clipart, a stock image, or a photo from the church's archive.*
- May be edited for length, grammar, stylistic consistency, or content.

Photos:

- May be submitted in .jpg or .png format.
- Should be a decent size and high resolution—no tiny or grainy photos, please!
- May be submitted as standalone content (i.e., without an article), but should still include a caption.

CONTENT GUIDELINES

1. Your submission must be relevant to the Episcopal Church of St. John in the Wilderness, the local community, and/or the Episcopal Diocese of Western North Carolina.
2. Inflammatory, explicit, and partisan content will not be included. If you have a question about whether your article is appropriate, please contact the Parish Administrator.
3. Photos must be submitted with the explicit permission of their owners.
4. Photos of minors: St. John in the Wilderness must have a photo release on file before printing or posting any photos of children.
5. Stories can be about new ministries, history, anniversaries, innovations, donations, and other outlets of sharing Christ's love in the world. Be creative!