

How we Communicate at First Parish ... or ... Getting the Message Out

First Parish has many varied avenues to assist members with communicating general information both within to each other and to the outside world. All communications of a public nature (*that is for the First Parish community*) should be coordinated through the Parish Administrator to assure that messages are treated respectfully, in a timely manner and so that the needs of many are balanced accordingly. The following are the major avenues FP currently uses to communicate/share information:

- Among Us:** This is an email notice that will most often be sent on any given Tuesday should there be information of a "Joy and Concern" nature to share with the community at large. Submittals needed by **9am on Tuesdays**.
- Emails:** There is a First Parish Email List Serve that the church office uses on a weekly basis to relay information about current church programs and meeting schedules! Most individuals/families do subscribe to this list serve. If you want to receive weekly email notices from the church office and currently are not receiving them, please email the church office (office@firstparishinbrookline.org) so that you can be added to the listing.
- Facebook:** Anyone who enjoys staying connected and engaged online should 'Like' the [First Parish In Brookline](#) Facebook page. You'll be treated to a variety of postings in your newsfeed ranging from announcements of upcoming events to social justice initiatives to spiritual musings. Your comments and reflections on all the postings are welcome. The more you 'Like' and comment on the posts, the wider our story will travel.
First Parish committees and groups can contact volunteer member, Scott Ullrich uuscottu@gmail.com to have your event or message posted. If you're not on Facebook yet, Scott can teach you how to get there.
- Newsletter:** This is an email publication, produced on a monthly basis September thru June. Summer Newsletter covers July and August. All submittals should be emailed to Administrator by **Noon on deadline submittal date**. Hardcopies are available at the church each month.
- Order of Service:** Printed Announcements for inclusion in the Order of Service for any particular week are due in the church office by **9am on Thursdays**. Please note that announcements printed in the OOS will not normally be included in the Welcome and Announcement portion of the worship service.
***Sunday Verbal announcements:** In order to keep the worship services sacred and a place set apart from the daily business of the church, we rarely do announcements during worship services. Any announcements made must be agreed to with a minister in advance.*
- RE Families:** When children are registered in one of our RE Classes, the parent's/guardian's email address is added to a list serve specifically targeted for that class. The DRE, teachers and RE Committee use the listservs to communicate class information, schedules and upcoming events as they relate specifically to RE.
- Twitter:** Look for us as **FP Brookline, UU** (@TweetsFromFP) on Twitter. We tweet several times a day to keep you up to date!
- Website:** The website is a valuable resource for not only those interested in finding out more about FP, but it also contains information that members of FP would find helpful. The newsletter and weekly church calendar are also posted on this site. Maintaining the website is primarily handled through volunteer member, Ellie Boynton.
- Weekly Update:** This is a weekly email notice of the Church calendar for a one week period and any other pertinent information about church activities/schedules normally sent out on Thursdays. All submittals should be emailed to the Administrator by **9am on Thursdays**.

Email address for all submittals: office@firstparishinbrookline.org