

# Tuesday Memo

The Tuesday Memo is a weekly email sent to the entire congregation. It includes relevant updates of church goings-ons and often reiterates announcements made in Sunday services.

Examples of valuable Tuesday Memo content include:

- Joys and Concerns
- Reminders for 5-cents a Meal, communion, etc.
- Church events
- Member highlights and images (blessing box restock, graduate recognition, etc.)

Parameters of Tuesday Memo content:

- Length should not exceed 75 words
- Accompanying images are permitted
- Contributions must be submitted to [chelsea@getvie.com](mailto:chelsea@getvie.com) no later than the Monday prior to the memo release, by 5:30 pm

Please note:

- Contributions that exceed 100 words can be published in 2 parts. Part 1 can be a summary in the memo with part 2 published as a long form blog post on the OPC website. We will link Part 2 to the full contribution in the Tuesday memo
- Content may be edited for clarity

# Newsletter Guidelines

OPC publishes a monthly newsletter called OPC Highlights. This is published as a pdf online on the OPC website. A physical copy is printed and available in the narthex of the church each month. It includes relevant updates of church goings-ons and is most effective announcing upcoming events that are planned in advance.

Examples of valuable newsletter content include:

- Yard Sale and Bazaar announcements
- Session highlights
- Pastor letter
- History article

Parameters of Newsletter content (excludes History, Pastor letter, and Session highlights):

- Length should not exceed 150 words
- Contributions must be submitted to [chelsea@getvie.com](mailto:chelsea@getvie.com) no later than the Monday of the week prior to a new month, by 5:30pm.

Please note:

- Chelsea Holt decides the deadline for Newsletter contributions. If you're ever unsure of the date you can find it in the footer of the Tuesday memo each week. Additionally, you are invited to email her directly, [chelsea@getvie.com](mailto:chelsea@getvie.com)

- Accompanying images are not recommended for the physical copy of the newsletter that gets printed. However, it may be included in the online version. It may also be eligible for a blog post. Someone from the media team will verify how your entry will be published shortly after the time of your submission.
- Content may be edited for clarity

## News and Views: the OPC Blog

The OPC News and Views blog is a page on our website used to publish long-form content with longevity. If a Tuesday memo or newsletter contribution exceeds length or breaks guidelines, you may be asked for permission to feature your content on the newsletter.

Examples of valuable newsletter content include:

- History articles
- Sermons
- Letters

Parameters of the blog content:

- There is no cap on length
- Contributions are accepted on a rolling basis
- Accompanying images are accepted

Please note:

- Content may be edited for clarity