

Communicating at PGW Guidelines February 2026 – Updated

To Ministry Leaders:

Thank you for your caring service for the Lord and his Church. We seek to give shape and form to our parish communications to create more consistency and balance across our communication methods. Please follow these Guidelines for submitting announcements to the office. If you need help writing your announcements, then use the Communication Request Form available from the office. (A sample is attached to this document). Our goal is to inform our church members in an efficient and effective manner. We hope this will be to the benefit of all of our ministries and to further God's work here.

The deadline for submissions is not later than Tuesday at Noon for the Wednesday E-News or the Sunday bulletin of that week. Please send submissions to karen@pgwinyah.org.

The E-News – Published every Wednesday

- It is preferable if someone in your ministry will create your layout and add any graphics and/or pictures to highlight your ad/submission.

Or, submit your information to Karen and she will help create the ad for you (but please allow at least a week for this to be completed and returned for your review before it is published..
- You may advertise in the E-News up to three weeks in a row, with two consecutive weeks being preferable. If you make a request to be included for a third week, the ad needs to be refreshed and re-worked to create a fresh look. This will keep the attention of our readers and also increase the likelihood that they read your information.
- The PGW E-News is available for advertising only for the events that are approved by the Clergy, Vestry and/or Staff of PGW. (*Please see the section on page 2 titled “Bulletin Boards and Doorways” for information about making a request to the parish administrator to publicize events for schools, etc.)

The Sunday Bulletin

- PGW may include your E News information in the Sunday bulletin for two weeks or three weeks maximum.
- It would assist us if this information could be written in a more summary fashion from the same E-News ad.

Announcement at Sunday Services

- On a case-by-case basis the clergy, staff or lay reader will make an announcement after the Peace to give special attention regarding a specific event. This needs to be requested to the communications minister or to the rector, preferably no later than Thursday, by noon.

‘Coming-this-Week’ Announcement

- This will be a constant contact (email) sent to remind our church members of parish-wide events that take place this week. This will be the last announcement for the event. You will need to ask for a ‘Coming-this-Week’ email as a separate request. Normally, we will simply utilize the E-News for upcoming events.

E Mail Announcement

- E Mail announcements to specific PGW ministry groups will be directed to Realm and considered on a case-by-case basis.

Special Announcement

- On occasion we will send out information usually from the Rector or Senior Warden regarding an important news item.

Death Announcement

- When the Parish office learns of the death of a member of the church we will send out the information by constant contact (email) immediately. A subsequent announcement will follow as soon as we have confirmed funeral time, location, and perhaps memorial donations.

Bulletin Boards and Doorways*

- PGW will allow the posting of other community events on our bulletin boards, BUT please request permission from the Parish Administrator.

Every ministry at PGW is invited to set up their own email list of participants in order to communicate with their team, committee, small group or ministry. This is an excellent method to send out targeted emails to a specific audience (not a parish-wide audience). Ministry leaders are *strongly encouraged* to set up ministry email list of participants in Realm.

Unanimously approved 3/10/2026 by the PGW Vestry