

Minneapolis Friends Meeting

How to Make Announcements

In the Weekly Bulletin:

The weekly bulletin is the preferred method for letting people know about upcoming events or conveying news to members and attenders of the meeting. The bulletin reaches attenders of both the semi-programmed and the unprogrammed meetings for worship, as well as many people who receive the bulletin by email or read it on the website. There are three ways to get items into the bulletin:

- Phone: Call the office (612-926-6159) and leave a voice message.
- Email: office@minneapolisfriends.org
- Paper: Place your written message in the file labeled "Bulletin" in the blue box on the table in the long hallway.

The deadline for getting items into the bulletin is **noon Thursday**. It is sometimes possible to get last-minute announcements in on Friday, but the bulletin is put together, printed, and emailed on Friday, so it is *much better* to get your announcements into the office by Thursday.

In Semi-Programmed Meeting for Worship:

To avoid keeping people in their seats for a long time after worship has ended, we try to keep announcements at Semi-Programmed Meeting **few** and **brief**. If at all possible, put your announcement in the weekly bulletin. If you *must* make an oral announcement, please inform the meeting closer in advance (before worship begins). Either give the closer your written announcement on paper, or tell the closer that you wish to make your announcement yourself.

In Unprogrammed Meeting for Worship:

At the end of Unprogrammed Meeting for Worship, usually the closer will ask if there are any announcements. People generally appreciate it if announcements are kept fairly short. If possible and appropriate, consider putting your announcement in the weekly bulletin.

All introductions, announcements and other group sharing needs to conclude by 10:10 so that people who are coming for the 10:15 adult program can enter the room and the program can begin promptly.

The MFM Website:

The weekly bulletin is always published on the website. Some items, such as notices about personal health issues, are edited out of the web version for privacy reasons.