

GENERAL GUIDELINES FOR MAILINGS AT ST. JOHN'S

The office staff is willing to assist all ministry teams and committees with mailings.

- If you want the office staff to specially design your mailing, please provide the information 4 – 6 weeks prior to the mail-out date.
- Please provide print-ready information to office 2 weeks prior to mail-out date for general postcards, fliers, etc.
- Mass mailings of 200 or more pieces may require more preparation time and/or use of bulk mail options. Please contact Rachel Cross regarding exact time frame.
- If you want special pre-printed paper, please provide it. Otherwise, cardstock or colored paper is available for black/white printing.
- The office staff will provide the following:
 - * labels
 - * printing
 - * folding
 - * availability of postage machine or stamps
 - * bulk mailing: boxes/paperwork/delivery to post office
- The ministry team needs to provide:
 - * assembling mailing (stuffing envelopes, additional folding, or cutting)
 - * applying postage & labels

General Info about Communications at St. John's

- Messenger deadline – 2nd Thursday of the month; send info to Rachel Cross rbc@stjohnscolumbia.org
- E-pistle deadline – Tuesdays at 5:00 pm; send info to nedbadgett@bellsouth.net
- Bulletin deadline – Tuesdays at 5:00 pm; send info to rbc@stjohnscolumbia.org
- Please review information about your ministry team/area on the web site to confirm accuracy. Please send any update/corrections to nedbadgett@bellsouth.net
- Bulletin Boards – please keep your area neat and updated:
Barr Center: Choir, Youth, Children, Parish News, and Community News
Stairwell Hall: Newcomers and Adult Formation

