

## Krier Submission Guidelines

### Submitting an Article

When submitting items by e-mail, please:

- Use 12-point Arial font
- Use a subject heading of "Krier Submission."
- Send your article to: [churchoffice@kirkofofkildaire.org](mailto:churchoffice@kirkofofkildaire.org)

All articles are due the Monday before the Krier is emailed on Thursday.

Articles can also be left on the church secretary's desk.

Type of submission	Approximate Length	Weeks in Krier
<b>Announcements</b>		
Limited group, routine meetings (e.g. Circles, Committees)	< 50 words	1
Wide appeal, routine meetings (e.g. KirkKroppers, Potlucks, Youth meetings)	< 50 words	2
Wide appeal, non-routine meetings (e.g. Burns Night, Retreats, Youth Trips)	< 50 words	3
Help wanted	< 50 words	3
<b>Articles</b>		
Informative pieces (e.g. Updates on Missions)	< 150 words	1
<b>Prayer Concerns</b>		
Name(s) and reasons (e.g. surgery, grandmother)	< 20 words	Unlimited
<b>Description linking to more info on the Krier web site</b>		
Faith Quest (new rotation notice)	< 25 words	1
Stephen Ministry	< 25 words	1
Music Stand	< 25 words	1

**Formatting: Two examples of announcement formatting:**

\* Habitat for Humanity

The next Kirk work date is April 26. Please contact Jim Farthing no later than April 20 to volunteer.

\* Kirk Men's Canoe Trip

Only two Sundays left to sign up for the Kirk Men's Canoe Trip scheduled for Saturday, May 3. Sign ups will be held in the breezeway off of the Narthex or please contact Rich Woynicz.

**Exceptions to these guidelines**

If you would like to submit an item that requires an exception to these guidelines, please contact the Communications Committee Chair.