Today’s Date:

Use this template to *communicate with the GPC office and Communications ministry* your plans and communication needs. Please fill in each section you need completely – *you must provide all of the content, including start and stop dates for each posting*. If you need to include graphics, please attach separately, and send via email.

**Email your finished article electronically to** [**commform@gpcarlington.org**](mailto:commform@gpcarlington.org)(*note that this will go to the GPC Office, and to the Communications Ministry*), or place the completed form in the Communications Ministry box in the Church Office.

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Ministry (check all that apply):

Administration  Adult Education  Building and Grounds

Children’s Education  Clerk of Session  Communication

E&N  Finance  Mission

Pastoral Care  Pastor  Stewardship

Vision  Worship  Youth

Other:

Submitter’s name (include phone and email address):

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Mid-Week Grace Notes (Deadline every Wednesday at 9:00 a.m.)

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Bulletin (Deadline every Wednesday at noon)

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Worship Service Announcements (Deadline every Wednesday at noon)

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Website

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FaceBook Page

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TV Monitors in the narthex

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GraceVine (Deadline 15th of each month)