

Communications

in the Diocese of Southwell & Nottingham



Diocese of Southwell & Nottingham

Information Sheet

Publication dates and deadlines:

C Magazine:

Printed and delivered by 1st March; 1st June; 1st September and 1st December
Copy and photo deadlines for contributors in 2011:

March issue: 21st January;
June issue: 21st April;
September issue: 22nd July;
December issue: 21st October;

Please remember major items for inclusion should be discussed with the editor in advance.

Nifty Notes: (and the Diocesan mailing to clergy)

Printed and posted or available as a download on first day of each month. It is also available for use electronically by magazine editors and anyone producing monthly publicity in the middle of each month. Copy deadlines: **12th of each month** – late items depend on space – contact Nicola Marsh by phone: 01636 817219 or email:

nicola@southwell.anglican.org

Clergy monthly mailing:

The mailing is available to download from a shared file area on the internet around the 1st of each month. A reminder email is sent out to let everyone know it is ready for collection. This new way of picking up the mailing will overcome the difficulties many have had in receiving large files through email. The web address is:

<http://southwelldiocese.tripod.com/>

Weekly Up-date

A weekly Update is sent to all clergy on email and the Church Communicator network with important information and reminders in text form only. This is available to any church member to receive via email, if they request it and will not include attachments. It is sent out each Friday around lunchtime.

Website & Email:

The Diocesan website has a range of information about the diocese – churches, schools, people and resources – take a look at: www.southwell.anglican.org Make sure your church website is listed there if you have one.

Media Contact:

Please inform the Director of Communications, Rachel Farmer, if you or your church are involved with the media, also copy your press releases to the Communications Office. Rachel can be contacted in a media crisis out of hours mobile 0771 2196381.