

Trinity Topics

The official monthly communication from Trinity Episcopal, Trinity Topics serves the parish by sharing relevant and timely information that affects their lives in relation to their spirituality. It's mission is four-pronged:

- To inform the parish of the current liturgy and its meaning
- To tell the stories of our parish, its parishioners, and its staff as they fulfill the mission of the church
- To encourage involvement in spiritual formation at Trinity
- To encourage involvement in Trinity activities by donating time, money, or activities

Trinity Topics is not a republication of announcements. Rather, it attempts to tell the stories behind the announcements, the who's, what's, where's, when's, and why's.

Editorial information includes:

- Article from the Rector (always page 1)
- News stories and photos regarding recent events hosted or sponsored by Trinity Episcopal Church
- News stories and photos promoting upcoming events
- News from our Diocese, ECUSA, and the Anglican Communion
- Stories about our parishioners as they serve in a variety of ministries to fulfill the goals of the church.

Audience:

- Current parishioners;
- Former parishioners
- friends of Trinity Episcopal Church

Production notes:

- Publication: printed and circulated at the beginning of each month; distributed to target audience
- Content gathered by Parish Administrator, Edited by Georgia Parham, Designed by Mikki Anderson
- Printed (photocopied) Monthly publication, mailed to entire Trinity mailing list
- Deadline is 3rd Monday of the month. Information to Janet Brinkworth.

Trinity Notes

Electronic; distributed weekly to everyone who has given e-mail permission

Audience:

- Current parishioners
- Former parishioners
- Friends of Trinity

Editorial mission:

Trinity notes follows up on *Topics* by keeping parishioners and friends informed of upcoming events and service opportunities. It offers a headline, date, and time, and points readers to the Web site for more specific information.

Production notes:

Notes is offered weekly and is put together in MailChimp.

Sunday Bulletin

Printed; distributed at all regular services

1. Liturgy
2. Announcements. Announcements are short bullet points that announce upcoming Trinity Episcopal Church events. External events are rarely printed in the Bulletin, though they are

published to the Community Bulletin Board on the Trinity Web site when requested by parishioners.

3. Deadline: Thursdays at Noon to Janet