

Content Submission Guidelines (10/3/2012)

The Shared Ministry E-News is an electronic newsletter for members of Trinity Episcopal Church, Hampton and Christ Episcopal Church, Portsmouth. It is published weekly on Thursdays. We welcome submissions that have a connection to the ministry of these churches. Inclusion of submissions is at the discretion of Reverend Kathleen.

Please email submissions to porthamp@gmail.com or mail to the office at Trinity Church, 200 High St, Hampton, NH 03842 or Christ Church, 1035 Lafayette Rd, Portsmouth, NH 03801. The deadline to send a submission is Wednesday at noon.

Entries should be formatted as follows:

- **Headline**
- **Paragraph (optional):** 100 words maximum (what and why)
- **When:** day, date, time
- **Where:** name of place, website address, street address, city
- **Cost (if any):** dollar amount *example: \$10 or A free will offering*
- **Contact:** name, email address and/or phone number
- **Link:** *example: website address*
- **Image (optional):** Attach an image in .jpg, .png or .gif format
- **Video (optional):** Include link to YouTube, Vimeo, Blip TV, or Goldmail Video.

Also, please indicate if you would like this content included in our other church communication vehicles:

Trinity Church

- Website <http://www.trinityhampton.org/>
- Facebook <http://www.facebook.com/pages/Trinity-Church-Hamptons-Episcopal-Church>
- Sunday Bulletin

Christ Church

- Website <http://christepiscopalchurch.us/welcome.html>
- Facebook <http://www.facebook.com/ChristPortsNH>
- Sunday Bulletin