

Operational Deadline

Communication Platforms	Deadline	Final Deadline
Bulletin	Monday/2 Weeks Prior to Service	Tuesday By Noon
Bulletin Board	Tuesday/2 Weeks Prior to Service	Tuesday By Noon
Ministry Scheduler Pro Availability Updates	2nd week of month (every 2 months)	Monday before schedule commences (June 19, Aug 21, Oct 23, Dec 18)
Music	Monday/2 Weeks Prior to Service	Thursday at 2pm
Newsletter	Monday/2 Weeks Prior to Service	Tuesday By Noon
Other Session Reports/Minutes	1 week after meeting	2 weeks after meeting
Pastoral Announcements	1 week before Sunday	Staff meeting before Sunday
Prayer Chain	Thursday at 2pm	Thursday at 2pm
Rotators	Tuesday/2 Weeks Prior to Service	Tuesday By Noon
Session Meeting Agenda (Clerk of Session)	Tuesday before meeting	Wednesday before meeting
Session Meeting Minutes (Clerk of Session)	1 week after meeting	2 weeks after meeting
Session Reports (Committee Meeting Minutes, Staff, Finance)	2 days after committee meeting/ 1 week prior to Session Meeting	Tuesday By Noon
Special Session Meeting Minutes (Clerk of Session)	1 week after meeting	2 weeks after meeting
Website	Tuesday/2 Weeks Prior to Service	Tuesday By Noon