

Guidelines for bulletin announcements:

Requests for bulletin announcements must be in to the office by 9:00 a.m. Friday morning to be considered for inclusion in the coming Sunday's bulletin.

Requests can be submitted to the office as follows:

- BEST WAY – fill out a request form (found on the oak shelves in the Welcome Center) and submit it to the office. Please remember that the office is closed on Sunday Mornings. So if you want to submit a request at that time, it's best to write it down and put it in Kim's mailbox.
- Call 330-385-4673 during office hours and speak with Kim.
- Call the office and leave a message on Kim's voicemail, ext 23

Inclusion of announcements will depend upon the following criteria

- Space available in the current bulletin
- Priority of announcement item

The bulletin is not the place for:

- Listing your small group meeting
- Advertising products or services

Normal HCF Office hours are:

9 a.m. to 3 p.m.

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