

Diocese of Southwell & Nottingham - Parish Communications Plan 2022				
	Weekly Comms Update	Facebook	Twitter	Instagram
Where to find	Sent via Mailchimp to subscribers	https://www.facebook.com/SouthwellandNottingham	https://twitter.com/diocswellnott	https://www.instagram.com/diocesesouthwellnottingham/
What's it for?	Events - training, external partners etc.	Celebrate occasions, achievements, and good news stories	Sharing parish news - RT's and tags	Relies on images and video + short caption
	Prayer Diary	Stories for anyone who lives within the diocese	News & events	Visual gallery for news, events, and occasions
	Vacancies			
When is it published?	Issued - Friday each week	Daily as required	Daily as required	Daily as required
How to use it	Articles may be shortened notices with links to other webpages for further information	Stories and good news can be shared here, especially when the topic might inspire other parishes.	For diocese to share a parish story from their Twitter feed - Tag @diocswellnott	For diocese to share a parish post on stories - Tag @diocesesouthwellnottingham
	Submit vacancies - via form, contact archdeacons@southwell.anglican.org			
	Please submit all information by email comms@southwell.anglican.org			
Deadlines	Copy deadline - end of Wednesday each week	Close of day for following day	Midday for same day	Close of day for following day
Copy Guidance	Short snippet - 50 words max	Short paras - 2 max - guide 100 words	Max 280 characters	Short snippet - 50 words max
Image guidance	Ideally high resolution, no blurs, depicts the news story well, with appropriate safeguarding checks carried out.			
Please note - due to ongoing restrictions in our working locations we are no longer able to regularly access our post. We advise parishes to remove the Comms Team from their postal circulation lists.				