



**Metropolitan Chicago Synod**  
Evangelical Lutheran Church in America  
1420 W. Dickens Ave.  
Chicago, IL 60614  
773-248-0021  
[www.mtselca.org](http://www.mtselca.org)

## **Electronic Newsletter - *Metro e-Word***

(Policy updated April 19, 2005)

This document reflects the standards for the Metropolitan Chicago Synod's electronic newsletter as expressed by the Metropolitan Chicago Synod of the Evangelical Lutheran Church in America (ELCA). The policy is subject to change as technology evolves.

**Purpose:** The purpose of the synod's electronic newsletter (*Metro e-Word*) is to provide accurate, timely information about the synod, and the denominational (churchwide) interests of the Evangelical Lutheran Church in America.

The goal of Metro e-Word is to support the mission of the Metropolitan Chicago Synod - "In Jesus' Name \* Proclaim the Gospel \* Make Disciples \* Do Justice." The goal will be achieved by sharing:

1. Information about the Lutheran faith and the Evangelical Lutheran Church in America; its mission; and its ministry.
2. Publicity for special events:
  - a. Synod events
  - b. ELCA events
  - c. Ecumenical events
  - d. Partner ministry events
3. General resources that are specific to our mission and faith, i.e. links, documents, et cetera.
  - a. Synod resources
  - b. Region 5 resources
  - c. ELCA resources
  - d. Ecumenical resources
  - e. Partner ministry resources
4. Resources to our congregational leaders (rostered leaders, congregational presidents, congregational treasurers, youth leaders, et cetera) that will aid them in their work

**Information in Metro e-Word:** Information to be placed in Metro e-Word will be reviewed by the person responsible for synod communications, and members of the communications team. Information of a specific nature, such as youth materials, evangelism information, stewardship information, et cetera, will also be reviewed by the associate to the bishop responsible for relating to that specific area of ministry. This review is to ensure accuracy, focus on mission, and consistency.

**Attachments:** Metro e-Word does not include attachments. Links to appropriate materials will be included.

**Employment listings:** Metro e-Word does not include employment listings.

**Congregation Events:** In order to decrease download time, and improve readability, congregational events will not be included.

**Official Grammar and Style Guidelines:** The synod refers to the most current editions of *Merriam Webster's Collegiate Dictionary*, and *The Chicago Manual of Style*. For church style guidelines, information produced by the Office of the Secretary, ELCA, will also be consulted.