



Metropolitan Chicago Synod

Evangelical Lutheran Church in America
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Synod Publications

(Updated December 14, 2005)

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

Publications: There are two printed publication pieces produced by the Metropolitan Chicago Synod.

1. *MetroWord*—a monthly publication for all synod rostered leaders, lay leaders, partner organizations, and ecumenical partners.
2. *The Lutheran Supplement*—an insert in the monthly ELCA publication. Currently this is published six times a year.

There is also a weekly e-mail, *Metro e-Word*, that is sent to rostered leaders and congregations on (usually) Wednesday of each week when there is sufficient information to warrant an e-mail.

Purpose: The purpose of these publications is to lift up the mission of the synod, synod teams, synod congregations and synod partner organizations as well as the ELCA. These publications provide information about activities, resources, et cetera, with the synod congregations, rostered leaders, and lay leaders. The publications:

1. Publicize events that will inform, teach or provide tools – including:
 - a. Synod events
 - b. ELCA events
 - c. Congregational events
 - d. Ecumenical events
 - e. Partner ministry events
2. Offer general resources that are specific to our mission and faith, i.e. links, documents
 - a. Synod resources

- b. Region 5 resources
 - c. ELCA resources
 - d. Congregational resources
 - e. Ecumenical resources
 - f. Partner ministry resources
3. Share articles that promote specific ministries, i.e. youth, justice, et cetera.
 4. Provide congregations and partner organizations the ability to advertise for specific needs.

Because of privacy issues, prayer concerns and prayer requests will not be included in synod publications. Information about the death of individual pastors or leaders will not be printed, except in “**Metropolitan Chicago Synod Directory Changes.**”

Submitting Information for Publication: All information needs to be submitted in writing (e-mail, mail, or fax) to the person responsible for communications by the publication deadline. The deadlines are listed in the newsletters as well as on the synod Web page. It is up to the newsletter editor to determine priority and editorial content. All submissions will be edited for content, accuracy, and consistency.

Inserts: Requests for inserts to be placed in the newsletter may be submitted by partner institutions, or teams of the synod. It is up to the person responsible for communications, in consultation with the staff person relating to the team or ministry area, to determine whether a request for an insert will be honored. Non-partner institutions, if approved, will be charged a copying and postage fee to offset the additional cost of the insert.

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. In addition, the *Franklin-Covey Style Guide* may also be used as a reference.