

WHAT THE RECORDER DOES NOT PRINT:

- Parent / Child Dedication photos and information. This decision was made to protect families, as this information is posted on the internet
- Wedding notices
- Engagement announcements

THINGS TO AVOID

Captions that do not identify people

Using Mrs. and Mrs. instead of the couple's names

Too many exclamation marks

Use of "&"

Use of acronyms. If they are important to the story, make sure you spell out in full what it represents ie: EMMC – Evangelical Mennonite Mission Conference. The acronym may be used later in the story.

FREQUENCY OF REPORTS

Two to three reports per year are welcome. You can submit reports and photos by email to recorder@emmc.ca

SPELLING

Please ensure the names of people, businesses and places are spelled correctly: Dueck, Dyck, Heppner, Hoepfner. Spelling names correctly is critical.

THE ROLE OF THE REPORTER

Help the family of EMMC churches stay connected and learn about each other by providing insight to the life of your congregation. Issues of *The Recorder* are kept in the archives providing historical record of the ministries and activities of congregations. Good details of events are very helpful for others who may want to research information for celebrations and special occasions. By capturing the story of your congregation, you are helping preserve history for future generations.

WHEN A NEW REPORTER TAKES OVER

Advise *The Recorder* of the change of contact information. Encourage the new reporter, and pass on your wisdom from your reporting experience.

YOUR MINISTRY IS APPRECIATED

As you share of the events in the life of your congregation, others are encouraged and can pray with you and share your joy. Together we tell the story of this family of churches and God's faithfulness.

IF YOU HAVE QUESTIONS ...

Reach out to Lil Goertzen, editor at recorder@emmc.ca and she will be happy to assist you!

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Evangelical Mennonite Mission Conference
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the RECORDER



Guidelines for reporters



WHAT IS THE RECORDER?

The Recorder is the bi-monthly publication of the Evangelical Mennonite Mission Conference (EMMC). *The Recorder* is made available free of charge to all those who attend EMMC churches, or request to be included on the mailing list. The entire issue of *The Recorder* is also posted on the EMMC website at www.emmc.ca and can be downloaded. Readers beyond EMMC have access to the website and will read the information.

WHAT IS NEWS?

- Annual meetings and important decisions made at those meetings
- Baptisms
- Building construction
- Camps, youth camp, family camp, etc.
- Children's clubs and ministries
- Christian service / ministry workers
- Church dedication
- Community outreach / ministries
- Conferences
- Deacon / Elder commissioning
- Men's ministries
- New members
- Ordination / commissioning
- Pastoral changes
- Special services / concerts / events
- Testimonies
- Vacation Bible School
- Weekend retreats
- Women's activities
- Youth activities

If you are not sure, contact us at recorder@emmc.ca for directives.

ORGANIZING THE NEWS

Place the important news first. The W's are a good guideline: **Who, What, When, Where, Why** and sometimes **How**.

WHAT TO INCLUDE WHEN SUBMITTING INFO

Who wrote the article
Which church is represented
Identify people in the photos or the activity taking place
Who took the photo, or where it originates
Don't worry about formatting - all that is looked after by the designer. The information is what we need from you.

PHOTOS AND CAPTIONS

Color photos are fine. Do not send photos that are unclear or have people's eyes closed. Photos should be high resolution, and sent as an attachment. Captions should list people in order they appear, left to right. One or two photos are adequate.

WHAT KIND OF PERMISSION IS REQUIRED FOR PHOTOS?

When submitting photos of baptism and / or membership, it is important to advise the individuals in the photo that it is being submitted for use in *The Recorder*, which appears in print as well as on-line. If individuals in the photo **do not** want it used in this manner, either (a) don't submit the photo; (b) submit the photo with the request to blur the face of the individual(s).

WILL ALL THE PHOTOS GO IN?

Unfortunately, we do not guarantee this. We suggest only one or two photos to be sent with each report unless arranged otherwise with the editor.

LENGTH OF ARTICLE

Up to 500 words is best. With the addition of one or two photos, this fills up a page.

WHAT HAPPENS TO THE REPORT AFTER THE RECORDER RECEIVES IT?

It is edited as needed (spelling, tightened, rearranged or title added). In layout, a report might be cut to fit; we might decide between a paragraph and a photo.

WHAT IF A REPORT IS MISSED?

Focus on what is current or important in your congregation. Given the publishing cycle (bi-monthly) the information can be used in the weekly *Praise, Prayer and Pondering* email that is distributed to subscribers.

WHAT ABOUT OBITUARIES?

They are to be under 500 words. If not, please ask the family to shorten it. To avoid disappointment and hurt feelings, we prefer the family do it. A link to the full obituary on the funeral home site can be included if available. A clear photo is needed. There is no charge.