



THE WIND  
BLOWS  
WHEREVER IT  
PLEASES.  
YOU HEAR  
ITS SOUND,  
BUT YOU  
CANNOT  
TELL WHERE  
IT COMES  
FROM OR  
WHERE IT IS  
GOING. SO  
IT IS WITH  
EVERYONE  
BORN OF  
THE SPIRIT.

JOHN 3:8



**CALVARY**  
UNITED METHODIST CHURCH

SUNDAY, MARCH 5, 2023

# WELCOME TO CALVARY

YOU ARE GOD'S  
BELOVED,  
AND YOU ARE  
WELCOME HERE.

**PASTOR  
SHANE SICILIANO**



## **Our Welcome Statement**

Calvary United Methodist Church believes that all means all. We open our hearts, our minds and our doors to all our neighbors. We gladly invite into our shared life all persons who seek a community of support where they can grow in God's grace. Regardless of your race, ethnicity, gender identity, sexual orientation, age, ability, relationship status, or background – ***you are God's beloved, and you are welcome here.***

## **Welcome to Calvary!**

If you are a first time guest, thank you for visiting Calvary! We would invite you to check out our Welcome Tables for more information about who we are. We would also ask you to fill out a "GET CONNECTED" card in the back of the pews so we can get to know you. If you are in need of a large print bible or hymnal, please see any greeter for help.

## **Families with Babies or Young Children**

Families with babies or young children? We have a family area in the sanctuary with rocking chairs and toys so your family can participate in the service.

## **How Do I Get Involved?**

There are many ways you can become involved at Calvary United Methodist Church. If you have been promising yourself to join a small group experience for not just a continuing learning opportunity but also to meet new friends, please fill out a "Get Involved" card in the back of the pews. You can also email [CalvaryPgh@gmail.com](mailto:CalvaryPgh@gmail.com) or visit our website at [CalvaryPgh.com](http://CalvaryPgh.com) for information about the many ministries available. If you are ready to serve or just want to connect and grow, there are plenty of opportunities for you to use your gifts and talents.

# PRAYER CONCERNS



DO NOT BE ANXIOUS ABOUT ANYTHING,  
BUT IN EVERYTHING, BY PRAYER  
AND PETITION, WITH THANKSGIVING,  
PRESENT YOUR REQUESTS TO GOD.

PHILIPPIANS 4:6

## Immediate Needs

Family of Fran Frank (Karen Ferguson's gram)  
Tom Smart (friend of Anne Christianson)  
Rev. Tom Funk  
Mary Callison  
Chris Griffin  
Jenalee Morris  
Father of Liz Martinez  
Tricia Magee (friend of Larry & Pam Hopkins)  
Roy Ziegler (friend of Venus)  
Lori McDonough (relative of Venus)  
Friend of Mark Snyder  
Sheila Shimko (mother of Sheila Hill)  
Chuck (Eliyana Bogdewic's great uncle)

## Ongoing Prayer Concerns

Martha Helmreich  
Christine Thomas  
Paul Brucker  
Joan Sturtz  
Randy & Danny  
Dan Souza  
Tom Smith

## How Can We Pray For You?

If you have a prayer request or a joy that you would like to be lifted up, you can either fill out the "PRAYER REQUEST" card in the back of the pews and place it in the offering plate or contact the church office directly at 412-231-2007.

You can also complete the new "Prayer Request Form" on the Calvary website at [calvaryph.com/contact/prayer-request.php](http://calvaryph.com/contact/prayer-request.php). The information on this form goes directly to the clergy of Calvary UMC. We treat these concerns in a private and confidential manner (unless otherwise directed), respecting the privacy of individuals as the requestor directs us.

PLEASE NOTE — Prayer concerns will be published for 4 weeks unless otherwise instructed.

# LENT 2023

## WORSHIP SCHEDULE



### **Palm/Passion Sunday Worship Service**

**Date & Time:** Sunday, April 2 at 11:00am

**Location:** Calvary UMC Sanctuary

**Description:** We will start with palms, celebrating Jesus' triumphal entry into Jerusalem, remembering the joy and expectation that swept the city. We then walk through the events of Holy Week together on the way to Easter. This year we will end with a dramatic reading of the Passion of our Lord Jesus Christ, taken word for word from the Gospel of Luke.

### **Maundy Thursday Worship Service**

**Date & Time:** Thursday, April 6 at 7:00pm

**Location:** Calvary UMC Sanctuary

**Description:** Come and remember together the last supper gathering of Jesus and his disciples, when he gave them the command, "Love one another as I have loved you." This reflective service, including Holy Communion, is co-hosted by Salem United Methodist Church.

### **Good Friday Worship Service**

**Date & Time:** Friday, April 7 at 7:00pm

**Location:** Salem United Methodist Church (350 Manor Road, Wexford, PA 15090)

**Description:** Worship with the congregation at Salem United Methodist Church. Join us as Calvary and Salem United Methodist Churches gather to remember Christ's crucifixion - the ultimate expression of God's love and forgiveness as he extends new life and a new living relationship with him to every person.

### **Easter Sunrise Worship Service**

**Date & Time:** Sunday, April 9 at 7:00am

**Location:** West End Overlook (Marlow St, Pittsburgh, PA 15205)

**Description:** A community tradition, we greet the dawn and celebrate Easter over one of the most spectacular views of the city of Pittsburgh! Emanuel United Methodist Church led this Easter celebration for decades. Since our congregations united in 2017, our members are happy and thankful to continue this meaningful, inspirational tradition.

### **Easter Celebration Worship Service**

**Date & Time:** Sunday, April 9 at 11:00am

**Location:** Calvary UMC Sanctuary

**Description:** Join us in our triumphal celebration of Christ's resurrection! Special music leads a traditional Easter service, featuring Calvary's Festival Choir, South Hills Brass, and other musical guests. Parking attendants will be available. After a Holy Lent, we announce "Christ is risen! The Lord is risen indeed!" and joyfully sing "Christ the Lord is Risen Today!"

## ANNOUNCEMENTS

### **Calvary's Shepherd Ministry — A Message from Budd Wagner**

This a new ministry made up of our Laity. Our first meeting will be held after fellowship on Sunday, March 26th from 12:30-1:30pm. Remember that we have been Blessed to be a Blessing to those both in the flock at Calvary and others, to use our gifts of care and compassion to reach out to those members of our flock whom we have missed at worship, or at bible studies, or congregational events, to reach out and reconnect with them. You are not just for our flock but also for others who feel as though no one cares for them or feel left out. Perhaps your gift is to care enough for those who feel forgotten, rejected, broken, or they believe God does not care about them. You have been gifted. God has blessed us with many gifts so that we might be a blessing to others. Pray and listen to what God is calling you to do, then do it.

### **Easter Flower Dedications**

Easter flowers are now on sale to dedicate and decorate the alter beginning Palm Sunday. Please see the back cover of today's bulletin for the order form and additional details. The cost is \$10 each and the deadline to order flowers is Sunday, March 26th.

### **Calvary United Methodist Women in Faith — Plant Sale**

Our Annual Plant Sale is in full bloom now through April 17th. The plants will arrive in time for Mother's Day — in time to order for mom and for your garden! The plants can be picked up on either Thursday, May 11 or Friday, May 12 from 1:00-6:00pm. Flyers are available now at the Welcome Tables. Contact Linda Ehrlich at [laehrlich927@aol.com](mailto:laehrlich927@aol.com) with any questions.

## UPCOMING EVENTS

### **Northview Heights Food Distribution**

**Date & Time:** Saturday, March 11 at 8:45am

**Location:** Northview Heights High Rise, 533 Mt Pleasant Rd, Pittsburgh, PA 15214

**Description:** The first food distribution in Northview Heights went very well, thanks to several choir members and their families. Because it was so successful and the volunteers felt needed and appreciated, three more Saturday distribution dates have been chosen for Calvary: March 11th, April 22nd, and May 20th. Six volunteers are needed for each Saturday. If you are interested, please sign up on the bulletin board in the chapel.

### **United Women in Faith Meeting**

**Date & Time:** Saturday, March 11 from 9:30-11:30am

**Location:** Calvary UMC Chapel

**Description:** All women are invited and encouraged to attend the next meeting of United Women in Faith to be held on Saturday, March 11 beginning at 9:30 am with continental breakfast. We will welcome the Pittsburgh District officers of UWF who will share with us about the changes in our organization. We will also have discussion about the Plant Sale and other events on our calendar. Please join us to learn more about this worldwide organization for women, children and youth.

### **Easter Egg Hunt & Ice Cream Social — A Children's Ministry Event**

**Date & Time:** Sunday, March 12 from 12:00-2:00pm

**Location:** Calvary UMC Chapel, Sanctuary, and Fellowship Hall

**Description:** Join us for our Easter Egg Hunt and an Ice Cream Social! What's more enjoyable than Easter fun AND ice cream! Join your church family following morning worship.

### **Church Council Meeting**

**Date & Time:** Thursday, March 16 from 6:30-8:00pm

**Location:** Calvary UMC Chapel

### **Calvary's Safety Task Force**

**Date & Time:** Sunday, March 19 from 12:30-1:30pm

**Location:** Calvary UMC Sanctuary

**Description:** On March 19, 2023, Calvary's Safety Task Force is inviting all interested members after the worship fellowship to gather in the Sanctuary to meet Terry Berringer. Terry is Founder and Consultant of "Church Emergency", and will be dealing with safety of the members of Calvary. He will share ways to protect members from assaults from the outside, and what to do should there be medical issues which would benefit having an AED and other aids in case of health issues. Please contact Budd Wagner if you have any questions.

## UPCOMING EVENTS, CONT...

### **AHPS Tiffany Concert Series — The Pittsburgh Youth Symphony Orchestra**

**Date & Time:** Sunday, March 19 at 4:00pm

**Location:** Calvary UMC Sanctuary

**Description:** Announcing the fourth concert of the Tiffany Concert Series presented by The Allegheny Historical Preservation Society. All proceeds will go toward the Calvary UMC Pew Restoration Project. The concert features members of the Pittsburgh Youth Symphony Orchestra string section performing solos, chamber music, divertimenti, and larger works. Don't miss this opportunity to witness the exceptional talent of these musicians and the next generation of performing artists!. Visit <https://ahps-pqh.org/> for further information.

### **Fellowship Dinner — A Message from Nancy Richards**

**Date & Time:** Sunday, March 19 at 6:00pm

**Location:** Fabled Table (1400 Buena Vista St, Pittsburgh, PA 15212)

**Description:** After the Youth Symphony concert on March 19th, a fellowship dinner is being planned at "Fabled Table!" Would you like to join us? The cost is \$25 each and we'll need at least 25 participants. A sign-up sheet is in the Chapel. Invite your friends, and have a chance to visit and enjoy having Lisa Ferguson cook for us! Any questions? See Nancy Richards or call her at 724-776-7976.

### **Calvary's Shepherd Ministry — A Message from Budd Wagner**

**Date & Time:** Sunday, March 26 from 12:30-1:30pm

**Location:** Calvary UMC Sanctuary

**Description:** This a new ministry made up of our Laity. Remember that we have been Blessed to be a Blessing to those both in the flock at Calvary and others, to use our gifts of care and compassion to reach out to those members of our flock whom we have missed at worship, or at bible studies, or congregational events, to reach out and reconnect with them. You are not just for our flock but also for others who feel as though no one cares for them or feel left out. Perhaps your gift is to care enough for those who feel forgotten, rejected, broken, or they believe God does not care about them. You have been gifted. God has blessed us with many gifts so that we might be a blessing to others. Pray and listen to what God is calling you to do, then do it.

### **Potluck & Game Night — A Children's Ministry Event**

**Date & Time:** Saturday, April 15 from 6:00-8:00pm

**Location:** Calvary UMC Fellowship Hall

**Description:** Come join us for a family potluck and game night. We will provide the desserts and salad. We are asking that everyone bring a dish to share.

### **Vacation Bible School (VBS) 2023 — A Children's Ministry Event**

**Date / Time:** Sunday, June 25 thru Thursday, June 29

**Location:** Calvary UMC

**Description:** Sunday will be 1:00-3:00pm and the rest of the week will be 6:00-8:30pm.

# ORDER OF WORSHIP

## Prelude

## Welcome

**Call to Worship** †\* . . . . . Liturgist— Joanie Bova

Leader: What is it like to begin again?

All: **It is like flowers in the spring that push through frozen ground. It is like babies learning to walk, one clumsy step at a time.**

Leader: It is like Nicodemus in the night, asking Jesus for guidance. It is like a Sunday morning, starting our week anew.

All: **May we find God in our seeking. May we learn as we go. May we be brave enough to begin again.**

Leader: Let us worship the God of new beginnings.

**Opening Hymn** †\* . . . . . “Hymn of Promise” — #707 UMH

## Opening Prayer †\*

**God of new life, you call us into unknown places, and we bury our heads in the sand. You promise all the stars in the sky, and we doubt it can be true. You speak of new life in the Spirit, and we tell ourselves we’ve missed our chance. Over and over and over again, you invite us closer to you. Show us the way. Give us the courage to begin again with you. Amen.**

## Community Greetings †

## Children’s Message

## Prayer Concerns

## Pastoral Prayer

## Anthem

**Old Testament Lesson** \* . . . . . Psalm 121 NRSV

1 I lift up my eyes to the hills—from where will my help come? 2 My help comes from the Lord, who made heaven and earth. 3 He will not let your foot be moved; he who keeps you will not slumber. 4 He who keeps Israel will neither slumber nor sleep. 5 The Lord is your keeper; the Lord is your shade at your right hand. 6 The sun shall not strike you by day nor the moon by night. 7 The Lord will keep you from all evil; he will keep your life. 8 The Lord will keep your going out and your coming in from this time on and forevermore.

**Gospel** †\* . . . . . John 3: 1-17 NRSV

1 Now there was a Pharisee named Nicodemus, a leader of the Jews. 2 He came to Jesus by night and said to him, “Rabbi, we know that you are a teacher who has come from God, for no one can do these signs that you do unless God is with that person.” 3 Jesus answered him, “Very truly, I tell you, no one can see the kingdom of God without being born from



## ORDER OF WORSHIP, CONT...

above.” 4 Nicodemus said to him, “How can anyone be born after having grown old? Can one enter a second time into the mother’s womb and be born?” 5 Jesus answered, “Very truly, I tell you, no one can enter the kingdom of God without being born of water and Spirit. 6 What is born of the flesh is flesh, and what is born of the Spirit is spirit. 7 Do not be astonished that I said to you, ‘You must be born from above.’ 8 The wind blows where it chooses, and you hear the sound of it, but you do not know where it comes from or where it goes. So it is with everyone who is born of the Spirit.” 9 Nicodemus said to him, “How can these things be?” 10 Jesus answered him, “Are you the teacher of Israel, and yet you do not understand these things? 11 “Very truly, I tell you, we speak of what we know and testify to what we have seen, yet you do not receive our testimony. 12 If I have told you about earthly things and you do not believe, how can you believe if I tell you about heavenly things? 13 No one has ascended into heaven except the one who descended from heaven, the Son of Man. 14 And just as Moses lifted up the serpent in the wilderness, so must the Son of Man be lifted up, 15 that whoever believes in him may have eternal life. 16 “For God so loved the world that he gave his only Son, so that everyone who believes in him may not perish but may have eternal life. 17 “Indeed, God did not send the Son into the world to condemn the world but in order that the world might be saved through him.

Leader: The word of God, written by the people of God, for the people of God.

All: **Thanks be to God.**

**Sermon** . . . . . “The Spirit’s Mysterious Freedom” — Rev. Beth Nelson

**Hymn of Preparation** \* . . . . . “Let Us Break Bread Together” — #618 UMH

### **An Invitation to Holy Communion**

#### **Confession and Pardon** \*

Leader: Let us test and examine our ways and return to the Lord! If we say we have no sin, we deceive ourselves and the truth is not in us. If we confess our sins, he is faithful and just, and will forgive our sins and cleanse us from all wrongdoing. In this confidence, let us confess before God and one another.

All: **Holy and merciful God, we confess with shame those times when we have failed to be your faithful people, when we have made a show of our religion, when we have judged others and been blind to our own sins, when our words have been substitutes for justice and kindness, when times of testing have come and we were weak. Forgive us, we pray, and by the power of your Spirit make us strong for all that is to come, through Jesus Christ our Lord. Amen.**

Leader: Hear the good news: Christ himself is the means by which our sins are forgiven. In the name of Jesus Christ, you are forgiven!

All: **In the name of Jesus Christ, you are forgiven! Glory to God. Amen.**

*Order of Worship continued on following page.*

*† Please stand as you are able / \* Words on screen / Bold text is unison*

## ORDER OF WORSHIP, CONT...

### The Great Thanksgiving \*

Leader: The Lord is with you.

All: **And also with you.**

Leader: Lift up your hearts.

All: **We lift them up to the Lord.**

Leader: Let us give thanks to the Lord our God.

All: **It is right to give hem thanks and praise.**

Leader: God, our Creator, in this Lenten season we give you thanks and praise. You created all that is and called it good. You breathed into us the breath of life and formed us in your own image, to love and to be loved. When we were tempted, and our love failed, your love was steadfast. You set us free from slavery and made us your people. Through Moses and the prophets you showed us the way of life. Therefore, join the whole of your family, in heaven and earth, forever praising you and saying:

All: **Holy, holy, holy Lord, God of power and might, heaven and earth are full of your glory. Hosanna in the highest. Blessed is he who comes in the name of the Lord. Hosanna in the highest!**

Leader: We thank you, Creator, that when you sent your Son to save us he was tempted in every way that we are, ate with sinners, and in his suffering and death took upon himself the consequences of our sin. By his life he broke the power of sin, by his death he conquered death, and by his resurrection he gave us eternal life. On the night his disciples betrayed and deserted him he took bread, gave it to his disciples, and said: "Take, eat, this is my body which is given for you." When supper was over, he took the cup, gave thanks, gave it to his disciples, and said: "Drink from this, all of you; this is my blood, which seals God's promise, poured out for you and many, for the forgiveness of sins." When we eat this bread and drink from this cup we experience anew the presence of Christ and look forward to his coming in final victory:

All: **Christ has died, Christ is risen, Christ will come again.**

Leader: Our Creator, send your Spirit on us and on these gifts of bread and wine, that the sharing of this bread may be a participation in the body of the living Christ, and the sharing of this cup a participation in his blood.

All: **Through him, with him, and in him, in the unity of the Holy Spirit, all glory and honor is yours, almighty Creator, for ever and ever. Amen.**

### The Lord's Prayer \* . . . . . #895 UMH

**Our Father, who art in heaven, hallowed be thy name; thy kingdom come, thy will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. For thine is the kingdom, and the power, and the glory forever. Amen.**

# ORDER OF WORSHIP, CONT...

**The Breaking of the Bread and the Taking of the Cup**

**The Giving of the Bread and the Cup**

*The bread that we share this day is gluten free so all may be welcome and share this holy meal.*

**Words of Community Life and a Call to Give**

**Offering Our Gifts and Tithes**

**Doxology †\*** . . . . . **“When I Survey the Wondrous Cross”**

**Were the whole realm of nature mine, that were an offering far too small:  
love so amazing, so divine, demands my life, my soul, my all.**

**Offering Prayer †**

**Closing Hymn †\*** . . . . . **“Freely, Freely” — #389 UMH**

**Benediction †**

**Postlude †**

***You are invited to join in a time of fellowship in the chapel immediately following worship.  
There are snacks and drinks and lots of conversations! You are most welcome!***

*† Please stand as you are able / \* Words on screen / Bold text is unison*



**CALVARY UMC  
STREAMS  
LIVE**

**SUNDAYS @ 11AM  
ON FACEBOOK**

Calvary United Methodist Church, Pittsburgh

**- online -  
giving**

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# WEEKLY CALENDAR

## SUNDAYS

### Bible Study

**Time / Location:** 10:00-10:45am / Calvary Chapel

**Description:** *"Affirming the Scriptures of an Affirming God"* — How can we respond when people use verses of the Bible as a weapon? We can relearn the weaponized Scriptures in defense of love. We'll be looking at the Scriptures through the lens of welcoming, affirming, and accepting all people. Feel free to bring your Bible, but we also have more Bibles available.

### Choir Rehearsal

**Time / Location:** 10:00-10:45am / Calvary Choir Loft

**Description:** Love Singing? Thinking About Joining The Choir?... Now is the perfect time to give it a try! No audition required! All are welcome!

### Sunday School

**Time / Location:** 10:00-10:45am / Presbytery (Across the street from Calvary)

**Description:** Calvary offers two Sunday School Classes: (1) Ages 3-10, (2) Ages 11-15. Please meet up in the chapel and everyone will walk across the street together.

### Fellowship Following Morning Worship

**Time / Location:** Following Morning Worship / Calvary Chapel

**Description:** Come to the chapel following morning worship for fellowship.

## MONDAYS

### Sleeping Bag Group

**Time / Location:** 6:30pm / Calvary Fellowship Hall

**Description:** The sleeping bags are made from recycled materials, packed with personal items such as toothpaste, shampoo, hats and gloves then distributed to nearby homeless shelters. There is plenty to do. No sewing experience needed. Questions? Please contact Terri Howell at [ttr\\_howell@yahoo.com](mailto:ttr_howell@yahoo.com) or call 412-482-2211 with any questions.

## TUESDAYS

### Exercise Class For All Ages

**Time / Location:** 9:00am / Calvary Chapel

**Description:** The group uses the program "Grow Young Fitness". The program is targeted to "older adults", but great for people of all ages. If you have any questions contact Linda Ehrlich at [laehrlich927@aol.com](mailto:laehrlich927@aol.com).

### Choir Rehearsal

**Time / Location:** 6:00-7:30pm / Calvary Choir Loft

**Description:** Love Singing? Thinking About Joining The Choir?... Now is the perfect time to give it a try! No audition required! All are welcome!

## WEEKLY CALENDAR, CONT...

### TUESDAYS, CONT...

#### **Bible Study**

**Time / Location:** 7:00-8:00pm / Calvary Chapel

**Description:** Calvary UMC and New Destiny CME come together for a regular weekly Bible Study here at Calvary. This Bible Study is led by Rev. Kornelius Neal of New Destiny. Please join us to grow in Scripture and fellowship!

### THURSDAYS

#### **Exercise Class For All Ages**

**Time / Location:** 9:00am / Calvary Chapel

**Description:** The group uses the program "Grow Young Fitness". The program is targeted to "older adults", but great for people of all ages. If you have any questions contact Linda Ehrlich at laehrlich927@aol.com.

#### **Women's Bible Study**

**Time / Location:** 10:00-11:00am / Calvary Parlor

**Description:** Join us for *"Living Right-Side Up in an Upside Down World - A Women's Study on the Beatitudes."* This study for women began on Thursday, February 23 and continues for six weeks. We will take a look at what it means to live out the "Blessed are" statements in our rapidly changing and, at times, challenging world. The curriculum was developed by Kathy Wagner and is taken from "Our Daily Bread" daily devotionals. You are welcome to come for any/all of the sessions as we experiment with this day and time for a study. Linda Ehrlich has copies of the complete curriculum if you would like a copy.

# CALVARY'S FAMILY CORNER

## UPCOMING FREE EVENTS 2023

### EASTER EGG HUNT & ICE CREAM SOCIAL 12 PM - 2 PM

Join us for our Easter Egg Hunt and an Ice Cream Social! What's more enjoyable than Easter fun AND ice cream! Join your church family following morning worship. Bring a friend! Mingle and chat!

**SUN  
MAR  
12**

**SAT  
APR  
15**

### POTLUCK & GAME NIGHT 6 PM - 8 PM

Come join us for a family potluck and game night. We will provide the desserts and salad. We are asking that everyone bring a dish to share.

### VBS 2023

Sunday will be 1:00-3:00pm and the rest of the week will be 6:00-8:30pm. More information to come!

**SUN  
JUN 25 -  
THURS  
JUN 29**

**MORE INFO - MEGAN 412-715-4946 / BRITTANY 412-715-4947**

# NEW COMMUNICATIONS REQUEST FORM

## **A Message from Calvary's Director of Communications, Karen Ferguson**

in the interest of streamlining the communications process at Calvary, a new Communications Request Form has been implemented. If you do not have access to a computer, this form can be found on the Welcome Tables then turned into the church office. This form can also be found on the Calvary website under the Contact section. You can reach this form directly by visiting the following link: <https://calvarypgh.com/contact/comm-request.php>

Moving forward this form must be used by everyone for every communications request at Calvary. This includes Pastor Shane and also church members that are not part of the Church Council. Communication requests include everything that is announced or publicized at Calvary on either print or digital media. This includes, but is not limited to, bulletin announcements, Facebook posts, upcoming events, meetings, church calendar requests, mass emails, etc...

Communications is such a huge umbrella at Calvary and a large amount of time is required to address the multiple requests and needs of our congregation while maintaining the brand that has taken years to cultivate. This form will streamline our communications process. It also puts all of the timelines and requirements in one place so that expectations are managed and understood by myself as well as the person or group making the request. I have details the timelines below.

Please review the form and let me know if you have any questions. Thank you so much for your patience as we work together to improve our communications process at Calvary.

## **Communications Request Guidelines**

**Weekly Bulletin:** Announcements or events for the bulletin must be submitted by noon on Wednesday for inclusion in the following Sunday's bulletin. For announcements that you wish to have run more than once, please include the dates you'd like to have it run. You are responsible for your content.

**Church Calendar:** Fill out the request form indicating it is a Church Calendar request listing all of the details of the request. Church office staff will respond to your request within 48 hours.

**Facebook:** Facebook posts can be submitted at any time. Posts or edits will be made as soon as possible, but there may be up to 24-48 hours between submission and execution, so please provide info as early as possible. You are responsible for your content.

**Website:** Changes, additions, edits, announcements, etc... for the website can be submitted at any time. Website changes will be made as soon as possible, but there may be up to 7 days between submission and execution, so please provide info as early as possible. You are responsible for your content.

**Mass Email:** If you are sending an email to your committee, please have your committee chair send out the email. If you have an email that you want to go to the Calvary Email distribution list, please submit a Communications Request Form.

**PLEASE NOTE:** All submissions are subject to editing, and around major church holidays the timelines may change.



# *Easter Flower Dedications*

## **Easter Flower Dedications — Lilies, Tulips, Hyacinths, and Mums**

**\$10.00 Each | Deadline — Sunday, March 26**

In Memory \_\_\_\_\_

In Memory \_\_\_\_\_

In Memory \_\_\_\_\_

In Memory \_\_\_\_\_

In Memory \_\_\_\_\_

In Honor \_\_\_\_\_

In Honor \_\_\_\_\_

In Honor \_\_\_\_\_

In Honor \_\_\_\_\_

In Honor \_\_\_\_\_

**Name** \_\_\_\_\_

**Phone or Email** \_\_\_\_\_

**Please list number of how many of each flower and final totals:**

Lilies \_\_\_\_\_ Tulips \_\_\_\_\_ Total (#) \_\_\_\_\_

Hyacinths \_\_\_\_\_ Mums \_\_\_\_\_ Total (\$) \_\_\_\_\_

**Please contact the Calvary church office with questions at either [CalvaryPgh@gmail.com](mailto:CalvaryPgh@gmail.com) or 412-231-2007. Place order form in offering plate or mail to Calvary Office.**

**Mailing Address: Calvary United Methodist Church, 971 Beech Avenue, Pittsburgh, PA 15233**