

Left Panel/Announcement Panel

Purpose: To announce upcoming events, both in flyer form and in a hand-written more conversational form, to the community and neighborhood surrounding All Souls.

Constituency: This panel is intended for those who walk past the building/sign, and for the community at All Souls.

Process: All submissions to this panel must go through the Communications team and/or Associate for Ministry Development. Only events of the All Souls community will be published both on the chalkboard and the flyer portion of this panel. Notices on this panel will have four weeks “air time” before they will be taken down.

Proposals must include the event name, time, location, cost, design (or request for a design), and if not an All Souls event, a bit about how this particular event fits with our understanding of scripture, tradition, and theology.

Responsibility: During the week, the staff will do daily checks to the entire Triptych, making sure that nothing inappropriate has been added to the panel.* During non-office hours, representatives from the Evangelism committee will take care of this monitoring.

Center Panel/Community Board

Purpose: To provide a place for conversation with the neighborhood of All Souls with the hope of spiritually engaging our community. This would also act as a way to get a “pulse” on the neighborhood, to understand their deeper joys, concerns and places of pain, so that we can pray and stand with our community.

Constituency: This panel is for our neighbors and for those who pass by the property of All Souls.

Process: On Sundays the staff/Associate for Ministry Development will write a new prompt. Before erasing the existing prompt, however, a picture of the board should be taken.

The prompts will be either seasonally appropriate or fitting to the sermon that week. For example, during Advent we might write, “I am waiting for...” Different prompts will be rotated in over the course of the year.

Responsibility: The Associate for Ministry Development, or someone the staff selects, will be in charge of cleaning the board, taking the picture, and writing the new prompt each week. During non-office hours, representatives from the Evangelism committee will take care of this monitoring.

Right Panel/Advocacy Board

Purpose: To let our community and neighbors know where and with whom we stand based on our understanding of scripture, tradition, and theology.

Constituency: This panel is mostly meant for our neighbors in the community but also is meant to act as a guide to reaffirm our values and stances for members at All Souls.

Process: This panel can be made of up multiple posters (11" x 17"), one larger poster centered on the panel, one very large poster that takes up the entire panel (21" x 47" exactly or a 2' x 4' and we can trim the edges), or some creative aesthetically appropriate variety of posters.

Suggestions for a poster will be sent via the Triptych Proposal Google Form (<https://goo.gl/forms/nlAxQQFbcBvk8zUf2>) and sent to vestry for approval. If there is a matter of urgency and if vestry approval would delay the poster too long, the poster proposal may be sent to staff for their approval. At the time that vestry or staff approves a poster proposal, they will also name the length of time it should be posted. The standard length of time will be four weeks. If there are no poster proposals, staff will circulate pre-approved posters on this panel.

Responsibility: Communications and/or the Associate for Ministry Development will take care of the printing of these posters and their posting.

*A note about appropriateness:

Anything written that is not suitable for all ages, is not relevant to the question asked, contains messages of hatred or violence, or uses language that is gratuitously explicit is considered inappropriate.