Saint Michael & All Angels

Episcopal Church

A Guide to Communications, Graphics & Styles
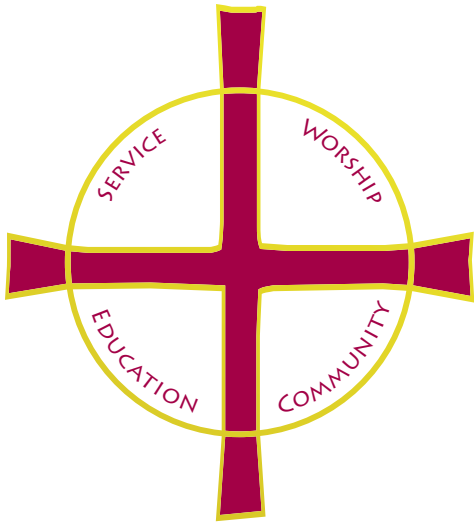
Table of Contents

St. Michael & All Angels Communication Guide

• This communication guide was modified on 03/02/2022

Throughout its 100-year history, St. Michael & All Angels Church has been known as a congregation of involvement and participation. The willingness of the lay members of this parish to actively participate in and volunteer for the church's many missions has created the vibrant and growing community we have today.

The diversity and vitality of the dynamic St. Michael's community is expressed in many ways and at many levels. From the playful exuberance of the Joyful Noise Choir to the contemplative 7:30 Eucharist we express who we are as a community of the baptized. We communicate through our liturgy and music, worship bulletins, website, the printed Messenger and the E-Messenger, committee meetings, and vestry leadership. We are constantly challenged to communicate with more intentionality and focus especially during this time of transition.

This Style Guide was prepared to assist us with our commitment to effective communication in our common life. Used in collaboration with the staff of St. Michael's we can focus on reinforcing the message that gives meaning to our common life, that we are God's own.

Julia Nielsen and Sherman Hesselgrave
Interim Leadership Team, 2022

Communications Policies

Origination

All communications, publications and postings referencing or originating from St. Michael & All Angels will be sent through the Church Office.

All official – St. Michael's sanctioned – communications must originate from the church office. It is the policy of St. Michael & All Angels that any official letter or release of information not come from any source outside of the church. These communications do not have to be created in the church office, but they must be approved by designated church staff prior to publication.

Guidelines

All of the above-referenced communications, publications and postings will follow written guidelines concerning appearance, wording and content.

The general guidelines for publications can be found in the Style Guide section of this publication.

Proofreading

All communications, publications and postings not originating from staff will be proofread and edited by the staff.

Proofs of all intended communications shall be presented to the church office. The staff will read and offer corrections and/or approve them as quickly as possible. The church office maintains the calendars of activities, room usage, pastoral and ministry schedules. Collectively the staff is in contact with outside sources, has the history of the church close at hand, and can answer questions concerning the operations of the parish and its facilities.

Changes and Suggestions

Suggestions by the staff for substantive changes in the content of any communication, publication or posting will be brought to the attention of the originator(s).

It is the policy of the church staff to collaborate with document owners/originators on corrections or changes. However, depending on time constraints concerning printing, publication dates or event lead times, the church staff may make changes to a communication without notifying the

originator(s) of the proposed communication. Submissions intended for publication in the church newsletter, The Messenger, may be edited for length or content without notice.

Posting

All communications, publications and postings intended for public consumption will be posted locally in a place designated for such postings. Only church sanctioned programs and activities approved by the church staff and/or Vestry will be promoted in the church or on the church grounds.

As displays are frequently planned for the large bulletin boards, church staff must be consulted regarding availability of these spaces. The staff monitors the dates of posted events and older materials are routinely removed.

No postings or communications either supporting or opposing any candidate for public office shall be allowed in the church or on its grounds. St. Michael & All Angels Church is a tax-exempt religious organization and cannot take part in the candidacy of any person, even for a non-partisan position. This means we cannot provide space for literature or allow campaigning of any kind. The church could lose its tax-exempt status for appearing to sanction these activities.

Electronic posting and email

Individual groups and programs within the church may send emails to their members concerning church sanctioned activities, but no email list of such group(s) may be used in any other way. These lists are to remain the province of the group(s) and are not to be shared. The church office does not send mass emails to the church membership as a whole unless the need for such a communication is deemed an emergency.

The church database is large and cumbersome and does not easily lend itself to emailing to the greater membership. Work email addresses for some parishioners are included in the database at their request, but they may not wish those addresses be used for everyday communications and the system does not allow us to limit which addresses to use. Also, using our system to send mass emails could cause the church domain – stmaa.org – to be flagged as a sender of spam, which would hamper our communications efforts.

The Website – stmaa.org

The main areas of the St. Michael's website are intended for the communication of the mission and programs of our community, there are also areas that are intended for public input. The Calendar – for the posting of the events and activities of the church and its members is one area and our posts or articles found either on the home page or a link to *Current News & Stories*. Though these areas are monitored by the staff (and others) to assure appropriate content, they are intended to provide current stories and information about St. Michael's.

Resources

At St. Michael & All Angels there are many communications resources available to the congregation, volunteers and staff. The staff of the church has endeavored to raise the standards of communications so that all messages are complete and well designed. Poorly constructed messages will be lost, misunderstood or ignored; so it is a high priority of the staff to provide assistance in crafting effective communications.

Publication Resources

The Messenger, a three to four-time a year publication either printed and mailed or sent via email, is one of our publications. Contact the church office about publication dates. We are not allowed to put any paid advertising in these publications nor use them to support a political organization or candidate or again we would lose our tax-exempt status.

There is also the weekly service bulletin for the morning liturgies, as well as the afternoon Hispanic service, that lists as many church-related events as fit. Every attempt is made to fit all announcements and notices into the sixteen pages of the bulletins, but it is sometimes necessary to add inserts for an all parish event or program. Requests for bulletin inserts should be made in writing to the church office.

Announcements

Announcements made during the Sunday Liturgies normally follow the Sharing of the Peace. Often these are for events for which special attention is thought to be important or to call attention to something in the weekly bulletin. If a group, program or person of the parish perceives a need to call attention to an event in this venue, a request must be made to the church office well in advance of the Sunday morning service time. The presider or deacon normally reads these announcements but someone else may be called on. Readers are asked to prepare a written script of their announcement to ensure appropriate content and brevity.

Mailings

The church mails notices of events, directories, letters and a variety of other communications. Most of these are printed in-house and labeled/folded by a crew of volunteers. If a particular church group or program perceives a need for a mailing, a representative of that group should contact the church office. The staff would prefer a 4-6 week lead time to prepare for a mailing, depending on the complexity, size and if design assistance is needed. There are often communications that need to be sent to the congregation with less advance notice, but longer-range planning is preferred.

Assistant for Communications

This staff position is specifically assigned to help groups prepare communications of all types. Design assistance is provided at no charge to St. Michael & All Angels groups, as well as printing services for letters, postcards, posters, flyers, banners and almost anything else. Again, lead time is an important consideration so it is important to start planning well in advance to take maximum advantage of this resource.

The Printers

The printing technology at St. Michael & All Angels gives us the opportunity to present highly visible communications quickly, easily and at low cost. The color copier produces fine quality documents up to 11" x 17" size. It also makes booklet printing easy either from a file or as copies, allowing us to provide convenient and compact documents for in-house and outside groups. The printer for the weekly bulletin is fast and can print additional colors if needed.

Submitting Documents

Because of the ways in which documents are handled and created, please submit all content for inclusion in The Messenger, service bulletins, printing on letterhead or for design assistance in electronic format

Content can be sent in an email, in a Microsoft Word document (or other word processing format), attached to an email or on a disk or removable drive. These documents should be formatted simply – that is they should be single spaced and of one font and font size. If desired, bold or italicized text may be indicated. There should be only one space between sentences. It is not necessary to add an extra paragraph return between paragraphs.

Documents containing tables are fine, but please be certain the table is necessary to the layout and understanding of the document.

Please do not submit documents in multi-column format and do not attempt to replicate column formatting using tabs. **All information in a document should be contained in a straight linear format.**

Included in this document is a Glossary of Terms, a list of commonly misspelled words and a punctuation guide. These aids should be used when preparing documents for submission for printing, inclusion in a publication or for design assistance.

Deadlines

Announcements for the church bulletin should be made no later than 9:00 am Wednesday of the week prior. Please confine your submissions to 100 words or less.

Publication of The Messenger is generally the first Thursday of every month and the deadline for submitting content is two Mondays prior. In the event that week is also the week of or prior to a Feast Day or other major celebration, the publication date may change. If you have any questions please call the church office.

This guide details the ingredients of a consistent "look" for all publications, documents and communications of St. Michael & All Angels Church, including fonts and logos, so the unique work and passions of the parish are easily recognizable to the community.

This style guide is a road-map by which we can guide ourselves toward a place where visual imagery and written style reflect our rich history as a parish and our future possibilities together.

We hope this guide will help make your job as a designer, writer or editor easier and will help us communicate a consistent image to all who are touched by our work and mission.

In short, we want the look of St. Michael & All Angels to be simple, sophisticated and inviting. To this end, we have incorporated the cross into a shield with a fire-spitting dragon at the bottom to reflect the naming of our parish after St. Michael. The dragon's wing extends beyond the frame of the shield, as does the top of the large cross. The logo is simple and clean and may be reprinted only in manners specified in this style guide.

Shield-only version of logo

Church name version of logo

1704 NE 43rd Avenue
Portland, OR 97213-1402
503/284-7141
WWW.STMAA.ORG

*Logo with location information
and website address*

The Logo

The St. Michael & All Angels corporate signature is designed to be instantly recognizable to the community. The dimensions of the logo and its parts must be maintained in the relationships as presented on this page and will be provided to you either by email or on a removable drive in appropriate formats. The artwork can be enlarged or reduced to suit space needs but should not be altered in any other way. The logo was slightly modified in 2015 for better color reproduction.

There are two main logo styles: with church name and without. Either logo may be used depending on the context. As a general rule, in-house documents may use the shield-only version but communications meant for wider distribution should include the church name version. When the logo is being used to identify St. Michael's, the church name version must be used. The church name must never appear with the logo in any other format than those shown here.

The minimum size the logo can be reproduced is one inch in height.

There is no maximum size, but in print in an 8 1/2" x 11" format, four inches in height is the recommended maximum.

There are also letterhead, return address, and business card versions of the logo and church name. These have been developed specifically for those usages and are not to be used for any other purpose.

The name of the church is **St. Michael & All Angels Church**. Notice that an ampersand is used and not "and." Also, it is St. Michael & ... not St. Michael's & ..., there is no need to make Michael a possessive, so do not add an apostrophe and "s."
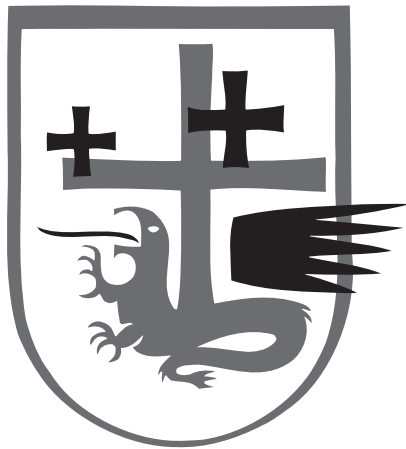
Shield-only version of logo in grayscale

Master Usage

The St. Michael & All Angels logo may be used in any position on the page as long as it is used in its entirety. The color version may be used or the grayscale version if color printing is not available. In some circumstances where reproduction in grayscale is problematic, a black-only version of the logo is available, but the grayscale version is preferred if possible.

As stated above, there are two versions of the logo and each is provided in its entirety and may not be altered in any way except by express consent of the St. Michael & All Angels Church staff. Only the prescribed type faces and logo treatments maybe used when reproducing the corporate signature.

When the logo is printed in color, only the prescribed color version may be used. In no instance may a shield-only version be used as a background watermark either in color, black or grayscale.

The Hispanic Logo

The Hispanic Logo

As a way of visually identifying the various communications of the Hispanic congregation of San Miguel Y Todos los Angeles Portland, a version of the logo was developed. The purposes and uses of the logo are to be considered consistent with those of the corporate signature of St. Michael's.

In all other ways, the guidelines of this publication are to be considered applicable to the communications of the Hispanic congregation.


The Bilingual Logo

The Old Logo

The current logo of St. Michael & All Angels was developed for the 75th anniversary celebration in 1985 and first included on the letterhead ten years later. Since then it has replaced the old logo (seen on the left) in all usages for the church.

The old logo uses the Jerusalem Cross as its basis and replaces two smaller lower crosses with the image of the dragon (Satan). With the base of the cross upon the back of the dragon, it establishes the ascendency of the cross over the evil of Satan.

The current logo maintains all the elements of the old logo while deconstructing the static image to give it dynamism and depth.
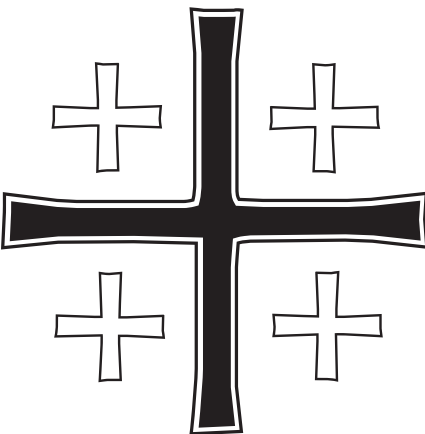
The Jerusalem Cross

The Jerusalem cross, also known as Crusaders' cross, is a heraldic cross consisting of a large Greek cross surrounded by four smaller Greek crosses, one in each quadrant.

The four smaller crosses are said to symbolize either the four books of the Gospel or the four directions in which the Word of Christ spread from Jerusalem. Alternatively, all five crosses can symbolize the five wounds Christ received during the Passion.

The version of the Jerusalem Cross on the left was extrapolated from the original logo and the cross on the east wall of the church. This is not a logo and is not intended for that use, but is available as a graphic for use in publications.
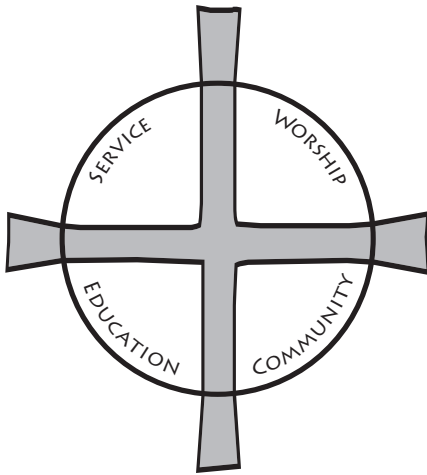
The Ministry Cross

Another variant on the base cross of the logo, this cross was developed to portray our community's focus on baptism. The four named areas correspond to the four areas of our baptismal covenant. The word *formation* is often used in place of *education,* but in this usage, *education* is meant to imply a voyage of discovery that is inclusive of a broad range of experiences.

This cross is used almost exclusively to head the listing of St. Michael's ministry areas.

It is not meant to be used as a logo for the church.

Typography

Typefaces add character and visual appeal to the written word. Because the choice of a specific typeface for a particular purpose is both a pragmatic and an artistic concern, great care has been taken in the selection of the official typefaces for St. Michael & All Angels applications. The typefaces shown on this page, and elsewhere in this document, are integral parts of the total graphics concept for the church. These typefaces have also been selected because they enhance and complement the simple sophistication of the St. Michael's logo.

The fonts being used in the logo treatments are built into the logos and may not be altered in any way.

Main Fonts

All documents that use the Corporate Signature of St. Michael & All Angels Church and are intended as official communications of the church are to use only the following fonts:

For body text – 11-12 pt.
Adobe Garamond Pro Regular
Adobe Garamond Pro Regular Italic

For headings – up to 14 pt. bold
Adobe Garamond Pro Semibold
Adobe Garamond Pro Semibold

For all headings larger than 14 pt. bold –
Lithos Pro extra light
Lithos Pro light
Lithos Pro regular
Lithos Pro Bold

Lithos may be used in any of its four weights – light, regular, bold and black, and in any size. As a general rule, the larger the point size, the lighter the font-weight.

If you do not have these fonts, please contact the Church office.

Sans serif Fonts

Church documents also use sans serif fonts in some documents. The fonts listed below are approved for use in church documents.

Gill Sans Nova Condensed Light

Gill Sans Nova Condensed Light Italic

Gill Sans Nova Condensed Book

Gill Sans Nova Condensed Book italic

Gill Sans Nova Condensed Medium

Gill Sans Nova Condensed Medium italic

Gill Sans Nova Condensed SemiBold

Gill Sans Nova Condensed SemiBold italic

Gill Sans Nova Condensed Bold

Gill Sans Nova Condensed Bold italic

Gill Sans Nova Book

Gill Sans Nova Book Italic

Gill Sans Nova Medium

Gill Sans Nova Medium Italic

Gill Sans Nova SemiBold

Gill Sans Nova SemiBold Italic

Gill Sans Nova Heavy

Gill Sans Nova Heavy Italic

This type of font is good for use in tables and spreadsheets and as alternate headings. The narrow typefaces are especially useful tightly packed spreadsheets and other similar documents.

Color Palette

The St. Michael & All Angels signature color sets the tone for the St. Michael's color palette. The palette has been selected for use in all corporate material representing St. Michael's. Only these colors should be used for any St. Michael's logo or specific application.

The primary colors of St. Michael's are the colors listed on the left, depending on whether it is being printed or used in a web application.

These colors are used for the St. Michael's logo. Maroon is used to depict the largest cross and the dragon in the logo, and black is used for the two smaller crosses and the dragon's wing. In the title of the church, maroon may be used for the first letter in each word and the ampersand of St. Michael & All Angels, with "Episcopal Church" in maroon or black. Only these colors, with the exception of using only black (when printing in black & white) may be used.

The body-type (font) of any printed piece should be primarily solid black.

Other colors

St. Michael & All Angels does not have a selection of colors to be used in church documents at this time. When producing color documents it is advisable to avoid the use of bright colors that are incompatible with the basic palette. Also, since most documents are not produced in color, it is important to remember that colors will show up as shades of gray and may make documents hard to read or appear messy.

Pantone 7621
CMYK - 22.100.100.16
RGB - 170.31.35

Black

MINISTRY MATERIALS

The various ministries at St. Michael & All Angels have developed their own brochures and materials to communicate about their mission. The example shows the cover of one ministry area brochure and should serve as a template for development of other materials.

In addition to the logos, all printed materials must include the name of the church and all locating information:

St. Michael & All Angels Church
1704 NE 43rd Avenue
Portland, OR 97213-1402
503/284-7141

www.stmaa.org

Please notice that the example has the location information in the Lithos Pro font and also includes the Church Office main email address.

OUTREACH
& JUSTICE
MINISTRIES

SAINT
MICHAEL
& ALL
ANGELS

EPISCOPAL
CHURCH

GET
INVOLVED!

1704 NE 43RD AVENUE
PORTLAND, OR 97213-1402
PHONE 503/284-7141

OFFICE@STMAA.ORG
WWW.STMAA.ORG

CORRESPONDENCE FORMAT

The example on the next page illustrates the official St. Michael & All Angels Church press release style. Please use this format. All press releases should be reviewed by the church's Assistant for Communication or Associate for Administration, with final approval given by the rector, or a church official given such authority. This example is shown on church letterhead. The basic formatting is true for church letter communications as well.

FONT

The font is Adobe Garamond Pro 11pt or 12pt. Bold or Italics can be used.

MARGINS

The left side margin corresponds to the left edge of the logo.
The right side margin corresponds to the right edge of "Saint Michael & All Angels."
The top of the correspondence should be no closer than a quarter inch from the bottom of the logo.

The bottom of the text should not be closer than a half inch from the top of the location information at the bottom. If the correspondence is more than one page, additional pages should be a plain sheet (if only one additional page is needed the reverse side can be used). If a separate sheet is used a page number should be used on the upper right-hand margin edge and, if necessary, a document title at the lower right-hand margin.

SALUTATION

The salutation should be followed by a colon for most correspondence. All officials of the church should be addressed respectfully by their title, such as "The Rev." or "The Rt. Rev."

FORMAT

The space between paragraphs should be set at one-and-a-half line spacing or .0625 inches in a layout program. An extra paragraph return should be used between the date and the name/address, with 2 returns between the address and the salutation. The closing (Sincerely) should be separated from the addressee's name and title by 2-3 spaces, depending on the length of the letter. Enclosures and cc's should be spaced two lines apart.

SAINT MICHAEL & ALL ANGELS
EPISCOPAL CHURCH

August 13, 2009

Dear St. Michael & All Angels Parishioners and Friends,

The last time that a letter was written to the St. Michael's community announcing the call of a new rector was August 29, 1979. Now, 30 years later, I am honored to be writing you to announce that the Vestry has called The Rev. Christopher Brooke Craun to be our new rector. Chris is currently serving as Assistant Rector at St. James's Episcopal Church in West Hartford, Connecticut. Her theological education includes a Master of Divinity degree from The General Theological Seminary in New York, NY, in 2006.

Chris is very easy to be with, and her personality immediately puts one at ease. We were impressed with Chris's experience and voice for outreach and justice issues, her inspiring preaching, her embracing approach to pastoral care, and her understanding and enjoyment of the Spanish culture. Chris's work with youth was well recognized throughout her diocese and was said by the St. James Vestry to be a major contributor to the growth of their church. We believe that she will lead St. Michael's into a future filled with hope, action, and an enhanced understanding of what it means to be part of the body of Christ. She will draw us together for a new creation.

I am thankful for the work of the Profile Team, the Discernment Team, the Search Funding Committee, the Parish Staff, and the Vestry. All of the individuals on these groups contributed hours of their time to the search process. Without their dedication, the calling of our new rector could not have happened. We also give thanks for the interim ministry of the Rev. Joan Yetter, and for her faithful leadership during this time of transition.

Chris is happy to be returning to the West Coast where her large extended family lives. Her partner Michelle Nixon, who is from England, will be moving with Chris to Portland in the latter part of September. Chris's first Sunday at St. Michael's will be on September 27, our day to celebrate St. Michael's Feast Day. Please join the Vestry on Sunday, August 16, during the FORUM at 10:10 am when we will share with you what excited us about Chris. We look forward to her arrival and will share more details with you as that time draws closer.

Faithfully,
Jennie Street
Senior Warden
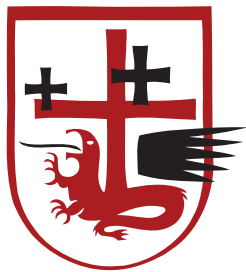
SAINT MICHAEL & ALL ANGELS
EPISCOPAL CHURCH

February 19, 2007

FOR IMMEDIATE RELEASE:

Contacts: The Rev. John Scannell, Rector, 503/284-7141
Michael Sagun, Senior Warden, 503/226-1160

Executive Council of the Episcopal Church to Visit St. Michael & All Angels

The Reverend John Scannell and the community of St. Michael & All Angels Episcopal Church are pleased to welcome the Executive Council of the National Episcopal Church to Portland for their meeting March 2-4 at the Red Lion Doubletree Hotel at Lloyd Center. Members of the executive committee will attend St. Michael & All Angels for its 9:00 a.m. service on March 4, when Presiding Bishop Katharine Jefferts Schori will preach.

Jefferts Schori was elected to a nine-year term as Presiding Bishop at the 75th General Convention and invested on November 4, 2006. She serves as Chief Pastor and Primate of the Episcopal Church, president of the House of Bishops, president and chief executive officer of the Domestic and Foreign Missionary Society and president or chair of many Episcopal Church boards and agencies.

"Hosting Bishop Jefferts Schori and members of the Executive Council here at St. Michael's gives us a wonderful opportunity to hear from our newly elected bishop," said Scannell, "and to personally congratulate her on her new role in the Episcopal Church. It also gives us and opportunity to meet members of the Executive Council, to see old friends and to contribute in any way we can to their meetings here in Portland."

"Our prayer is that God's Spirit within our Parish community be a source of nourishment and inspiration for this esteemed group and that our pride in, and support of our Presiding Bishop give her strength in her ministry to all," said Michael Sagun, Senior Warden.

The Rt. Rev. Christopher Epting, the Presiding Bishop's Deputy for Ecumenical and Interfaith Relations and former bishop of Iowa, will preach at the 11:00 a.m. At 1:00 p.m., the preacher and presider will be the Rev. Anthony Guillen, Missioner for Latino/Hispanic Ministries. Currently, St. Michael's is the only Episcopal Church engaged in Latino/Hispanic Ministry in the city of Portland, a ministry which began in 1994.

Ministry staff and members of St. Michael & All Angels have a long history in church leadership, both in their presence at General Conventions, and in serving on many panels and committees that help to direct both local and national church programs and vision. St. Michael & All Angels is growing steadily in the N.E. Hollywood community, attracting members with its messages of inclusiveness, justice, peace, and compassion and its wide variety of outreach programs, particularly those in the Spanish-speaking community. St. Michael's outreach programs minister to those in need, whether they be elderly, young, low-income or looking for justice and safety.

All members of the public are welcome at St. Michael's Church. For more information about attending a service or becoming a member, please call the church office at 503/284-7141.

A Historical Perspective

1908 A group of Episcopal families in the Rose City Park area of Portland began discussing the challenges of getting to church on Sundays: typically a long, dusty (or muddy) trip.

1910 A group of 38 people formally appealed to the Bishop to establish a church in their community.

1910 December 25 – First service of St. Michael & All Angels mission held in a newly constructed "little brown church" at 38th and Broadway.

1911 First annual parish meeting

1914 Original church moved to present site at 43rd and Broadway.

1922 Cornerstone laid for new church. Presiding Bishop Daniel S. Tuttle was present.

1923 First service in new church on the Feast of St. Michael & All Angels (September 29). Old church became the parish hall.

1936 St. Michael's raised to parish status

1938 New parish house opened and dedicated by Bishop Dagwell. (Present east portion of complex now made of up of Parish Hall & kitchen, offices, gallery, classrooms and music room)

1953 Nativity (Chapel) Wing completed and dedicated on St. Luke's Day, October 18. (Present Nativity Hall, offices and classrooms.)

MID 1950's – Early 1960's – New stained glass windows installed – St. Michael window, 16 Connick windows in the Nave, and eucharistic windows on the West wall above the Narthex..

1961 Fire in Parish House causes $40,000 damage. Lower level reconfigured as part of repairs following fire. Lower level renovated again in the summer of 1981 creating new Music Room.

1968 First women elected to the Vestry (Ann Brown).

1973 Sanctuary and Chancel remodeled, new organ installed replacing 1934 organ.

1981 Strategic planning process began ultimately resulting in 1985 architectural Master Plan.

1984 Casey Long (Longwood) became the first women priest ordained at St. Michael's and was the first women assistant.

1986 Parish profoundly affected by Oregon Episcopal School Mt. Hood climbing tragedy. Nine students and teachers died (two were members of St. Michael's).

1987 St. Michael's House repurchased. (Church owned it earlier from 1961 – 1972).

1988 Major renovation of Parish House completed creating an interconnect and the Gallery that improved connections between the original three buildings. New and extensively renovated offices, kitchen, restrooms. and sacristy.

1990 Choir and Chancel areas reordered and remodeled after extensive reconciliation and study process.

1990 First Community Meal on St. Michael's Day.

1995 First Spanish language service held.

1999 New expanded entry to Parish Building completed incorporating a handicapped lift and a new bell.

2003 Church Space Committee formed to re-visit 1986 Master Plan and plan for future building renovation and expansion.

2007 Presiding Bishop Katharine Jefferts Schori and the Executive Council visit St. Michael's.

2010 Remodeling of office spaces including addition of second floor offices for clergy and bookkeeping.

2020 Covid-19 pandemic closes church to public and moves services online.

2021 Major sound and network upgrades in the Sanctuary and Chancel as well as network upgrades in the entire building enhance online experience and support of remote work for staff.

Vicars/Rectors of St. Michael's

Jarold C. Potts
Vicar – 1910-1912

Thomas F. Bowen
Vicar – 1912-1930

Jay Claude Black
Vicar – 1930-1932

Richard Flagg Ayres
Vicar – 1932-1937
Rector – 1937-1944

Newton Carroll
Rector – 1944-1945

Arthur A. Vall-Spinosa
Rector – 1945-1947

George R. Turney
Rector – 1947-1958

Eric G. Gration
Rector – 1959-1978

John S. Scannell
Rector – 1979-2007

Christopher Craun
Rector – 2009–2021

Commonly Misspelled Words

absence
absorption
acceptable
accessible
accessory
accommodate
accumulate
achieve
acquaintance
advantageous
adviser
affiliated
aggressive
alignment
all right
a lot
aluminum
ambience
analyze
apparent
appropriate
argument
asphalt
assistant
asterisk
auditor
auspicious
bankruptcy
believable
believe
benefited
brilliant
bulletin

by laws
calendar
campaign
canceled
cancellation
category
ceiling
changeable
clientele
collateral
committee
comparative
compelled
competent
competitor
concede
conceive
condemn
congratulations
connoisseur
conscience
conscientious
consistency
contemporary
convenient
convertible
corroborate
criticism
dependent
definitely
description
desirable
dilemma

disappear
disbursement
discrepancy
dissatisfied
dissipate
ecclesiastical
eligible
embarrassing
endorsement
exaggerate
exceed
exercise
exhaust
existence
extraordinary
fallacy
familiar
feasible
fiery
flexible
flier
fluctuation
forty
fund raiser
Gandhi
gesture
grievous
haphazard
harassment
hierarchy
holiday
homogeneous
hypocrisy

illegible
immigrant
incidentally
indelible
independent
indispensable
ingenious
insistent
intermediary
irrelevant
irresistible
jewelry
judgment
judicial
judicious
knowledgeable
labeling
legitimate
leisure
leveled
liaison
license
likable
likely
litigation
logos
maintenance
mathematics
medieval
mediocre
millennium
minimum
miscellaneous

misspelling
necessary
negligence
negotiable
newsstand
non profit
noticeable
occasion
occurrence
omission
optimism
parallel
pastime
peaceable
perceived
permanent
permissible
perseverance
persistent
personnel
persuade
possesses
precede
predictable
preferred
privilege
procedure
proceed
pronunciation
psychology
pursue
questionnaire
receive

recommend
repetition
rescind
rhythm
ridiculous
salable
scenery
secretary
seize
separate
sincerely
succeed
suddenness
superintendent
supersede
surprise
tangible
tariff
technique
tenant
transept
truly
unanimous
until
vacillate
vacuum
vicious
Web site
worshiper

A Glossary of Terms

Anglican Communion

"Anglican" means "English." The Anglican Communion is a network of churches in countries all over the world which have had their origin in the Church of England. The archbishop of Canterbury, the spiritual head of this network, invites bishops from member churches to gather for the Lambeth Conference in England, once every 10 years.

Bible Terms

St. Michael's uses the Episcopal version of the Revised Common Lectionary (which covers lectionary years A, B and C) and the 1979 Book of Common Prayer.

The word Bible should be uppercased when referring to the specific book.
> *Gary was reading from the Bible.*

Note that when referring to something as "a bible" (i.e. a reference guide), the word is lowercased.

Bishop

Within a diocese, a bishop is the principal ecclesiastical official. Suffragan bishops are assistant bishops.
> *The bishop of Oregon*

For first reference to bishops, use "Bishop" or "the Rt. Rev." before the individual's name.
> *The bishop of Oregon is the Rt. Rev. Diana Akiyama.*

The designation "the Most Rev." is used before the names of the archbishops of Canterbury and York and the presiding bishops of each country.

Note that for all of these terms, standard title rules (see "Titles") apply.
> *The Most Rev. Michael Curry is the presiding bishop of the Episcopal Church.*

Book Of Common Prayer

St. Michael's bases its liturgy on the 1979 Book of Common Prayer as well as other prayer books including: Enriching Our Worship, The New Zealand Prayer Book and others.

Churchgoer

No hyphen. This word can include members and nonmembers but implies regular attendance.

Clergy

The clergy consists of bishops, priests and deacons. A priest who heads a parish is a rector, not a pastor. For first references, use "The Rev." before the name of a priest (man or woman) or deacon (man or woman), and "Very Rev." before the name of a dean of a cathedral or seminary. For the second reference, use only the last name, without the title.

Church Floor Plan

Note the proper names of rooms/spaces at St. Michael's: the Parish Hall, the Nativity Hall, the Gallery, the Mural Area.

DIOCESE

A diocese is a district under the jurisdiction of a bishop. St. Michael's is a parish church in the Diocese of Oregon (note uppercase). The diocese includes the counties of Oregon that are west of the cascades. (see also Bishop).

Ecumenical, Interdenominational

Ecumenical describes the cooperative activity or nature of something within Christianity. Interdenominational (note: all one word, no hyphen) signifies joint activity or a cross-denominational character of a group occurring between, involving or common to different religious denominations. Nondenominational is sometimes used as an alternative to interdenominational, as for a worship service that follows no particular denomination's ritual or creed.

Interfaith

This defines an activity that takes place across religious lines, usually with participation from two or more separate religious entities which may include non-Christians as well as Christians.

Liturgy

The liturgy (form of service) used by St. Michael's is based on the 1979 Book of Common Prayer. Prayers of the People and Eucharistic Prayers come from a variety of sources. See Bible, Inclusive language.

MEMBER

A member is a person who is faithful in worship and service and has made a financial commitment to St. Michael's.

PARISHIONER

The word applies to members of any church body that organizes itself along parish lines.

RITES

Uppercase proper names for rites that commemorate the Last Supper or signify a belief in Christ's presence: the Lord's Supper, Communion, Eucharist. Lowercase the names of other sacraments.

VESTRY

The vestry is the elected governing board of the church, charged with hiring the rector, setting policy, reviewing program, raising funds, providing financial oversight, and maintaining buildings and grounds. The rector is the chair of the board, assisted by the senior warden (appointed by the rector) and the junior warden (elected by the vestry).

WORSHIPERS

The word can be used in reference to people in the pews. As for the constituency of a faith or denomination, followers of a faith and members of a denomination are acceptable characterizations. "Devotees" is more appropriate for Hindus; it implies dedicated practice however it is used.

Editing Style and Usage

ADDRESSES

In addresses that include the number, abbreviate Street (St.), Avenue (Ave.) and Boulevard (Blvd.). Spell out all others at all times, including Road, Drive, Place, Circle, Lane, Terrace.

If the number is not included, spell out Street, Avenue, Boulevard. If the number is given, abbreviate directions (N, SE, SW, NW, NE). If the number is not given, spell out North, South, East, West, Northwest, etc.
1704 NE 43rd Ave.
43rd Avenue
NE 43rd Avenue

When giving street information for St. Michael's, also include the web address:
www.stmaa.org

When using an email address in text, underline the email address.
He can be reached at <u>office@stmaa.org</u>.

Note that St. Michael's email addresses are all: first name+last initial@stmaa.org.

See also "Web sites," "State names."

AGE

Use numerals to report the ages of people, things, etc. The age of a person should only be included when it is relevant. Note that hyphens are used when using the phrase "year old" as an adjective (The 5-year-old project). If using age ranges in a series, leave spaces after hyphens until the end of the series:

4-, 5- and 6-year-olds.

CHURCH

Uppercase the word "church" only when discussing the universal Church or when the word "church" is preceded by an adjective: *the Episcopal Church*, *the Catholic Church*.

When referring to the building in which services are held, always use the lowercase "church." *We are meeting in the church at 4 p.m.*

DATES

When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov., Dec. Always spell out March, April, May, June, July.

Month names should be spelled out when they are used alone or with a year.
The group's last meeting was in September.
The group will meet next on Feb. 17, 2009.

When a phrase includes only a month and a year, do not separate the year with commas:
John Scannell was installed as rector in October 1979.

When referring to a month, day and year, set off the year with commas:
September 28, 2008, is the date of St. Michael's Sunday this year.

Do not add an st, th or nd to a numerical date, such as September 21st.

DAYS

The names of special feast days and saints' days are capitalized: All Saints Day, Easter, Christmas

EPISCOPAL CHURCH

Episcopal is the adjective; Episcopalian is a noun referring to a member of The Episcopal Church: She is an Episcopalian. She is an Episcopal priest.

Note that when preceded by the adjective, Episcopal Church should be in uppercase. The Episcopal Church is a member of the Anglican Communion.

INCLUSIVE LANGUAGE

St. Michael's makes every effort to bring the language of worship into conformity with the principles of biblical theology that affirm that the personhood of God embraces all that is truly male and female, and that men and women are equals.

In our worship, we take our Bible readings from an inclusive language lectionary, which is often truer to original sources in references to men, to women, or to people, and expands our concept of God beyond exclusively masculine terms.

In Prayer Book liturgies, we make minimal but symbolically important changes that denote our commitment to inclusive expression. Some historical texts that are widely known and loved are left unaltered.

When we do change the words of hymns or prayers, we will acknowledge the change of language as: amended for inclusive language.

NUMERALS

In general, spell out one through nine; use numerals for 10 or more.

Use a comma in series of numbers above 999: 1,000.

Do not begin a sentence with a number. If you must, spell out the number: *Twenty-five members of the choir participated in the concert.*

Always use numerals for: ages, percentages, speeds, temperatures (except for zero), dimensions, clock time (except for noon and midnight), decimals, ratios, proportions, dollars and cents, court districts, highway numbers, military units, political divisions, and sports points, scores and times.

For ordinals (first, 1st, second, 2nd), spell out first through ninth when they indicate sequence in time or location; starting with 10th, use numerals: First Amendment, first base, the 10th person to apply for the job.

Use numerals (1st, 2nd) when the sequence has been assigned in forming names: *1st Congressional District.*

PHONE NUMBERS

Always include area codes when using phone numbers in St. Michael's information. Phone numbers should be listed with a slash separating the area code and a dash after the second three: 503/284-7141

RECTOR

The rector is the member of the clergy in charge of a parish. St. Michael's' interim clergy are Julia Nielsen and Sherman Hesselgrave.

They should be referred to as:
The Rev. Julia Nielsen and The Rev. Sherman Hesselgrave.

Note that when speaking of "the rector," regular rules for titles apply. Capitalize title preceding the name: *Interim Rector Julia Nielsen.* Lowercase and spell out "rector" when it follows an individual's name or when it is not used with an individual's name.

STATE NAMES

Never abbreviate states within text. Never abbreviate Washington, D.C. State abbreviations follow that conform to the U.S. Postal Service:

AL	AK	AZ	AR	CA	CO	CT	DE	FL
GA	HI	ID	IL	IN	IA	KS	KY	LA
ME	MD	MA	MI	MN	MS	MO	MT	NE
NV	NH	NJ	NM	NY	NC	ND	OH	OK
OR	PA	RI	SC	SD	TN	TX	UT	VT
VA	WA	WV	WI					

St. Michael & All Angels

The church's official name is "St. Michael & All Angels Church." Notice that we use an ampersand and not the word "and." Although the word "Episcopal" does not appear in the title, it may be used when knowing the denomination is helpful.

We discourage the use of acronyms such as SMAA or nicknames such as "St. Mike's" in any official document. The term "St. Michael's" can be used to refer to the parish rather than using the whole name, but when naming the parish in context, use the full name of the church.

Times

When notating time in a document use the full notation in this format: *The meal begins at 7:00 pm.*

Note that the am or pm designation is lower case and has no periods.

Titles

Names: Capitalize titles preceding a name.
The list included Interim Rector Joan Yetter and Senior Warden Michael Sagun.

Lowercase and spell out titles when they follow an individual's name or when they are not used with an individual's name.
Bob Spiers, associate for liturgy and music, organized the concert.
The rector will preach on Sunday.

Heads of committees are referred to as chair. Those who are assistants to the chair (or when there are two chairs serving together) are referred to as co-chairs.
Barb Miller serves as chair of Hospitality Ministries.
Sue Quanbeck and Rob Downer will co-chair the leadership committee.

Letters: We have adopted the Quaker tradition of addressing people by their first and last names, without titles.

Groups: Capitalize complete names of organizations: Outreach and Justice Council, Men on Wednesday. If possible, include "St. Michael's" in the title, especially for external publications: The St. Michael's Outreach and Justice Council.

Products: Italicize the names of books, movies, plays, albums, television programs, lectures, speeches and works of art. If italics are not possible, use quote marks. Song titles are in quotes.

Vestry

Note that the word vestry should always be capitalized when referring to a particular vestry. *The Vestry of St. Michael's met last Thursday.*

Web Sites

When giving a Web site address, include the www. (signifying "World Wide Web" in the address). Note that St. Michael's' Web address is www.stmaa.org. If giving this address, try to avoid breaking it to another line. Include the Web site information with all regular street information for St. Michael's.

The Comma (,)

Use a comma in a series. Drop the comma before the conjunction.
> *The colors were orange, red, pink, blue and yellow.*

Do not use a comma before the word "of."
> *The speaker was Ramona Ripston of the ACLU.*

Use a comma before a conjunction when two independent clauses are joined by a coordinating conjunction (and, or, for, but, yet, nor).
> *Homecoming will be held on the church property, but the parish picnic will be offsite.*

Use a comma after introductory clauses and phrases, including those that begin with although, if, because or since.
> *Because of the recent news from South Africa, we are postponing our next meeting.*

The comma may be omitted after short introductory phrases (fewer than five words) if no ambiguity would result: During the Forum the audience was silent. But use the comma if its omission would interfere with comprehension: On the stage below, the children were noisy.

Do not overuse commas, but do use one whenever it is needed to clarify meaning.
> *(a) The Oregonian, says Ann Hargraves, is going to print the story.*
> *(b) The Oregonian says Ann Hargraves, is going to print the story.*

Use a comma before "not" when showing contrast.
> *The priest said he preferred vanilla, not chocolate ice cream.*

Use a comma to set off an individual's hometown or age when it is placed in apposition to a name.
> *Mary Smith, Portland, and John Doe, The Dalles, attended the meeting.*
> *Jane Brown, 36, was named president.*

Use a comma before phrases starting with the word "including."
> *The Vestry has a number of standing committees, including the Finance and Program Review committees.*

Do not use a comma at the start of an indirect (a paraphrase) or partial quotation.
> *He said his plan was "the biggest and best."*

Do not use commas in street addresses, telephone numbers and serial numbers.
> *Use a comma for most figures higher than 999: 1,000 points of light.*

Use a comma to introduce a direct quotation of one sentence that remains within a paragraph. Use a colon to introduce longer quotations within a paragraph and to end all paragraphs that introduce an additional paragraph of quoted material.
> *She said,"The Lenten season begins next month."*

With quotation marks: Commas always go inside closing quotation marks.

The Semicolon (;)

Use a semicolon to link independent clauses that are not joined by a coordinating conjunction.
> *The Federal Express package was due yesterday; it arrived today.*

Use a semicolon to separate elements of a series when individual segments contain material that also must be set off by commas. (Note that the semicolon is used before the final "and" in such a series.)
> *He leaves a son, John Smith of Chicago; three daughters, Jane Smith of Wichita, Kan., Mary Smith of Denver, and Susan, wife of William Kingsbury of Boston; and a sister, Martha, wife of Robert Warren of Omaha, Neb.*

With quotation marks: The semicolon goes within quotation marks when it applies to the quoted matter only. It goes outside when it applies to the whole sentence.

The Colon (:)

The most frequent use of the colon is at the end of a sentence to introduce lists, tabulations, texts, etc. Capitalize the first word after a colon only if it is a proper noun or the start of a complete sentence.
> *It is true: Bob Spiers dances a mean salsa.*

Use a colon to introduce longer quotations within a paragraph and to end all paragraphs that introduce a paragraph of quoted material. Use a comma to introduce a direct quotation of one sentence that remains within a paragraph.

With quotation marks: Colons go outside quotation marks unless they are part of the quotation itself.

The Apostrophe (')

In printed materials, use only the typographer's apostrophe: shift+opt] (MAC) or Alt](PC). You can also set the preferences in many programs for typographer's quotes and this will happen automatically.

Use an apostrophe in contractions: I've, don't, rock 'n' roll, it's (contraction for "it is"; use "its" to indicate possession).
> *The Vestry issued its annual report.*

Use an apostrophe when figures are omitted: The Class of '96, The '60s.

Use for plurals of single letters: Mind your p's and q's. The Oakland A's won the pennant.

Do not use for plurals of numerals or multiple-letter combinations – Add s: The custom began in the 1920s. The airline has two 727s. She knows her ABCs. Four VIPs were there.

With possessives:
Plural nouns not ending in s, add **'s**: women's rights.

Plural nouns ending in s, add only an apostrophe: the writers' royalties.

Nouns plural in form, singular in meaning, add only an apostrophe: mathematics' rules.

Nouns the same in singular and plural, treat as plurals: one corps' location.

Singular nouns not ending in s, add **'s**: the manager's agenda.

Singular common nouns ending in s, add **'s** unless the next word begins with s: the hostess's invitation, the hostess' seat, the witness's answer, the witness' story.

Singular proper names ending in s, use only an apostrophe: Dickens' novels, Achilles' heel, Tennessee Williams' plays, Bob Spiers' work.

Pronouns: Certain pronouns have separate forms for the possessive — mine, ours, your, yours, his, hers, its, theirs, whose. If you are using an apostrophe with a pronoun, always check to be sure that the meaning calls for a contraction: you're, it's, there's, who's.

Compound words: Follow the above rules and add an apostrophe or **'s** to the word closest to the object possessed – the major general's decision, the major generals' decisions.

Joint and individual possession: Use a possessive form after only the last word if ownership is joint — Fred and Sylvia's house. Use a possessive form after both words if the objects are individually owned — Fred's and Sylvia's houses.

Descriptive phrases: Do not add an apostrophe to a word ending in s when it is used primarily in a descriptive sense – a writers guide.

Descriptive names: Some governmental, corporate and institutional organizations with a descriptive word in their names use an apostrophe; some do not. Follow the user's practice — Actors' Equity, Ladies' Home Journal.

Quasi possessives: Follow the rules above for such phrases as a day's pay, two weeks' vacation, your money's worth.

Quotation Marks (" ")

In printed materials, use only the typographer's quotes—
open double quotes: opt [(MAC) or Shift+Alt [(PC)
close double quotes: Shift+opt [(MAC) or Shift+alt] (PC)
open single quote: opt] (MAC) or Alt [(PC)
close single quote: Shift+opt] (MAC) or alt] (PC)

You can also set the preferences in many programs for typographer's quotes and this will happen automatically.

If a quotation runs more than one paragraph, do not use quotation marks at the end of the first paragraph. Do put open-quotation marks at the start of the second paragraph. Continue using this format for subsequent paragraphs.
"Jane has done an outstanding job cultivating and expanding her committee.
"Her expertise, enthusiasm and tenacity will…"

Use single quote marks for a quotation within a quotation.
"The word 'community' moves my spirit," said the rector.

Punctuation placement: The comma and period always go inside quotation marks. The dash, the semicolon, the question mark and the exclamation point go within the quotation marks when they apply to the quoted matter only. They go outside when they apply to the whole sentence.

The Hyphen (–)

Use hyphens to avoid ambiguity or to form a single idea from two or more words.
He recovered his health.
He re-covered the leaky roof.

Use when a compound modifier — two or more words that express a single concept — precedes a noun: a full-time job, a 40-hour week, a 35-year-old executive. Exceptions: Don't use with an adverb ending in "ly" or with the adverb very: an easily remembered date.

Use a hyphen when using two nouns of equal value as a compound: dinner-dance, singer-songwriter, actor-director.

Hyphenate great and in-law: great-grandfather, mother-in-law.

Hyphenate two-thought compounds: socio-economic.

Use a hyphen to avoid duplicating vowels and tripling consonants: pre-empt, shell-like.

With certain prefixes and suffixes. The most frequently used prefixes are: self (self-defense), all (all-star) and ex when used to mean former (ex-president). The suffix, **in**, normally forms a hyphenated word: stand-in, run-in.

"Suspensive" hyphenation: 10- to 20-year contract.

The Dash (—)

An em dash is two hyphens placed next to each other or one long dash. There should be one space on either side of the dash. The typographer's em dash [—] is created using **shift+opt -** (MAC) or **shift+alt -** (PC)

Use an em dash in datelines to separate the name of the city from the text.
New York — Universal Studios has acquired the rights to…

Aside from datelines, use the dash sparingly, but when you do, follow these guidelines: Use a dash to indicate a sudden change in thought or an emphatic pause.
We will fly to Paris in June — if I get a raise.
Smith offered a plan — which was unprecedented — to raise revenues.

When a phrase that otherwise would be set off by commas contains a series of words that must be separated by commas, use dashes to set off the full phrase:
He listed the qualities — intelligence, humor, liberalism, independence — that he liked in a priest.

Use a dash before an author's or composer's name at the end of a quotation:
"Who steals my purse steals trash." —Shakespeare.

Ellipsis (...)

An ellipsis is used to indicate the deletion of one or more words in condensing quotes, texts and documents. It should be treated as a three-letter word, constructed with three periods and two spaces, as shown above.

Note that if the ellipsis comes at the end of what is otherwise a complete sentence, four dots are used with three spaces.

Do not use the ellipsis in a press release.

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Saint
Michael
& All
Angels
Episcopal
Church

San
Miguel
y Todos
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