

Grace Fellowship
Worship Service
Announcement Guidelines

The Purpose of These Guidelines:

1. To **provide** Grace Fellowship Ministry Leaders with the procedures and information they need to effectively schedule announcements and any VHS videos, CDs, or DVDs that may accompany their ministry's announcements.
2. To **promote** ministries as much as possible using all the avenues available (see Other Pertinent Information, pg. 2)
3. To **enable** monitoring of the length, content and quality of media presented during announcements to ensure excellence.

These are general guidelines. As such, there may be times when exceptions will be made as determined by the Director of Administration.

Frequency of Announcements:

1. To aid in ministry awareness and promotion, all Grace Fellowship ministries will be able to submit **two (2)** announcements per fiscal year for approval even if these announcements pertain to only a portion of those in the service. Each approved announcement will be presented at all three (3) services on one specified weekend.
2. In addition to these two announcements per year, other announcements, **that potentially pertain to everyone attending the service**, may also be submitted by any Grace Fellowship ministry and will be considered on a case-by-case basis. (These would typically include volunteer recruitment and event promotion announcements that could potentially pertain to everyone.)
 - a. Announcements that potentially pertain to everyone and also involve volunteer recruitment or event promotion may be mentioned two weeks in a row depending on announcement time availability and the time-sensitivity of other requests. Approval for repeated promotional announcements beyond two weeks will not be given unless an exception is made by the Director of Administration.
3. Announcements celebrating a ministry's **event results and giving praise to God** can be submitted at anytime for approval, over and above those described in points 1 & 2. These will be included based on time availability and time-sensitivity of other requests.
4. A maximum of two (2) **announcements involving media** will be entertained per service. However, the goal is to limit media-based announcements to only one (1) per service.
5. A maximum of three (3) announcements in total will be approved per service.

Procedures To Follow:

1. **When to Submit:** Order of receipt will be one factor in the approval of one ministry's request over another ministry's request, so the earlier a request is submitted the better. Last minute requests for announcements will not be honored except on an emergency basis and based on the number of individuals affected by the announcement.
 - a. Verbal announcements – Requests for verbal announcements must be received **no later than the close of the day on Tuesday** of the week before the announcement is to be made.
 - b. Announcements involving projection media – The final version of the media presentation must be received **no later than two Tuesdays (12 days) prior to the date of projection.**
2. **How to Submit:**
 - a. Fill out the attached **Announcement Information Sheet.**
 - b. Please submit the Announcement Information Sheet and two copies of the media presentation (if requested and available).
 - c. Submit the above to our office receptionist, Ruthie Seaburg.

3. **Approval Notification and Other Information:**

- a. **Verbal Announcements:** You will receive a call from Ruthie Seaburg no later than 5:00 pm on the Wednesday prior to the weekend requested for the announcement to advise you if the announcement will be included.
- b. **Announcements Involving Media:**
 - i. **Time length** – A shorter length is always more desirable than a longer length. Please target 2 minutes or less.
 - ii. **Media capabilities of the Sanctuary System** – Our system is capable of projecting DVDs, VHS video tape and PowerPoint files (without sound) on CDs. Other capabilities may be possible providing a two-week lead-time for submission is followed.
 - iii. **Approval and Response** –
 1. Once received, the media will be reviewed for length and quality by our Worship Ministry and for content by the individual scheduled to deliver the announcement.
 2. You will receive a call, no later than 7 days before the desired date of projection, if any problems have been detected.
 3. If any problems are found, your media will be returned to your mailbox in the Ministry Leader area following the call, so that problems can be remedied.
 4. If necessary modifications are made, the media must be returned to our receptionist no later than Tuesday prior to the date for projection, so it can be tested in the sanctuary system before the weekend. Once the testing is complete, you will receive a confirmation call by Wednesday prior to the weekend requested.
 5. If you have any questions during this process, please contact Ruthie Seaburg at ext. 301.

Other Pertinent Information:

1. **Requests that will not be honored:**

- a. **Non-Grace Ministries** - Only ministries officially under the auspices of Grace Fellowship will be afforded verbal announcements from the platform. However, non-Grace ministries may submit requests for promotion through other means listed below.
- b. **Non-Ministry Announcements** – Announcement requests for events and gatherings organized by a Grace member but not through a recognized Grace Fellowship ministry, will not be approved.

2. **Other promotional ideas:** - In addition to requesting announcements from the platform, ministries should consider the following ideas for promoting their ministry or event. Forms listed below are available in the office volunteer area, Leaders' Corner, and at the Information Center in the lobby.

a. **Promotional Ideas available only to Grace Fellowship ministries –**

- i. An announcement in the bulletin (Contact oversight person listed in the bulletin at the head of bulletin section.)
- ii. A PowerPoint slide before and after service in the sanctuary (Contact Ruthie Seaburg)
- iii. A video loop on the display kiosk in the lobby (Contact Gerry Pettograsso)
- iv. A walking sandwich board or costumed character (Contact Gerry Pettograsso)
- v. Other creative “out of the box” ideas as approved by appropriate Ministry Directors

b. **Promotional Ideas available to both Grace and Non-Grace ministries** (with preference given to Grace ministries) –

- i. A poster on the wall in the lobby or on the display kiosk (Contact Frank Deno)
- ii. A flier in the bulletin or at the sanctuary doors (Fill out request form available in areas listed above)
- iii. A table in the lobby (Fill out request form available in areas listed above)

3. **Fliers on cars:** - In order to comply with NYS Vehicle and Traffic Law and additionally because fliers on cars tend to create litter and sometimes create a nuisance for car-owners, this form of advertising is prohibited.

4. **Live drama:** - We are reserving the use of live drama for sermon enhancement. If a promotional sketch is desired, please record it on DVD or VHS and submit it according to the procedures listed concerning announcements involving media.



Announcement Information Sheet

Date Submitted: _____ Ministry: _____

Ministry Leader's Name: _____

Phone (h): _____ (w): _____ (other): _____

Email: _____

Desired Date for Announcement: _____

Verbal Announcement – bullet points to include: _____

Details (if applicable): (Please submit 2 copies of VHS, CDs or DVDs with Application)

1. ___ VHS Video ___ CD w/o sound ___ DVD ___ Other, please specify: _____
2. Does media contain sound? ___ Yes ___ No
 1. Length: ___ minutes ___ seconds
 2. Helpful information about the media or special instructions for playing: _____



For Church Use Only:

Date initially received: Ruthie _____ Date "corrected" media version received: Ruthie _____

Other occurrences this weekend: Ruthie ___ Drama ___ Baptism ___ P/C Ded. ___ Member's Moments ___
Communion

	Yes	No	By whom (initials) and date
APPROVAL DETAILS FOR ALL ANNOUNCEMENTS			
Copy of this sheet given to "announcing" person?			<u>Ruthie</u>
Final confirmation given to Leader?			<u>Ruthie</u>
APPROVAL DETAILS FOR ANNOUNCEMENTS w/MEDIA			
2 copies received?			<u>Ruthie</u>
Length approved?			<u>Worship Ministry</u>
Content approved?			<u>Announcer</u>
Projection-related quality approved?			<u>Worship Ministry</u>
Problem notes:			
Leader notified of problem and media returned to Leader?			<u>Worship Ministry or Announcer</u>
Final approval given to Leader?			<u>Ruthie</u>
A/V Room Director notified with copy of this sheet and media?			<u>Worship Ministry</u>