

## **Announcement Policy**

The purpose of the announcement insert and screens in the narthex & fellowship hall are to provide information to members of Trinity Lutheran Church about programs, events or needs **within** the congregation (i.e. prayer requests) which further the mission of Trinity. The announcement insert is to provide a place where information from the pastor/pastors, Youth & Parish Education Director, Voluntary Coordinator, Preschool Director, Choir Directors, Council or committees can be passed on to Trinity members.

### **Guidelines for announcement insert:**

1. All announcements must be submitted in writing (handwritten, typed or by email) to the administrative assistant, prior to the deadline printed on the announcement insert. The request must include a start and end date for the announcement to be printed and the name and telephone number of a contact person.
2. Priority will be given to announcements related to Trinity Lutheran Church. If space allows, announcements from outside churches and organizations will be included at the discretion of the Administrative Pastor or Executive Board and/or Board Chairperson.
3. Events that are not posted on the announcement insert, may be posted on the bulletin board in the Fellowship Hall if they are consistent with the mission of Trinity.
4. Authority for exemption to this policy resides with the church secretary with the understanding that it may be reviewed by the pastor or an executive board member.

### **Guidelines for screen announcements:**

1. All announcements must be submitted either in writing (handwritten, typed or by e-mail) or as a power point slide to the multimedia coordinator prior to the deadline for the coming Sunday. The deadline might be inquired by e-mailing the multimedia coordinator at [media@tlcmadison.com](mailto:media@tlcmadison.com). The request must include a start and end date for the announcement to be printed and the name and telephone number of a contact person.
2. Priority will be given to announcements related to Trinity Lutheran Church. If space allows, announcements from outside churches and organizations will be included at the discretion of the Administrative Pastor or Executive Board and/or Board Chairperson
3. Authority for exemption to this policy resides with the multimedia coordinator with the understanding that it may be reviewed by the pastor or an executive board member.
4. If you are unable to provide your own power point slide, please allow ample of time (one week) for the multimedia coordinator to work on a slide for you. The slide will not go public without your prior approval. You need to coordinate the approval with the multimedia coordinator.

**Approved by Board of Trustees**

April 14, 2015

**Adopted by Church Council**

April 14, 2015