

ANNOUNCEMENT FORM for WEEKEND SERVICES

General Information

In an effort to effectively communicate special events and ministries that are relative to the whole congregation, announcements during weekend services will be limited to a maximum of two (2) per week. This allows the congregation to focus on the announcement and allows the ministry representative time to deliver his/her message effectively.

1. All announcements made during a service must be relative to the general congregation as a whole.
2. All announcement requests should be made at least three (3) weeks in advance of requested dates.
3. Dates are subject to availability on service schedules.
4. Announcements will be limited in time (3-5 minutes).
5. Please contact the Worship Minister with all requests.

Information Needed:

Today's Date: _____

Name of Ministry: _____

Name of the person making the announcement: _____

E-mail: _____ Phone: _____

Purpose of Announcement:

How does this announcement apply to the congregation as a whole?

Date you would like to make the announcement:

First Choice: _____ Second Choice: _____

How will the announcement be made? (Check all that apply)

Sunday bulletin Website Church e-mail
 Bulletin Insert Monthly newsletter Video slides

OFFICE USE ONLY

Date received: _____ Date OK'd: _____

Date of announcement: _____

Resources being used (Check all that apply)

Computer Video tape DVD Music Microphone
 Video camera Audio tape CD