

## Announcement Policy and Procedures

Announcements are intended to highlight events and celebrations of the congregation, which are a natural extension of our faithfulness and service to our Lord and Savior, Jesus Christ.

### Bulletin Announcements:

**Policy:** Tabernacle Missionary Baptist Church's (TMBC) weekly Sunday bulletin is available to advertise TMBC sponsored events.

**Procedure:** Bulletin announcements are due to the Clerical Assistant no later than 2:00pm on or before Wednesdays for the announcement to appear in the program bulletin for that Sunday. You may e-mail, fax or place the bulletin announcement request form in the Church Office mailbox. No verbal announcement requests will be accepted.

**Procedure: Ministry Leaders are to ensure that** all announcements have been reviewed for content, grammar and spelling, prior to being submitted. Feel free to ask the Clerical Assistant to review such submittals prior to printing. The length of the announcement may be edited to allow space in the Sunday bulletin. The duration of the announcement is two (2) weeks, or as long as there is space.

### Verbal Announcements:

**Policy:** Ministry Leaders may request to give a verbal announcement leading up to an event that is printed in the bulletin. The Senior Pastor or his appointee may chose to highlight certain announcements.

**Procedure:** For ministry leaders who wish to verbally emphasize their ministry event they can do so prior to the event date. These announcements need to be arranged and approved by the Senior Pastor or his appointee prior to Sunday morning services.

**Procedure:** Ministry leaders must complete the Verbal Announcement section of the Bulletin Announcement Form. If approved, the announcement should be no longer than 3 minutes and must be announced at the 7:45am and 10:30am worship services to ensure the entire congregation is receiving the same information.

Please note: Typically verbal announcements are not allowed on first Sundays, holidays, or during special services (e.g. ministry annual days).

### Slideshow Announcements:

**Policy:** Ministry Leaders may request their approved event be shown on church media platforms (e.g. slide show) during services.

**Procedure:** On the Bulletin Announcement Form indicate that this announcement should be placed on church media platforms. A JPEG flyer can be used to insert into the power point slides, or the ministry leader can create a power point side to be inserted. Please note that to ensure the

formatting and fonts remain the same as the original power point slide the ministry leader is encouraged to save the slide as a PDF and submit that to the Clerical Assistant.

Internal Event Inserts:

**Policy:** Inserts can be printed, cut and placed in the weekly bulletin for events hosted by Tabernacle ministries.

**Procedure:** In order to have these inserts placed into the bulletin, they must be publish ready and PDF formatted to fit in the 8 ½ X 11 folded bulletin. These electronic announcements are due to the office staff no later than 2:00pm on or before Wednesdays.

Third Party Events:

These are events that are wholesome in nature but are not affiliated with a Tabernacle ministry (i.e. Fred Hammond concert at ShoWare).

**Policy:** Worship leaders will not announce these types events to the congregation.

**Procedure:** If the coordinator of the event would like the advertisement to be posted and/or displayed, the Senior Pastor or his appointee must approve the flyer before it is posted and/or displayed. A disclaimer must be included on the flyer stating that the views and/or opinions presented on this document are solely those of the author and do not necessarily represent those of Tabernacle.

Approval of Advertising:

**Policy:** TMBC has display space available for advertising community/ministry events.

**Procedure:** Event advertising must be submitted to the church office for approval before it is posted or made available to the congregation. The Senior Pastor or his appointee is responsible for this task. The church office may require additional information before the advertisement is posted and/or displayed.

Some flyers/programs may not be approved for posting. For example, regarding political advertisements, each political party must have the opportunity to advertise or post similar material(s). One political view cannot be advertised or posted unless there is clear documentation proving that each political party was aware of the opportunity to advertise or post such material(s); but declined to do so. Secondly, announcements, which, abridge and/or are contrary to the Core Value Statement of the Congregation will not be advertised or posted. Thirdly, individuals desiring to advertise their personal business must adhere to the same policy stated in paragraph one of this section. Fourthly, all posted advertisements are subject to space availability on the congregational bulletin board(s).

TMBC Website :

Tabernacle's website is also another place to advertise an upcoming Tabernacle ministry event.

**Policy:** Approved TMBC ministry events are welcome to have a notice placed on TMBC's website.

**Procedure:** To have your ministry's event placed on TMBC's website, submit a JPEG flyer to the Clerical Assitant to be posted.

TMBC Social Media Outlets:

Tabernacle's social media pages (e.g. Facebook) are another source for advertising upcoming Tabernacle ministry events.

**Policy:** The Church Office-is responsible for posting all official TMBC events notices to TMBC's social media pages.

**Procedure:** To have your ministry's event placed on TMBC's website, Facebook and/or Instagram page(s) submit a JPEG flyer to the church office to be posted. Once the flyer is officially posted ministry leaders are free to share the event notice on their personal social media pages. Please note that a photo release must be signed for any photos published of members of TMBC.

MA & HC 7/23/11; revised RLM 10/13/11; KP 3/12/15; KP & HC 3/16/15; 5/20/16; 8/15/19; 1/24/20



**Bulletin Announcement Form**

Announcements are due no later than 2:00PM on or before Wednesdays for announcements to appear in the bulletin the following Sunday.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

TMBC Ministry/Organization: \_\_\_\_\_

**Announcement Information**

Event \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**Verbal Announcement:**

Provide the date(s) your ministry is requesting to give a verbal announcement. Verbal announcements have to be approved by Senior Pastor or his appointee and must be given at both services.

Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_

Name of person providing verbal announcement: \_\_\_\_\_

**Announcement placed on:**

Website \_\_\_\_\_ TMBC Facebook Page \_\_\_\_\_ Slideshow \_\_\_\_\_

**How the announcement should appear (please keep the text to 50-75 words or less):**

**Note:** The length of your announcement may be subject to revision due to space limitations in bulletin. The duration of this announcement is two weeks, or as long as there is space available.

Revised 6/2/11; hdc & rlm 8/20/16; 11/21/17; 8/5/19; 1/24/20