

# Guidelines for Weekly Newsletter Announcement

Updated 5-3-18

Weekly announcements will be posted upon request and when it meets the guidelines below. If you have an announcement for the Weekly, email Sue Kelly at [skelly@livinghopewillmar.org](mailto:skelly@livinghopewillmar.org) or call/fax the church office with the details of your event to be posted in the Weekly newsletter. All announcements must be submitted 2 weeks prior to the desired **posting date**. Living Hope staff reserves the right to alter announcements based on length and relevant/appropriate content. Refer to Doug Nelson for announcements that fall outside of these guidelines or if uncertain.

## Guidelines for the Weekly Newsletter:

(This does not apply to Sunday verbal announcements / Please read the guidelines below with this in mind.)

- Weddings:**
- If bride and/or groom regularly attend Living Hope.
  - If parent(s) of bride or groom regularly attend Living Hope and neither bride nor groom attends Living Hope.
- Bridal/Wedding showers:**
- If bride and/or groom regularly attend Living Hope.
  - If parent/grandparent/sibling of one or both regularly attend Living Hope.
- Birth/adoption:**
- If parents of child regularly attend Living Hope.
  - If grandparents of child regularly attend Living Hope.
- Baby showers:**
- If parents/grandparents/aunts or uncles regularly attend Living Hope.
- Deaths:**
- For regular attenders/members
  - For all immediate family members
  - For anyone other than: Spouse, child, sibling (in-law), parent
- Ministry events:**
- For any Living Hope ministry events, Ministry Head or designated person must submit announcement the Thursday prior to the desired posting.
- Care Ministry needs:**
- Ex: needs for struggling Living Hope family, online sign up for meals, local mental health conferences, Rice Hospital-grief event honoring families, Alzheimer's, etc.
- Appreciation:**
- Ex: thanks for cards, meals, visits, services, etc.
- Achievements:**
- Parents must notify Publications person in office of this achievement and info in order to be posted in Weekly.
  - For: State Level of Competition/Award in an event: *New policy as of 1-20-09.*
- Policies/general announcements:**
- Living Hope policies regarding building usage, giving, Weekly announcements, prayer/hospital/anointing, church directories. Posted on a rotating basis or when changes are made.
- Community promos:**
- Area evangelical churches, covenant ministries and Christian school events/announcements, which apply to church family.
  - Benefits/Christian concerts or benefits at the discretion of pastors.
  - In one time only.
- PLEASE NOTE: Building usage does not equal sponsorship.