

Ministry Announcements Guide Lines



Here are some general guide lines to follow to help make the announcements for the bulletin, general announcements and ministry announcements more effective.

BULLETIN:

- Announcements need to be OK'd by the pastors
- An announcement form need to be in the church office by **Wednesday** of the week before they are to be placed in the bulletin (**SEE ATTACHED FORM**)
- Announcements should contain brief description, date, time, where function is being held, and person to contact with phone number
- Announcements remain in the bulletin for two weeks unless otherwise stated

GENERAL (Verbal) ANNOUNCEMENTS:

General announcements are made on Sunday mornings after the opening prayer, either by a pastor or an elder. Announcements are no more than a total of 3 minutes.

- They are usually for events happening that day, reminders to sign up for different ministry events, or births/deaths.
- An announcement form needs to be in the church office by **Wednesday** of the week before they are to be announced. (**SEE ATTACHED FORM**). You may submit bullet points of items you specifically want addressed along with your form.

MINISTRY ANNOUNCEMENTS:

Ministry announcements are usually a bit longer and more informative. They can consist of the announcement, slide presentations/videos, or skits.

- An announcement form will need to be in the church office by **Wednesday** of the week before they are to be announced. (**SEE ATTACHED FORM**)
- Announcements can be no longer than 5 minutes. You will need to check with all your speakers and make sure they do not run over in time.
- Slide presentations/ Videos need to be in the church office by **Wednesday** of the week previous to making the announcement. If you need help with putting slide presentations together you will need to ask for help before **Wednesday of the week before** to insure they will be done for Sunday morning.
- We will need the name of the person making the announcement by **Wednesday** to put on the bulletin cover

...transforming our families, community and world into devoted followers of Jesus Christ through the Word of God.

Bulletin / Ministry Announcement Form



- Bulletin Announcement
- General (Verbal) Announcement (3 minutes)
- Ministry Announcement (5 minutes)

Date: _____
Time: _____
Place: _____

Contact Person: _____ Phone # _____

Spokesperson: _____
(If this is a Ministry Announcement, we will need the name for the bulletin)

- Slide Presentation
- Video
- Skit

Announcement Description:

Reminder:

All announcements need to be in the church office by Wednesday of the week before. Some announcements may be edited to fit in space provided.