

## **First Missionary Church** **Communication and Announcements Policy**

While announcements to the church body are important for communication, they can also be a source of contention. In order to avoid misunderstandings and hurt feelings, the following guidelines will serve as guiding principles for announcements.

In order to be included in the church bulletin, included on Sunday morning PowerPoints, sent out from the church email, or included on the church website, all announcements must meet the following guidelines:

1. The announcement regards a ministry or event that is sponsored by First Missionary Church, the Midwest District of the Missionary Church, or the Missionary Church, Inc.
  - a. Events that are not sponsored by the church, district, or denomination, but may be of interest to the church body will generally not be announced in the bulletin or during a worship service. Rather, with the permission of the church leadership, non-church-sponsored announcements or posters may be posted on a designated board in the church foyer.
  - b. Not all announcements printed in the weekly bulletin will be verbally announced each week. For example, the first choir practice may be appropriate for a verbal announcement, but subsequent practices need not be announced verbally (even though they may still be listed in the bulletin). It is also possible that some verbal announcements will not be printed in the bulletin (if, for example, important information came after the bulletins were printed).
2. The announcement is important to the entire congregation or a significant portion of the church body.
  - a. Leaders of smaller groups (house churches, youth, children, etc.) within the church should generally contact their own group members (and their parents, when appropriate) about events that are unique to that group.
  - b. Leaders of events that are intended for smaller groups of church members (such as baby showers, wedding showers or other casual fellowship events) are encouraged to give personal invitations to invited individuals (for example, hand-delivered before or after church services, put in church mailboxes (a list of all mailboxes is available), mailed via postal mail, or shared via electronic means or social media). The church office/secretary should not be used to send out announcements of such events; it is more appropriate and more personal for the individual hosting the event to invite others.
  - c. The church secretary is not authorized to give out personal information, including email addresses or cell phone numbers, about other church members.
  - d. The mail or email addresses of church members should never be used for solicitation of products or personal business by any church member.
3. Bulletin and/or PowerPoint announcements that meet the aforementioned guidelines must be submitted in writing (typed or emailed) to the church secretary prior to Thursday of each week. They should include a start and end date for the announcement as well as the name and telephone number of a contact person. The church secretary has discretion to edit, include, or postpone any announcement as space or time allows.
4. If someone has a question or a request about including an announcement in official church communication, the individual should ask one of the pastors well in advance of a Sunday morning, so that it can be discussed by the pastoral staff.
5. Requests to link websites for auxiliary ministries of the church (such as youth, children, etc.) to the church website must be approved by the pastoral staff. If approved, such auxiliary websites must not contain links to outside organizations or ministries unless approved by the pastoral staff.