

Guidelines for Sunday Announcements

Announcements from the platform should apply to the **majority of the congregation**. E.g. Not just for a certain interest group.

Announcements can be given up-to three weeks before an event. E.g. We're not going to start announcing a Christmas event in August! :-)

As best as possible, the way that announcements are 'framed' will be consistent with the **theme** of the worship service. E.g. "An opportunity to *grow in your faith* is by attending...."

Announcements should offer people a '**practical application**' and 'follow up' step from what they have just heard in the message.

Announcements must maintain the **integrity of the worship service**. Any visuals/visual aids must be excellently put together and fitting for a worship service.

Information shared during the announcements must be **consistent** with the information found in other communication mediums. - E.g. Bulletin, Web, etc.

Announcements **must be submitted** to Andy AND Karen (AndyS@Alomazone.org/KarenC@Alomazone.org) by 5pm on the **Tuesday** before the Sunday! Don't run up to Andy on Sunday asking him to announcement something! :-)

If you'd like you announcement made into a **PowerPoint** slide they must be E Mailed to Ruthanne Jaeger before 5pm on **Tuesday**. Ruthanne's E mail address is raandmj@yahoo.com

If you would like to **make a video** of your announcement, these can be played between services. Video's should be no longer than 3 minutes and submitted to the Worship Planning Team (c/o Mark—MarkJ@Alomazone.org) before our 11:30 am meeting on the Monday before the Sunday you wish for your video to be shown.

Is your info on the web?

