

## Communication Opportunities at Lynn Haven UMC

### Newsletter:

- The deadline for the newsletter is Monday at noon. This policy is strictly adhered to in order for the newsletter to be completed and printed in time for volunteers to help with mail-out on Tuesday.
- The newsletter is published weekly and sent out to everyone on Tuesdays. We currently send the newsletter by mail or email to almost 900 households.
- Used for descriptive, detailed articles and explanations about current ministries, small groups, classes, meetings and events involving a large number of people.
- Entries will be published for two weeks unless other arrangements are made.
- Regularly occurring events and meetings and events that do not require advance planning on the part of the reader may be published only one week in advance if space issues arise.

### Bulletin:

- Bulletins are handed out by the ushers on Sunday mornings to everyone attending a worship service.
- The deadline for the bulletin is Wednesday at noon. This deadline is strictly adhered to in order to set bulletin and print on Thursdays.
- Three bulletins are published weekly; two for the Sanctuary, traditional(200) and Contemporary (550)and one for the Chapel (50). They contain the same information except for the order of worship.
- The bulletin contains the order of worship for the traditional services and information needed by visitors explaining our programs, so space available for other information is more limited than in the newsletter. Newsletter articles may be condensed to fit into the bulletin or edited to a bullet-list format
- Bulletin items require that the reader be able to do something with that information while at the church (sign-up, participate, purchase, etc.) When selecting information for the bulletin, the number of people involved is a major consideration.
- Entries will be published for two weeks only unless other arrangements are made.

### Slide Show:

- A Power Point slide show of announcements (visual only) is shown before the 8:00 service, between the 8:00 and 9:30 services, and between the 9:30 and 11:00 services in the Sanctuary unless the technical team is unable to do so.
- Announcements for smaller groups and committees can be placed here.

### Brochures:

- For information about ministries involving a significant number of people
- Please contact Wanda MacDonald if you would like to create a brochure for your area of ministry or if you wish to place a brochure in the lobby
- Brochure racks behind Welcome Center contain current LHUMC ministry information needed by visitors and others.
- Brochure racks in Portico Lobby contain Upper Room devotionals and other information.

### Church News Bulletin Board:

- For personal notes, thank you notes, wedding and shower invitations, newspaper clippings of interest to LHUMC attendees, and messages for very small groups, committees or boards

### Announcements during Worship Service

- Announcements during the worship service are limited to no more than three announcements per service.
- Emphasis and first priority of announcements are given to events that involve a large percentage of the congregation, encourage participation in one of our:
  - This Week – Main Venues (ie- Weekend service, Midweek service, children & youth services).
  - Next steps – New Bible studies and classes, and Series next step classes and seminars
  - All church - new members Sunday, baptism, etc.

Website- all newsletter information is placed on website in appropriate areas. Front page channels follow the same priority as announcements.

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- All submissions are subject to editing for space and/or content.
- Entries missing required information will not be published.
- For events that require signing up, the Communications Secretary will print a sign-up sheet, place it on a clipboard and put it at the Sign-Up Center.
- Submissions should be placed in Maureen (Mo) Grindrod's box, faxed to the church at 265-8319 or emailed to maureen@myLHUMC.net..