

## Board Policy SSRC 2.3

### Announcement Procedure

Our Sunday Services are a time for spiritual reflection and announcements make the service appear to be more of a business meeting, therefore are to be limited.

Board members shall make all announcements, which shall be confined to church events, only. Announcements by non-Board members covering items that are of high importance to the church are allowed on a limited basis and must be approved by the minister, or worship leader (in the case when the minister is not in the pulpit) or Worship Committee.

Examples of church related events: An announcement to sell tickets for the International Dinner is allowed. An announcement to sell tickets for the Food Pantry Recognition Dinner is not allowed.

For events that are not directly church related, there are many other media to communicate with our congregation that are more appropriate than announcements at Sunday Services. Other media include the NewsGram, the electronic monitor in the Commons area, the OOS with weekly events, posters or tables in the commons or during coffee hour and email.

Examples of announcements that may require special speakers are: the auction, church milestone anniversaries, Search Committee announcements, Transylvania Committee, and others at the discretion of the minister and Worship Committee.

Testimonials for stewardship are not considered an “announcement” and are not covered by this policy.

The typed copy of an announcement (electronic is preferred) is due to the Administrative Assistant by the Thursday before the service at noon.

The announcement should be brief and no longer than 2-3 minutes.

No event can be the subject of more than two announcements.

Board members reserve the right to modify announcements.

The minister will implement this program in consultation with the Worship Committee.

*Agreed to by Board December 17, 1995  
Modified by the Board, October 11, 2016*