

## **VERBAL ANNOUNCEMENTS IN THE WORSHIP SERVICES Policies & Procedures**

New Life Community Church, Pismo Beach CA

### **DESIRED OUTCOME**

To keep the congregation informed regarding important upcoming events and opportunities while not overloading the worship service with verbal announcements

### **POLICIES**

1. The number of announcements in any worship service will be limited to four.
2. No verbal announcements will be made during “reach” services (Christmas Eve, Easter, special services). However, attenders will be referred to a special bulletin and the website. Information will also be available through lobby slides and tables.
3. Any specific announcement will be limited to two consecutive weeks.
4. Announcements to be included in the service will be chosen on the basis of the following priorities:
  - a. Church-wide programs/events (e.g., Love India, Dream Outreach, baptism service, Picnic, XFA)
  - b. Department-specific programs/events representing core ministries (e.g., Baptism class, Faith Cafe, Women’s Bible Study launch)
  - c. Other department-specific programs/events (e.g., mission trip, youth camp).
5. With the exception of funeral services, no last minute announcements will be considered. Persons making announcements are NOT free to add other announcements at their own discretion.
6. We will not reinforce the behavior of missing the bulletin deadline by making a verbal announcements. Department leaders are expected to utilize appropriate communications vehicles (bulletin, web, lobby slides, lobby tables, Notepad, e-mail, print media, etc.) according to the established deadlines.

### **PROCEDURES**

1. Requests for verbal announcements in the weekend services must be submitted by 9 am on the Wednesday prior to the weekend. They should be sent by email to [dkrovius@newlifepismo.com](mailto:dkrovius@newlifepismo.com).
2. The Senior Pastor and Worship Arts team will decide which announcements to include in the service at the worship service planning meeting prior to the weekend.
3. For reference, Debbie Krovious will receive a PDF copy of the bulletin when it goes to press.