

## Formalization of Communications Process

### **Policy Statement**

All requests for communications to the congregation and the public must be approved by the sponsoring ministry's Committee Chair (or designated leader) and submitted via form (google OR paper) prior to the event date or desired publication date.

### **Detailed Process**

#### Step 1: Creation & Approval

- The ministry leader or event coordinator drafts the communication content (e.g., announcement text, graphic concept, flier).
- This content is reviewed and approved by the respective Committee Chair (e.g., Mission Committee, Christian Education, Worship, Fellowship).

#### Step 2: Submission

- The approved content is submitted via google form here: [https://docs.google.com/forms/d/e/1FAIpQLSfVNuQgB\\_pj2sCHJFHSAiKImRehErKzRX40FfmThYs06UP1QQ/viewform?usp=header](https://docs.google.com/forms/d/e/1FAIpQLSfVNuQgB_pj2sCHJFHSAiKImRehErKzRX40FfmThYs06UP1QQ/viewform?usp=header) or via paper form location outside the office on the bulletin board.

The form must include the following details prior to submission:

1. Approval Confirmation: A statement that the Committee Chair has approved (e.g., "Approved by Jane Smith, Missions Chair").
2. Final Copy: All text submitted via the form as you'd like it presented.
3. Graphics/Logos: Any high-quality images or logos.
4. Distribution Channels: The desired channels (e.g., Weekly Bulletin, Facebook, Instagram, Email Blast, Slides).
5. Key Details: Event Date, Time, Location, Contact Person, RSVP Deadline, Cost.

#### Step 3: Office & Communications Team Processing

- The church office will acknowledge receipt of the request within one business day.
- The Communications Team (or office staff) will format, schedule, and deploy the communication across the approved channels according to their production timeline.

### **Scope & Applicable Channels**

This policy applies to all public and congregational communications, including but not limited to:

- Weekly Bulletin & Announcement Slides
- Church Website & Calendar
- Official Social Media Accounts (Facebook, Instagram)
- Email Newsletters (The Messenger, weekly blasts)
- Physical posters and flyers for church bulletin boards
- Mass text/email alerts (where applicable)

### **Exceptions**

- Pastoral/Elders Emergency Communications: Urgent pastoral needs or session-directed announcements are exempt.
- True Emergencies: (e.g., weather-related cancellations, facility issues).
- All exceptions will be coordinated directly with the Pastor, Clerk of Session, and Office Manager.