

# ST. BENEDICT CONGREGATIONAL ANNOUNCEMENT POLICY

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## Policy Statement

The St. Benedict Church Announcement Policy was established for the purpose of providing structure and guidance on the types of announcements congregation members post in the weekly Sunday announcement sheet, the Benedictions, and the various forms of electronic communication available. The adherence to this disciplined approach is intended to provide the broadest and most complete coverage of various opportunities that exist to experience and deepen our Christian journey and to eliminate the need for most oral announcements on Sunday mornings.

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## Expectations

All announcements proposed for publication need to be:

- Submitted to the Church Administrator's office by the deadline for the publications in which the announcement is to appear.
- Include contact information.
- Include name of person submitting request if different from contact information.

All announcements – written and oral need to be:

- Brief and simple
  - Related to spiritual growth opportunities and/or our parish life together
  - Directly affecting and important to congregation members
  - Focused on our abundance and ministry rather than a lack
  - Any exceptions to this policy are made at the discretion of the Vicar and should an oral announcement be required it will be made by the Vicar.
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## Examples of Announcements

The following are examples only and not meant to be a complete listing of announcements that will or will not be published.

Would Meet Policy	Would Not Meet Policy
<i>An event coming up at the Priory</i>	<i>Tupperware Party at member's house.</i>
<i>Upcoming Sunday School Mtg. after Church</i>	<i>Item for sale by private party.</i>
<i>World Sacred Music Festival sponsored by Interfaith Works</i>	<i>Secular event not related to our Christian journey.</i>
<i>There is an opportunity to minister to this community by serving as a greeter...</i>	<i>We need more people to be greeters on Sunday a.m.</i>

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## Church Administrator Responsibility

The Church Administrator is responsible to:

- Ensure that announcements that have been submitted in accordance with the policy and applicable deadline are published accurately and as requested.
  - Seek clarification from Vicar or Warden should questions arise.
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## Bishop's Committee Responsibility

The Bishop's Committee is responsible to:

- Support the policy by helping individual congregation members understand the policy and the reason for its existence
  - On the request of the Vicar or Church Administrator act as an interface to a congregation member or the congregation as a whole in regard to policy parameters
  - Monitor effectiveness of the policy and make any needed adjustments for the betterment of communication within the congregation.
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**Approval:** Bishop's Committee

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_