

COMMUNICATIONS STRUCTURES & PROCEDURES

This is a condensed form of the Grace Communications Structures & Procedures please get a full length copy from main office . **Please note: All communications requests must be submitted a minimum of 2 months prior to the start date or event. All requests will be given due consideration, however, there is no guarantee of approval.*

PROMOTION REQUESTS

All promotional requests should be submitted online using the promotional requests form.

VIDEO ANNOUNCEMENTS

Should be brief, include location and contact information, and limited to near term events and activities of the church. Requests for announcements must be submitted by the **Monday 2 weeks prior** to your requested announcement Sunday.

TABLES AS A PART OF AN ANNOUNCEMENT

A table for registration must always be provided for any recurring or special event that includes a registration prompt during its announcement. Workers for the table are to be coordinated and supplied by the ministry or event organizer. Grace Church Staff is not responsible for providing table volunteers.

ANNOUNCEMENTS & TABLES THAT ARE A PART OF A COMMUNITY PARTNERSHP

Tables can be supplied for community partnerships that are accepting donations of goods, money, or services. Only a Grace Pastor/Director or designated Grace Announcer may discuss the donation of goods, money, or services from the stage. External Ministry partners may work with the Grace Church Service Planning Team for special language and coordination of announcements. **NO guest announcers are permitted to ask for any kind of donation from the stage.**

OUTDOOR BANNERS

Use of outdoor banner displays will be limited to church sponsored events and activities.

MONITERS / DISPLAYS / POSTERS / FLYERS PARTNERSHP

All promotional space shall be used only for church related or partnered events and activities. This includes all paper materials, monitors, or displays, or other signage on church property. Placement of flyers on windshields in the church parking lot is prohibited.

WEBSITE

The church has one authorized web site, www.gracehudson.org, to represent its ministries, events, activities, staff members, and membership. All requests for changes, corrections or additions to the church's web site may be directed to and must be approved by Communications.

SOCIAL MEDIA

Grace's social media accounts may be used for promotion and announcements. Social accounts may be used to promote, church-wide, community partnership, and ministry specific information. Grace does not promote any outside organizations except those on our partners list.

GRACE APP

The app may be used to promote and highlight all events and resources provided by or partnered with Grace Church. Push notifications may be used as a part of this promotion for reminder and announcement purposes.

LEAD PASTOR

Any content that touches theology or evangelism must be approved by the lead pastor before posting on any platform. Any video or audio content of the lead pastor must be reviewed and approved by the lead pastor before being shared publicly, with the exception of sermon videos and live streams.

MISSIONS / HARVEST WORKERS

Missions trips to open countries can be promoted online and through social media in general terms, such as prayer for teams and campaigns for information meetings for upcoming trips, as well as updates during trips that have been approved by missions team and communciations. Grace will not tag or name any missionary or harvest worker without their expressed permission.