



NASHVILLE METHODIST CHURCH

Communication Guidelines

NMC Forms of Communication:

- Newsletter
- Bulletin
- Information Center
- Monitors
- Sunday morning announcement
- Website
- Social Media (Facebook, Instagram & Twitter)
- E-Mails from leaders
- Reminders from Google Calendar

Submitting News & Events:

All events communicated through the church website, newsletter, bulletins, social media, etc. must be activities that support the church ministries listed in the Lay Leadership Ministers and Officers document. News items will be publicized to the congregation when they are confirmed on the church calendar through the reservation process outlined below.

Because there are many activities in the life of NMC, we begin preparing the bulletin 7-10 days in advance of publication. The submission deadline is Monday at 12:00 pm for possible use in the bulletin for the following Sunday. The deadline for the monthly newsletter is the 10th of the month.

We are blessed to have church staff who are also members of NMC. We ask that you refrain from giving them church announcements or changes during Bible studies, church meetings or worship. If you need to speak with an employee about an event, contact them during normal office hours (Monday – Friday from 8:00am – 12:00pm). The Senior Pastor and Associate Pastor do not make announcements from the pulpit and should not be contacted concerning announcements.

Church event should be submitted using the Church Event Application. The electronic form can be found at www.NashvilleMethodist.com/policies-and-forms. Hardcopies are also available in the church work room. Please ensure that you get a confirmation e-mail acknowledging your request. If you do not get a confirmation e-mail within 24 hours, please call the office or resubmit your e-mail.

The newsletter is our most inclusive form of printed monthly events. While not everyone attends weekly worship, we all receive the newsletter either via hardcopy or e-mail. It is also

available on the website. It is used to build the bulletins, update the website, social media, morning announcements, and monitors each week.

Occasionally, we have additional events that will come up for the current month that were not communicated for the newsletter. Every effort will be made to have these events included in the weekly bulletin, but must be communicated to the office by Mondays at noon.

Items may be edited before publication and are included as space allows.

Thank you notes will not be included in the church bulletin or newsletter. If the thank you is related to a prayer request that was sent out on the e-mail prayer chain, we will send an update of answered prayer as a thank you. Personal thank you notes can be placed on the church bulletin boards. Upon request, the office will create a note of thanks for you to be placed on the church bulletin boards.

Requests for flyers, brochures, booklets, etc. to be placed in the information centers or handed out to the congregation by your ministry team can be sent to the church office.

Personal contact with the congregation is a very effective way to get people involved in your ministry. We encourage ministry teams to set up displays in the gathering area to help promote their ministries. This is a great opportunity to answer questions about your ministry. These activities should also be communicated to the church office to ensure that we have room for everyone to set up in the Gathering Area. Teams can also set up at the Collins St. entrance to catch people that park on that side.

Ministry Moments:

Strict time limitations and guidelines will need to be discussed with our Worship Leaders the week prior to special Ministry Moments. If a video is being used in conjunction with the live announcement, total time should not exceed 3 minutes. Video will need to be approved by the previous Monday at noon and must be reviewed by our A/V team to ensure it is compatible with our equipment.

Prayer Requests:

Prayer Requests for Birth Announcements, Bereavement and Medical/Other will remain in the bulletin for a minimum of one month, unless otherwise communicated to the office that prayers are still needed.

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Approved by NMC Church Council: 4/2016