

Grace Presbyterian Church Communication Policy and Guidelines

Approved by Session: August 10, 2004

The purpose of Grace Presbyterian Church communications are to give evidence of this Christ-led ministry for the members of the community of faith known as Grace Presbyterian Church and to provide a forum for expressing the ongoing mission and ministry of our congregation, our presbytery, synod, and denomination by announcing and reporting on issues and events of interest to the faith community of Grace.

Content in publications, print or electronic, should be true, accurate, thoughtful, readable, relevant, significant and based on the values of care, compassion, community, civility, and Reformed Theology.

Bulletin insert guidelines:

- Bulletin insert contributions should be submitted electronically, if possible.
- The deadline for contributions is Wednesday (?) prior to publication.

GraceVine newsletter guidelines:

- Contributions to the GraceVine should be submitted electronically, if possible.
- The deadline for contributions is the 15th of the month prior to publication (e.g. submissions for May publication are due April 15.)

Website guidelines:

- Contributions to the website should be submitted electronically, if possible.
- The deadline for contributions to the website is one week before desired publication.

Broadcast email guidelines:

- Broadcast email is to be used only for special event announcements, periodic notification of church-wide events, and communications of immediate concern.
- The deadline for broadcast email requests is two days before broadcast date.
- Email will only be sent to those members and individuals who have requested church-related communications. GPC will not send unsolicited bulk email ("spam").

Announcement guidelines:

- Inclusion of announcements prior to the worship service is at the sole discretion of the pastor.
 - The deadline for announcements is the Wednesday (?) prior to the worship service.
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Editorial responsibility:

- The following parties (editors) are responsible for their respective communications:
 - GraceVine: GraceVine Editor
 - Website: Webmaster
 - Bulletin Inserts: Church Secretary
 - Broadcast email: Church Secretary
 - Pre-worship Announcements: Pastor
- Accepted submissions will be edited for space, content, timeliness, appropriateness, copyright, and technical limitations.
- The parties responsible for each of the respective communication outlets are authorized to deal quickly with any items or issues that could be damaging (e.g. libelous, abusive, or obscene material) in consultation with the pastor.
- Issues of pastoral care should not be submitted to editors for publication. These concerns should be directed to the pastor and/or Pastoral Care Ministry.
- Photographs of children and youth will not be accepted for any GPC publication.
- Advertising from outside parties will not be accepted for any GPC publication.

**Grace Presbyterian Church
Communication Request Form**

All communications are subject to the attached publication guidelines. Submit completed form to office@gpcarlinton.org or to the secretary in the church office.

Subject of communication:

Date to begin:

Date to end:

Communication methods to be used:

Bulletin Insert

GraceVine

Website

Broadcast email

Announcement prior to worship

Paste your message below (attach any artwork or pictures separately):