

Communications Policy

June 2008

DEADLINES

Due to the size of our church body, the Communications & Design Ministry is implementing a deadline system to help ensure timely delivery and cost-effective production. If a submission misses deadline it will automatically be slotted for the next production period.

NOTE: all communication requests should be forwarded to Kristie McGlaughlin at km@worthingtoncc.org.

YOUR COMMUNICATION OPTIONS

Bulletins & Inserts

Deadline for bulletin submissions is Tuesday at 4:00 PM. All bulletin submissions run on a first-come, first-serve basis; however the church staff reserves the right to prioritize bulletin submissions as they see fit. If you miss deadline your submission will be slotted for the next bulletin.

Don't request an insert when your submission can be an article. We try to limit our inserts to no more than 3-per-week. Unless you require a signup, or have a very wordy submission, we suggest that you submit a short article for the bulletin rather than request an insert.

Submissions must be done in writing either by email (bulletin@worthingtoncc.org), fax (614-885-4076) or by drop-off. If you wish to design your own insert, please speak to Kristie McGlaughlin at the church office (614-885-8389 or km@worthingtoncc.org) prior to doing so.

Plasma Screens & Worship Center Slides

Deadline for slide requests is Tuesday at 4:00 PM. All submissions run on a first-come, first serve basis.

Submissions must be done in-writing and they must be brief. The more words that you try to jam on a slide the more difficult it will be to read.

Brochures

Deadlines for brochure submissions are divided into quarters:

- Winter deadline – January 2
- Spring deadline – April 1
- Summer deadline – July 1
- Fall deadline – October 1

Website

Deadline for website submissions and requests are the first Wednesday of every month. Please send your submissions, in writing, to Kristie McGlaughlin at the church office (614-885-8389 or km@worthingtoncc.org).

Posters

11"x17" Posters — the deadline for 11x17 posters is Wednesday at 4:00 PM with an average turnaround of 2-days. 11x17 posters are typically displayed on the bathroom doors.

22"x28" Posters — the deadline is Tuesday at 4:00 PM with an average turnaround of 2-weeks. 22x28 posters are displayed in the large black easels. Due to the cost of printing these large posters you must get approval from your ministry leader before we will design and print 22x28 posters. Please understand that the black easels are not for general use and may only be used to display signage approved by the Communications Ministry.

Mass Mail

The church office is able to print labels and send mass mail and mass emails to the congregation. Please speak to Terri Gallahue (tgallahue@worthingtoncc.org) for more information.

Postcards

Deadline for postcard requests is Tuesday at 4:00 PM with an average turnaround of one-week. That turnaround can change depending on if we must label and mail the postcards, etc.

Calendar

Terri Gallahue is the only person with access to change the church calendar. As such, she should always be the first person informed when a ministry has any changes to their schedule. Both Kristie & Terri should be copied on any emails regarding the church calendar.

Literature Rack

The Literature Rack has very specific items on display and only those items may be placed in the rack at any time. If you have some literature that you would like to make available to the congregation, please check with Terri Gallahue before placing those items in the Ministry Room (rm. 126).

Outdoor Sign

The outdoor sign is considered an evangelism tool and therefore only programs meant to draw in non-church members will be posted. Internal programs will generally not be listed. Any request for the sign must be directed to Kristie McLaughlin before 1:00 PM on Mondays.