

COMMUNICATION POLICIES/ PROCEDURES FOR MINISTRY LEADERS AT HARVEST:

We have wonderful ministry leaders here at Harvest and we want to make sure that everyone is on the same page! Here are the guidelines to follow when planning your event(s):

- ✓ Make sure you have checked off all the boxes.
- Email Diana Raines (Administrative Assistant) to see if the date is available on the church calendar. Diana will bring it to the staff meeting (on Tuesdays) to confirm things and then will contact you with confirmation.
- Email Wendy (Communications Director) AND Diana (Admin Asst.) with all the details about your event. They will add it to the church calendar, create graphic images/ announcement slides, update the website, add to the service guide, create registration forms (If needed) and add to the stage announcements.
 - ✓ Please note that details and announcements are discussed and decided upon by Tuesday at 11am during staff meeting. Announcement requests/event decisions after that time will be handled the following week.
- Wendy (Communications Director) will send you “proofs” of your graphic images for approval within 5 days. Diana (Church Admin) will confirm service guide details. The service guide is complete on Thursdays.
- Fill out a **Building and Equipment Use Form** (*available in church office or request an email copy from Diana*) if your event is onsite two weeks prior to your usage date. This way Mike Lutz (Building Care) knows what your needs are and what areas of the building you will be using. **Note: You may need to read through the Building and Equipment Use Policy that apply to your group (also available from the church office.)**
 - ✓ If the promotion does not apply to at least 50% of the congregation it will not get church wide promotion.

Contact info:

Graphic images/ website/ email/ social media/ communication:

Wendy Whitely (wendyw@harvestchurchohio.org)

Church calendar/ Building usage/ Service guide/ announcements/ staff liaison:

Diana Raines (dianar@harvestchurchohio.org)

New ministry questions: John Bollman (johnb@harvestchurchohio.org)

