

COMMUNICATIONS MINISTRY: POLICIES & PROCEDURES

The Communications Ministry at Antioch can help ministries and ministry leaders gain more exposure using the following methods below. To utilize the Communications Ministry, please fill out the form(s) - instructions are clearly marked on how to proceed.

Ways to market, advertise and promote your ministry:

bulletin | newsletter | newspaper ad | powerpoint slide on Sunday a.m. | website

COMMUNICATIONS REQUEST FORM

PLEASE CHECK DESIRED OUTLET FOR ANNOUNCEMENT

BULLETIN     NEWSLETTER     NEWSPAPER     POWERPOINT     WEB

DEADLINES

BULLETIN: due Wednesdays by noon  
NEWSLETTER: due by 1st day of the month prior  
NEWSPAPER: two weeks notice required & subject to pastoral approval  
POWERPOINT: due Mondays by noon  
WEBSITE: one week notice required

DATES TO BE PUBLISHED: \_\_\_\_\_

Submitted By: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Phone #/Ext: \_\_\_\_\_ Pastoral Approval: \_\_\_\_\_

Requests may be edited for length & content.  
Content must include all information (details, location, date, time, etc.).  
Incomplete requests will be returned.

Information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach this form to any other materials being submitted for this request and return to the Church Office.  
Questions regarding the bulletin, newsletter, PowerPoint or website, please contact Angie Trigg at 816-436-1649 or angietrigg@abbc.org. Other communications-related questions (newspaper ad, banner, brochure, etc.), please contact Janice Burns at 816-436-1649 or janiceburns@abbc.org.