

# LakeSide Fellowship UMC Policy Procedure Manual

<b>Subject</b> Posting of Materials & Communication	<b>Procedure Number</b> 5	<b>Revision</b> 12/04/06	<b>Effective Date</b> January 25, 2005	<b>Page</b>
<b>Supersedes</b>	<b>Approved By</b> The LakeSide Fellowship UMC Leadership Team			

## Purpose

This policy relates to all posting of items and the communication of all church ministry information for the purpose of informing our church family and beyond.

## Scope

This policy applies to all Clergy, Staff, Attenders & Members

## Policy

It is the feeling of staff and leadership that a clean, uncluttered image in the facilities will complement LakeSide Fellowship's philosophy of doing ministry in an excellent manner. Therefore, no materials (i.e. posters, signs, flyers, etc.) are allowed to be placed on facility walls, windows, doors, and hallways. Following is the process to be used to display materials around campus. All items to be displayed on LakeSide Fellowship's campus must be church related, and approved by the Staff Administrator. Once approval is received the items can be posted on the church bulletin boards only. Also ministry areas may utilize their individual ministry kiosk located in the church lobby. One flyer must be laminated to assist in keeping the remaining flyers upright in the holders.

The LakeSide Fellowship leadership has also established the official methods of internal communication for all entities of the church including the preschool. The preferred method of internal communication is through the church web site. It will be the responsibility of all ministry and preschool leaders to maintain accurate and complete information for their perspective ministry areas. Each ministry leader will be given access to update their area of the web site. Please remember that the web site is only as effective as the information is accurate. The second way of communicating will be through a weekly email sent to the church family. Each ministry leader will be responsible for composing and sending their upcoming ministry information to the staff administrator no later than 5:00 p.m. Tuesday afternoon for publication on Thursday. This same information can be used for the 3<sup>rd</sup> and final way of communication which is the weekly sermon notes. Again the deadline to be included in the email or the sermon notes is Tuesday afternoon.

Calendar – As previously approved, any church wide event or ministry idea must obtain approval of the leadership team before it can be entered on the church calendar or considered as a ministry of LakeSide Fellowship UMC. Anyone requesting an event or who has a ministry idea will complete an "Event Team Approval and Guidelines Request. Please complete the form with as much information as possible giving the leadership team a chance to review your request before the meeting. The requestor will contact the Leadership Team Leader and request time on the monthly Leadership team Agenda and also provide a copy of the request so the leader may email it to the team. Once the requestor has been given time on the agenda they will need to present the event or ministry idea to the Leadership Team at the monthly meeting. Upon event approval it can be entered on the church calendar by the staff administrator or if approval has been given to a ministry idea it can be promoted as a ministry of LakeSide Fellowship UMC within the churches internal communication guidelines.