

Announcement Procedure

Announcements are shared using the following methods:

1. The Pulse
2. Shiloh E-news
3. Pulse Publication (Published Weekly Announcement hand out)

PROCEDURES

Announcements on the Pulse will pertain to Pastoral speaking engagements and Major GSC events. Ministry events such as workshops, leadership meetings, seminars, conferences, or specific community events are added at the discretion of the Pastor and the Pulse production team. Staff cannot guarantee that the Pulse will be played during the flow of Sunday Morning service.

- Ministry meetings and other announcements will be sent via E-news and added in the Weekly Announcement handout.
- Personal events will NOT be announced.
- Announcements will not be accepted unless it is submitted on the Announcement Request form. NO EXCEPTIONS!
- Announcements can be sent to the GSC Administration Office via:
 - a) Email – adminsupport@gshiloh.com
 - b) Fax – 610-252-2715
 - c) Delivered in to the GSC Administrative Office: 9:00am – 5:00pm

After 5:00pm use Mailroom –Administrative Support Box.

- The **deadline** for announcements for the upcoming Sunday is **Wednesday – close of business**.
- Announcements must **NOT** be sent to the personal emails of the staff.
- They must be sent to adminsupport@gshiloh.com
- Announcement Forms can be accessed from the GSC mailroom or on the church website: www.greatershilohchurchpa.com. Go to Ministry Information under the Contact tab and download form.

Please keep this top form for your records. Return the second page to the admin support mailbox.

Thank you!

Ministry Name: _____

Date Submitted (*in mailbox*): _____

Announcement Event Title: _____

*If you have questions or need clarity to complete an announcement request
Please contact Minister Olivia Obey at 610-252-5640.*

Our involvement in serving the Lord should come from our gratitude for all He has done and continues to do for us.

Greater Shiloh Church

Announcement Request Form

Event Title _____

Event Date _____ Start Time _____ End Time _____

Location _____

SPECIAL INFORMATION

ANNOUNCEMENT WORDING (No more than 40 words):

No wording (wording will be provided for you by pulse administration)

RUNNING TIME OF ANNOUNCEMENT: (At the discretion of the admin staff)

1-2 weeks

Dates: from __/__/__ to __/__/__

3-5 weeks

Dates: from __/__/__ to __/__/__

1 month

Dates: from __/__/__ to __/__/__

2-4 Months

Dates: from __/__/__ to __/__/__

PLACE ANNOUNCEMENT ON:

Screen- Pulse

Shiloh E News

Pulse Publication

GSC Website

PULSE LOCATION: Depending on the date of your event the location on the pulse is subject to change.

Trending now

Video Presentation (Pending Approval)

Mark Your Calendars (Voice Over)

Specials/Live Ministry Announcement (Pending Approval)

REQUESTER'S INFORMATION

Host Ministry _____

• Contact Person _____

• Phone _____

• Date Submitted _____

• Approved by _____

***Note: Submission of this form does **not** guarantee that the announcement will be announced on the Pulse. We will make every effort to ensure information is disseminated in a timely fashion. However, due to space and time constraints, we may not always be able to meet these objectives. We appreciate your understanding.*

ADMINISTRATIVE STAFF (do not write below this line)

DATE COMPLETED: __/__/__

Announcement Type:

Location on Screen:

Reason: _____

Initial after each week premiere:

Week _____ Initial _____

Week _____ Initial _____