



ST. JOHN'S
CONGREGATIONAL CHURCH

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REV. DR. CALVIN J. MCFADDEN, SR., SENIOR PASTOR
45 HANCOCK STREET, SPRINGFIELD, MA 01109-3618

Announcement Request Form

NAME OF MINISTRY: _____

MINISTRY LEADER/ SPONSOR NAME: _____

PHONE NUMBER: _____

EMAIL: _____

EVENT TITLE: _____

DATE: _____

EVENT DATE: _____

DEADLINE FOR RESPONSE: _____

TIME OF EVENT: _____

TARGET AUDIENCE (Who is your announcement for?)

Check one

Congregation / Community

Specific Ministry(specify) _____

Tribe (which tribe) _____

Other _____

Please select from the following:

Bulletin Only

Video Announcements Only

Video Announcements/Bulletin

ANNOUNCEMENT

(Please write legibly)

“BUILDING THE KINGDOM OF GOD IN THE CONGREGATION AND THE COMMUNITY”

GUIDELINES FOR ANNOUNCEMENT SUBMISSION

I. If your announcement includes the use of a St. John's facility please ensure that you have filled out the Facility Utilization Form and that it has been approved prior to submitting an announcement request form.

II. Announcements must be received by 5:00pm Friday one week prior to airdate.

III. An announcement request form **MUST** be filled out completely and submitted. No plain text emails, or word of mouth announcements will be aired.

III. Only events held by a St. John's ministry or organization will be aired on video announcements. Any announcements involving outside events should be emailed to Pastor's administrative assistant at malston@sjkb.org to be read during Pastor's announcements.

These announcements will be mentioned on the desired Sunday morning *at Pastor's discretion.*

IV. Announcements should be submitted no more than two weeks prior to the desired airdate. Announcements will be recorded and aired no more than 3-4 weeks prior to the event date.

V. Any flyer, video, or other attachments **MUST** be submitted with this request form.

VI. In an effort to keep our Sunday morning video announcements under 3.5 minutes, please ensure that your announcement is clear, concise, and straight to the point featuring pertinent information about the event only.

VII. Please be sure that all information is correct prior to submission. Should any dates be changed and/or extended please contact us immediately.

Announcements can be submitted via email at announcements@sjkb.org or via fax to the church office.