

Approved date: 2/27/1990

Supersedes date:

Review Date:

Policy 2.4.3 ANNOUNCEMENTS, "VOLUNTEER" CLIPBOARDS, AND PETITIONS

PURPOSE

To establish a policy for the control of the number of announcements that are made at the start of a service and the materials that circulate before, during and after a Sunday Service.

BACKGROUND

There have been complaints from the membership that announcements from the pulpit and from the floor often have consumed an inordinate amount of time. Also, the passing of clipboards, when numerous, can often distract members from the minister's sermon.

ANNOUNCEMENTS

1. Announcements listed in the service program should not be repeated from the pulpit. The speaker may call attention to specific items in the program but should avoid reading or enlarging upon the announcement. Exceptions to this policy may occur when it is necessary to provide additional details for a Fellowship fund raiser or other important event.
2. Announcements which someone wishes to have made in addition to those in the program will be noted on a form available at the Greeters' (Newcomer's) table and left at that table prior to the service. The greeter (or the person requesting the announcement) will give this note to the person scheduled to make the announcements.
3. Those wishing to make a Fellowship related announcement themselves from the floor will obtain prior approval from the Fellowship President or from the "announcer" to avoid excessive use of service time.
4. If this procedure is adhered to, there should be no need for a call from the pulpit for "additional announcements".
5. This policy is not intended to preclude those excellent "performances" by members of the Fellowship to call attention to special Fellowship events. However, there should not be more than one "skit" per service, they should be reasonably brief, and they must be approved in advance of the service as with any regular announcement from the floor.

"VOLUNTEER" CLIPBOARDS AND PETITIONS

1. Effort will be made to limit the number of clipboards requesting volunteers for various church programs to be passed among the congregation during a service. Preferable limit will be two per service but it is realized that exceptional circumstances may occasionally dictate otherwise.
2. A simple standardized passing sequence will be adopted to minimize the distractions caused by uncertainty as to where a board should go next.
3. No petitions will be circulated during a Sunday service.

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4. Petitions which have sponsorship of a standing Fellowship Committee or of the Board of Trustees may be circulated in the Foyer or Social hall before or after a service.

Approved by the Board of Trustees on 27 February 1990.

Kyle R. Janmsson, President