

COMMUNICATION POLICIES/ PROCEDURES FOR MINISTRY LEADERS AT HARVEST:

We have wonderful ministry leaders here at Harvest and we want to make sure that everyone is on the same page! Here are the guidelines to follow when planning your event(s):

1. **Email** Thomas Hummer (Church Exec Admin) to see if the date is available on the church calendar. Thomas will bring it to the staff meeting (on Tuesdays) to confirm things and then will contact you with confirmation.
2. **Email** Wendy (Communications Director) **AND** Thomas (Church Exec Admin) with all the details about your event. They will add it to the church calendar, create graphic images/ announcement slides, update the website, add to the service guide, create registration forms (If needed) and add to the stage announcements.

Please note that details and announcements are discussed and decided upon by Tuesday at 11am during staff meeting. Announcement requests/event decisions after that time will be handled the following week.

3. Wendy (Communications Director) will send you "proofs" of your graphic images for approval within 5 days. Thomas (Church Exec Admin) will confirm service guide details, if needed. The service guide is complete on Thursdays.
4. **Fill out a bldg. usage form** if your event is onsite so that Mike Lutz (Building Care) knows what your needs are and what areas of the building you will be using.
5. If the promotion does not apply to at least 50% of the congregation it will not get church-wide promotion.

Contact info:

Graphic images/ website/ email/ social media/ communication:

Wendy Whitely (wendyw@harvestchurchohio.org)

Church calendar/ Building usage/ Service guide/ announcements/ staff liaison:

Thomas Hummer (thomash@harvestchurchohio.org)

New ministry questions: John Bollman (johnb@harvestchurchohio.org)

