

Brown Memorial Park Avenue Policies and Procedures

Worship Bulletins:

- All information to be included in the Sunday worship bulletin must be to Sharon Holley by **noon on Wednesday** of the week you wish your announcement to run.
- Bulletin inserts will be placed in the worship bulletin for **one week only**. After the first week, a brief announcement will be placed in the bulletin directing those interested to flyers in the narthex.
- Announcements to be included alongside the weekly bulletin must reflect the needs, concerns, and mission of the community that is the church. Announcements advertising for-profit services, fundraisers not connected to the church, or other events not connected to the life of the congregation should not be included in the bulletin.
- The Worship Committee has oversight over the bulletin announcements.

Worship Announcements:

- All information to be included in the “Welcome” announcements on Sunday morning must be to Andrew Foster Connors by **noon on Friday** of the week you wish your announcement to be made. Please do not approach Andrew during the prelude with an announcement as this is disruptive to the service.
- “Minute for Mission” announcements must be approved by the worship committee two weeks in advance. Betsy Nix is the chair of the worship committee. Please note on occasion some “Minute for Mission” requests are denied due to circumstances of the worship service such as communion or baptisms.

This Week At Brown Email:

- All submissions for the *This Week At Brown* email must be to Sharon Holley by **3:00pm on the Monday** of the week you would like your announcement to run.

Tidings:

- All Tidings submissions must be to Ellen Carter-Cooper by the **first of each month**.

Browndowntown.org:

- Please allow **2 days** from the date of request for all webpage postings. Information for the webpage should be submitted to Rachel Cunningham.

Copy Requests:

- Please allow **2 days** from the date of request for all copies. Please note **no copies will be made on Fridays** as this is the day the bulletin and announcements are printed. If you request copies on Thursday they will be ready on Tuesday.
- Copy requests must reflect the needs, concerns, and mission of the community that is the church. Copies for items not connected to the church will be charged for accordingly and do not take priority. We reserve the right to decline copy requests not associated with the life of the Brown Memorial.

CD Requests:

Updated April 1, 2008

- Please allow **one week** from the date of request. If you request a copy of the service on Monday it will be ready for pick up the following Monday.

Facility Use:

- All requests for use of facilities must be approved by the Session with 30 days notice. Requests for facility use submitted to Sharon Holley in writing by **3:00pm on the Friday** before the Session Meeting will be considered when the Session meets. The Session meets the 2nd Tuesday of the month except in August when they don't meet.
- Due to rising utility costs we now charge for facility use not associated with the life and mission of the church.