

# NCT Bulletin Announcement Policy

NCT is alive with activities and ministries for all ages! We are so glad that you're a member of our team and look forward to serving the cause of Christ with you.

Each week we receive many requests to announce and promote upcoming special events, meetings and ministries. During very busy times of the year, this can become extremely challenging for our staff! To help us better serve you and all our NCT ministries, we have developed a few guidelines and ask you to follow them when requesting a bulletin announcement. **Thank You!**

1. All on site or off-site NCT events must be approved by the pastor overseeing your ministry, before they can be listed in the bulletin or on a flyer distributed at the door.
2. All bulletin requests must be received by the church office by 9:00 AM Monday for the following Sunday.
3. Announcements in the bulletin may run for a maximum of 3 weeks or as space allows.
4. Bulletin messages under "Upcoming Special Events" may run as early as 8 weeks prior to the event's registration cut off date depending on available space. Special Events are listed in chronological order.

## NCT Bulletin Announcement Request

*Please submit all bulletin announcements by Monday at 9:00 AM. Thank you!*

Name \_\_\_\_\_ Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Ministry/Dept. \_\_\_\_\_ Pastoral Leadership \_\_\_\_\_  
Dates Requested \_\_\_\_\_

Special Event  Announcement  Praise Report  Help Wanted  Community News

Information (please print neatly): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Office Use Only:

*Ministry Coordinator*

Approved \_\_\_\_\_  Declined \_\_\_\_\_  Referred to Pastor for approval: \_\_\_\_\_