



PCUUC Sunday Morning Announcements Policy and Guidelines

*Presented to the PCCUUC Board of Trustees by the
PCUUC Worship Committee
11/19/2009*

Overview

It is the opinion of the Worship Committee that:

- ◆ Some announcements are best shared by the person/people with direct knowledge of the information being shared.
- ◆ There is benefit to having different faces/personalities visible and heard from on Sunday mornings.
- ◆ Some thoughtful “promotion” of some church activities and initiatives is valuable.

However, announcements are one portion of our Sunday morning services that can become a bit unruly both in terms of time spent and the tone being set for our time together. The Worship Committee found guidance from a book we have been studying as a committee, “Worship that Works,” by Wayne Arnason and Kathleen Rolenz.

“When announcements are done well, they can point to the church’s overall vision and mission. Does the church see itself as a place to care for the wounded and weary? The announcements will embody that ethos. Does the church see itself as a community that invites both direct and indirect systematic justice-making service to the wider community and to the world? The announcements will point to that concern. Too often, the announcements reveal that the church sees itself as a club for its members, with entrance available only to those who can interpret and filter the announcements.” (pg 62)

“And to guests, announcements can sometimes say more about what a congregation truly worships than anything else in the service.” (pg 65)

Additional Overview Comment

Just as the worship service itself is planned prior to Sunday morning, announcements need to be thought through prior to Sunday morning. Very quick, straight-forward, routine type of announcements should be made by the service leader. A disciplined effort should also be made to assure that announcements are included in the Order of Service (deadline is Wednesday at 6:00 pm).

Proposed Announcements Policy

1. Only announcements pertaining directly to PCUUC, PCUUC sponsored activities, UUA or UUA sponsored activities are permitted on Sunday morning.
2. Announcements from PCUUC committee heads or person appointed by committee head are permitted on Sunday morning during the announcements segment.

The Worship Committee chair and/or designated person(s) must be notified prior to the Sunday morning the announcement is to be made—Friday at 8:00 pm deadline. This prior notification will allow for reconfiguration if a lot of announcements fall on a given Sunday as announcements should not consume more than about 6 minutes on Sunday morning. The obvious exceptions to the 6 minute time guideline is communication of critical church information—Pledge Drive, changes in children's RE programming/procedures, etc.

3. It is encouraged that reminder and very basic informational announcements be made by the Service Leader.
4. Creative and heartfelt announcements can have a place, but the primary emphasis should be on succinctly and accurately sharing information with the congregation.
5. The Worship Committee will formally invite/encourage the Board and appropriate committee heads to deliver a more involved report/message at appropriate intervals.
6. All stake holders to have the respect to plan ahead and to share information in the most effective manners possible.
7. In addition to planning announcements that are clear and succinct, special care needs to be taken to assure that announcements are inclusive. Activities that are, by now, fairly routine for the congregation are likely new to guests, returning visitors and new members. In order to be as inviting and inclusive as possible, specific information like the date, time and address should be included in the announcement. If the item is too complex to explain to visitors/new members in the very short period of time allotted during the announcement itself, the announcer should make it clear that he/she is available to answer questions and provide additional background and/or information.

Procedure for Notifying Worship Committee of Announcements

It is requested that anyone wishing to make an announcement contact the Service Coordinator **and** the Service Leader (generally the same person, but not always) for the Sunday the announcement is to be made.

Service Coordinators and Service Leaders are not the same from Sunday to Sunday. How do you know who to contact? The PCUUC Service Schedule can be found at the following URL.

<http://spreadsheets.google.com/cc?key=0AnOdaV4izhntdDB0TjdGbFd3eEFhdTRtMUI5Q3pnNHc&hl=en>

All committee heads and board members have been given viewing access to this document. The schedule changes regularly, so please bookmark the URL for easy reference. The Worship Committee members and their e-mail addresses are included within the second worksheet of this document.

If additional members of the congregation should be given access to this document, please notify Tonia Becker VerShaw at tbecker@putman.net. Establishment of a Google account (free) is likely required to access the Service Schedule document as it is a Google Doc.

Deadline for contacting the Service Leader and Service Coordinator is Friday at 8:00 pm prior to the Sunday morning service.