



## SUNDAY MORNING ANNOUNCEMENT FORM

Submitted by: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Ministry this announcement is for:  Outreach     Discipleship     Shepherding  
 Worship     Relational

Type of Announcement:  Verbal     Bulletin

Starting Date of Announcement \_\_\_\_\_

Running time of announcement:  this Sunday only     weekly \_\_\_\_\_ (enter # of weeks)

### Details of Announcement

**WHO is making the announcement?**

Worship Leader or  (Name):

**WHAT is the event or request?**

**All announcements must be submitted to the church office no later than MONDAY at midnight to be included in the bulletin for Sunday.**

Enter your announcement in this space.

**Approval Signature**

### Directions for Bulletin Inserts

1. Make sure inserts are no larger than 5.5 x 8.5 inches
2. **Get permission from Administrative Office no later than Tuesday 4:00pm.** Do not give to ushers.