

## **Policy for Sunday Announcements during Worship**

*Approved by the St. Andrew's Vestry on September 10, 2018*

Announcements help with general communication among a large group of people and they speak to our mission and responsibility as Christians. Both the Lutheran and Episcopal traditions encourage announcements during worship either during the offertory (St. Andrew's preference) or just before the blessing and sending (Lutheran Church of Framingham's preference). Announcements are meant to remind us of the work we are called to do as we serve as Christ's hands and feet in the world. Not all announcements printed in the weekly bulletin will be verbally announced each week, and some verbal announcements will not be printed in the bulletin.

### **Appropriate items to announce are:**

- Fellowship, outreach, fundraising, children's ministries, worship, education, music, or any other events or news items regarding the ministries of St. Andrew's or LCF that are on the church calendars.
- Meetings of congregational or diocesan/synod-wide committees or recruitment of committee members.
- Congregational meetings required by church bylaw to be announced.
- Building safety or reminders or cancellation policies.
- Upcoming community events that are in alignment with the vision and mission of the Church.

### **Items that are NOT appropriate for Sunday announcements are:**

- Political campaign endorsements or candidate support of any kind. The Johnson Amendment is a provision in the U.S. tax code that prohibits all 501(c)(3) non-profit organizations from endorsing or opposing political candidates. This includes all churches, universities, and charitable organizations.
- Fundraisers for schools, clubs, or organizations that are not part of St. Andrew's or LCF (see the St. Andrew's fundraising policy for more information).
- Requests for personal prayers. Call the Parish Office to add a name to the weekly Prayers of the People.

### **To have an announcement made in church, please use this practice:**

- Ask the priest or deacon if your announcement can be made in Sunday worship. This request can be made in the days preceding Sunday by email or phone call to either the priest or the deacon. It can also be requested no less than 15 minutes before the start of worship.
- All announcements must be approved by the priest or deacon. If you stand to make an announcement and you have not received approval from the deacon or priest, you will not be called on to make your announcement. This is to avoid unapproved announcements and repetitive announcements.
- If you choose to make the announcement yourself, always come to the lectern and use the microphone.

Rector's email: [Jcarson@standrewsframma.org](mailto:Jcarson@standrewsframma.org)

Rector's phone: 508.875.5095

Deacon's email: [slhaley09@gmail.com](mailto:slhaley09@gmail.com)

Deacon's phone: 508.877.2550