



Media Ministry Guidelines

The purpose of the Media Ministry is to provide audio and visual elements for the church. We are also the webmaster for our church website, as well as maintaining one of our Facebook pages. We help in providing ongoing information and promotional media for the church and ministries within the church.

The Media Ministry will be available for during the week programs & events at the church.

In order for the Media Ministry to service events and programs properly, the following must happen:

1) **Events/Programs:** Once your event/program has been approved, the Event Coordinator will notify the Media Ministry Leader. The Media Ministry Leader must be notified no later than 3 weeks prior to the event/program.

2) **Pictures:** The ministry will take pictures at annual days and major events within the church. **However, not all events/programs will be photographed (this includes events outside of the church).** This decision will be made by the Media Ministry Leader, unless it has been requested by the event/program committee with a Media Request Form.

3) **Video Presentation:** Unless you are using an outside source for your video presentation, you **must** have the person/company to contact the Media Ministry Leader to be informed of our guidelines for visual productions. If you are in need of the media ministry to create your presentation, you must fill out a Media Request Form. **Please be aware that all material for video presentations, must be submitted to the Media Ministry 2 weeks prior to the event/program.**

3) **Praise Dance Ministries:** All music need to be in no later than one week prior to the day, (including Sundays), they will minister in dance. No music will be played via internet, iPad/tablet, cellphone or any other electronic devices. Music must be played via the media system from CD format. Failure to meet this criteria, per Pastor, the Dance Ministries will not minister in dance on the scheduled/event date. **Please note,** when you are having a guest dance ministry, you **must** have them supply you with their music in advance (1 week).

5) **Plays/Skits:** If sound will be needed the day of the play/skit, you **must** notify the Media Ministry Leader of the date and time of the performance and the last 2 rehearsal dates, in order for the media ministry to determine best sound setup for the performance.



Media Request Form

Name of event/program: _____

Date of event/program: _____

Start time: _____ End time: _____

In house event/program: yes or no (circle one)
Sanctuary or Dining Hall (circle one)

Outside event/program: yes or no (circle one)

Sound equipment (**in house only**): yes or no (circle one)

Photography: yes or no (circle one)

Video Presentation: yes or no (circle one)

Dance Ministry: yes or no (circle one)
Please provide music one week prior to event/program (guest dancers included)

Other needs or notes:

Contact Person: _____ Contact Number: _____

Event Coordinator: _____

Date media ministry received request form _____ Media signature _____