

LANSING SDA COMMUNICATIONS GUIDELINES

Communications Email: lansingsdacomunications@gmail.com

FOR MINISTRY LEADERS: HOW TO ANNOUNCE YOUR MINISTRY EVENTS

- BULLETIN (print/online), ONECALL AND E-NEWSLETTER: **DEADLINE is 9am Wednesdays** to guarantee inclusion. Use one of these methods to submit announcements:
 - EVENTS (anything tied to a date/time): Ministry leader or a designated team member should post events on the [Church Center Calendar](#). Please submit information **at least 30 days** before your event for proper promotion.
 - GENERAL ANNOUNCEMENTS (ministry needs, reports, etc.): Use the [Announcement Submission Form](#). Send proofread & in final form.
 - These links are also on the LansingAdventist.org website under [NEWS; SUBMIT AN ANNOUNCEMENT](#), or in the CHURCH CENTER App under MORE; SUBMIT AN EVENT OR ANNOUNCEMENT.
 - If you have trouble with the above methods, see Rachel or Sheri for help or email lansingsdacomunications@gmail.com.
 - Please send graphics as .jpg or .png, not pdf. Contact the communications team if you need someone to help your ministry create graphics.
- FACEBOOK - [CHURCH FAMILY GROUP](#): Ministry leaders/team members are responsible for posting their own announcements and events on the Lansing SDA Church Family Facebook private group. This helps your team reply directly to any comments/questions.
- FACEBOOK – [PUBLIC PAGE](#): This page is for events/announcements relevant to the community. If you want editor privileges for your ministry team, please contact Sheri.
- CHURCH SIGN: The communications team will select key events to feature on the sign.
- SCREENS: To have your announcement shown on the screens up front, email the AV team at lansingsdaapple@gmail.com.

FOR ALL MEMBERS: WAYS TO KEEP CONNECTED

- Church Center App and Directory – [Lansing SDA Church Campus - Lansing Seventh-day Adventist Church \(churchcenter.com\)](#) Please create your account and add yourself to the directory with contact information! You can see upcoming events and find other useful links in the app. Call the church office (517-321-1963) if you have questions/problems with this.
- [Online Events Calendar](#)
- Weekly E-newsletter – [SIGN UP FOR NEWSLETTER](#)
- OneCall – Phone message with news/events. Contact the church office to sign up.
- Be sure to take note of the [Bulletin](#), the slides on the church screens, & the church sign
- Facebook - [Lansing SDA Church Family](#) (Private Group for church members & regular attendees only): JOIN, LIKE, FOLLOW, INVITE & POST. Please don't invite friends who are not church members or regular attendees to join this page. It is private due to occasionally sensitive info (addresses, phone #'s, pictures of our children). Any medical-related prayer request should have permission from person/family involved.
- Facebook - [Lansing Seventh-day Adventist Church](#) (Public Page). This is the page where you can share posts and events to your newsfeed. Please DO Like & invite others to Like this page. This helps us build a larger audience. Social Media can be an evangelistic tool if we use it to share events and posts. We LIVESTREAM on this page every Sabbath.

- Lansing Adventist [YouTube](#) channel – We LIVESTREAM here every Sabbath. Please LIKE, SUBSCRIBE & SHARE!
- [StrongTowerRadio.org](#) / [str.fm](#) – Listen online / Promote your events or Donate
- [Michigan Conference Website \(misd.org\)](#) – Departmental resources, Conference Event Promotion - [sign up for weekly MISDA newsletter](#)