

LANSING SDA COMMUNICATIONS GUIDELINES

Please send all announcements to the Communications email:
lansingsdacomunications@gmail.com

Team Members:

Rachel Cabose – Communications Leader, email newsletter, website

Natalie Hutchins – Church Secretary – print/online bulletin, OneCall

Sheri Christie – Facebook page

Ron Gruesbeck, Jr. – Audio-visual screens

FOR MINISTRY LEADERS: HOW TO ANNOUNCE YOUR MINISTRY EVENTS

- BULLETIN (print/online), ONECALL and E-NEWSLETTER:
 - **DEADLINE is 9 am Wednesdays** to be included.
 - Send all announcements to lansingsdacomunications@gmail.com or use the [Announcement Submission Form](#).
 - EVENTS (anything tied to a date/time): Ministry leader or a designated team member must post events on the [Church Center Calendar](#). This reserves the date/time and rooms to avoid scheduling conflicts. It also puts the event in our online calendar. Find instructions [here](#).
 - GRAPHICS: Send as .jpg or .png, not pdf. Contact the communications team if you need someone to help your ministry create graphics or flyers.
 - Submit information **at least 30 days** before your event for proper promotion.
 - This information is also on the LansingAdventist.org website under [NEWS/ SUBMIT AN ANNOUNCEMENT](#).
- FACEBOOK – [PUBLIC PAGE](#): This page is for events/announcements relevant to the community. The communications team adds posts based on announcements submitted as above. If you want editor privileges for your ministry team, please contact Sheri Christie.
- 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.
- SCREENS: To have your announcement shown on the screens up front, email the AV team at lansingsdaapple@gmail.com.
- CHURCH SIGN: Currently out of service.
- STRONG TOWER RADIO: Submit community-oriented events to the [Strong Tower Radio Community Calendar](#). (Click the link and scroll down to see the submission form.)

FOR ALL MEMBERS: WAYS TO KEEP CONNECTED

- The weekly [Bulletin](#) is available online (typically updated by Friday) and on Sabbath.
- OneCall – Phone message with news/events. Contact the church office to sign up.
- E-newsletter – comes out about twice a month. [SIGN UP FOR NEWSLETTER](#)
- [Online Events Calendar](#)
- Announcements are shown on the screens up front before and after services.
- 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.
- 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, prayer requests, pictures of children).
- Facebook - [Lansing Seventh-day Adventist Church](#) (Public Page). Go to this page to find posts and events that you can share to your newsfeed. Please DO Like & invite others to Like this page. Social Media can be an evangelistic tool!
- Lansing Adventist [YouTube](#) channel – We LIVESTREAM here every Sabbath. Please LIKE, SUBSCRIBE & SHARE!
- [StrongTowerRadio.org / str.fm – Listen online](#)
- [Michigan Conference Website \(misda.org\)](#) – Departmental resources, Conference event information - [sign up for weekly MISDA newsletter](#)